



Keith Football Club Kynoch Park, Keith First Aid Plan



Reviewed – July 2023

Introduction

Keith Football Club is a member of the Scottish Highland Football League and full members of the Scottish Football Association.

It is the policy of Keith Football Club to take all reasonable and practicable steps to safeguard the Health and Safety and welfare of all employees at work and to protect all other persons against hazards to Health and Safety arising out of the clubs activities. This document details the Club's first aid plan.

Purpose

This plan is to provide guidance to staff on the provision of first aid in our workplace (Kynoch Park, Keith). We are committed to providing a safe and healthy environment for all staff, supporters, or other visitors, and the appointment of qualified first aid officers will ensure that anyone on our premises will have access to first aid assistance should an injury or illness occur.

All Keith Football Club members of staff have a duty of care, to themselves and others within the grounds of Kynoch Park, to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary, as set out in this first aid plan.

First Aid Procedures

1. First Aid Officers

- Keith FC will train an appropriate number of personnel to the standards of Sports Injury Training, carried out by an approved trainer.
- Keith FC will maintain a register of all personnel who have a Red Cross Sports Injury certificate.
- Keith FC will ensure that a minimum of one person holding a Sports Injury certificate will be present at each home game.
- For each home game a lead First Aid Officer will be appointed by either side; club Safety Officer, Chairman or Secretary.

2. First Aid Officers Responsibilities

First Aid Officers must:

- Provide initial first aid attention when necessary to members of staff and the public whilst within the grounds of Kynoch Park
- Must remain with an injured or ill person until no further treatment or assistance is required, or until the person is handed over to ambulance or other medical personnel, unless the officer's personnel safety is at risk.
- Recognise their limitations and only administer or carry out duties that have been included in their training.
- Ensure the Club's accident book is updated for the treatment of any person in relation to any injury/accident. The Club accident book is kept in the Medical/First Aid Treatment Room
- Ensure that they are aware of the location of the Clubs first aid kits and medical room.

3. Absence of First Aid Officers

In the event of a First Aid Officer not being immediately available to administer first aid in an emergency, Keith Football Club staff should:

- If possible escort the patient to the Keith Turner Memorial Hospital.
- If possible escort the patient to Jubilee Hospital Huntly or Dr Gray's Hospital, Elgin (outwith Keith Medical Centre opening hours).
- Call an ambulance.

Please note that the Keith Medical Centre is only open on weekdays between the hours of 8am and 5pm except Wednesdays 7.30am and 6pm.

The Keith Memorial Hospital is approximately 2 minutes from the Kynoch Park by car, and 5 minutes away by foot. The doctor surgery is next door to the hospital. The address of the facilities is as follows:

- Keith Turner Memorial Hospital, Turner Street, Keith , AB55 5DJ (01542 882526)
- Keith Medical Centre, Turner Street, Keith AB55 5DJ (0345 337 9944)

4. Staff Awareness

All staff and club officials will be advised of the nature of first aid facilities in the Kynoch Park; the location of first aid kits; the names of first aid officers; the procedure to follow when first aid officers are absent, and the procedures to be followed when first aid is required.

This will be communicated to all Keith FC personnel at the start of each new season, or if a new member joins the Club. The first aid plan will also be published on the Keith FC website, along with all other policies and documentation.

5. First Aid Kit

- Keith FC will have available at each home game a mobile first aid kit which has been approved by the Club associate Doctor.
- Keith FC will have available a static wall mountable first aid kit located in the medical / first aid treatment room. This kit will meet the requirements of the Health and Safety (First Aid) (1981) Act, and will be suitable for up to 50 persons.
- Keith FC will have available for each home game a mobile 50 person first aid kit.
- Keith FC will have available for each away game a mobile players first aid bag.
- First aid kits will be under the control of trained first aid personnel.
- A list of all personnel who have the Sports Injury certificate will be placed near the first aid kit in the medical / first aid treatment room.
- Keith FC will ensure that all first aid kits under their control are fully stocked and will carry out regular audits on the contents, and arrange to replenish when required.

The minimum items in each first aid kit are detailed below:

Static First Aid Kit in medical / first aid treatment room:

Item Required	Number (50 pers)
Assorted waterproof plasters 10pk	6
Eyepad Dressings	6
Triangular Bandages	8
Safety Pins 6pk	2
Medium Dressings 12 x 12cm	12
Large Dressing 18 x 18cm	4
Cleansing Wipes	20
Pair of Disposable Gloves	3
Scissors (blunt nosed)	1
Foil Blanket	2
Emergency Booklet	1

Mobile First Aid Kit:

Item Required	Number (50 pers)
Assorted waterproof plasters 10pk	6
Eyepad Dressings	6
Triangular Bandages	8
Safety Pins 6pk	2
Medium Dressings 12 x 12cm	12
Large Dressing 18 x 18cm	4
Cleansing Wipes	20
Pair of Disposable Gloves	3
Scissors (blunt nosed)	1
Foil Blanket	2

Mobile Players First Aid Bag:

Item Required	Number
Assorted waterproof plasters 10pk	2
Eyepad Dressings	2
Triangular Bandages	1
Crepe Bandages	1
Safety Pins 6pk	1
Sterile Dressings 12 x 12cm	2
Elastic adhesive bandage 2.5 x 4.5 cm	2
Cleansing Wipes	2
Cotton Buds	20
Pair of Disposable Gloves	3
Scissors (blunt nosed)	1
Foil Blanket	2
Instant Ice Pack	2
Sterile swabs 10 x 10cm	1

In addition Keith FC currently has two members of personnel trained and authorised to use the Club Automated External Defibrillator (AED). They are:

Iain Andrews

David E McMahon

Only personnel with specific AED training are authorised to use this AED unit. The AED unit is kept in the Kynoch Park medical / first aid treatment room.

Keith FC will obtain a yearly medical certificate which is issued by the SFA chief Medical Officer.