



## 09 – Club First Aid Guidance

### First Aid - Minimum Requirements

Taekwondo is a physical and hazardous activity and, by its very nature, there will be times when minor First Aid is required by its members e.g., plasters, freeze spray, and nose bleeds etc. However, more serious life-saving first aid for conditions such as heart attack, cardiac arrest, and choking must be considered by the BT Club Coach/Instructor.

One of British Taekwondo's key safety guidelines is that every British Taekwondo Club, during all its activities, must have access to:

- A trained Medic or a trained Emergency First Aider
- A fully equipped and approved First Aid Kit
- An Accident Report Book
- Emergency Services via telephone

### Emergency First Aiders

If a Club trains in a Leisure Centre, then it is probable that the staff in the centre will already be first aid trained. BT Coaches/Instructors should check that this is the case with the Centre and assure themselves that there will always be a Leisure Centre First Aider close by during all Taekwondo Classes.

If a Club trains in its own full-time Dojang or an isolated hall such as a Church or Village Hall then the responsibility for first aid cover generally falls to the BT Club Coach/Instructor.

Any Club that has a full-time doctor or paramedic instructing or training all the time is truly very lucky. However, most do not and therefore British Taekwondo recommends its Coaches / Instructors to take an approved and Certified First Aid Course such as the **Emergency First Aid at Work (EFAW) Course**.

This Course takes one day and qualifies the Coach/Instructor for 2 years. It is an essential requirement for BT Coaches/Instructors, Assistants and anyone who may end up taking the class e.g., an Assistant or Emergency Coach/Instructor.

The EFAW Course is certified by the HSE and covers all aspects of first aid in an emergency. The Course places a strong emphasis on teaching practical skills that are relevant to Taekwondo and the workplace.

All candidates receive a nationally recognized certificate, which proves that they are a competent

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First Aider. The most important benefit is that the course gives people new found confidence, which can help when they find themselves as first responder in an emergency situation.

The syllabus includes:

- Responsibilities of the first aider
- First Aid Kit. Clearing Accident and Reporting Procedures
- How to check for breathing
- First Aid at Work principles
- Assessment of injuries
- Resuscitation of a non-breathing casualty
- Choking
- Severe Bleeding
- Anaphylactic Shock & Epi-Pen usage
- Shock Management
- Spinal Injury Management
- Major illnesses
- Emergency First Aid Review

These low-cost Courses are available from organisations such as:

The Red Cross	<a href="http://www.redcross.org.uk">www.redcross.org.uk</a>
St John's Ambulance	<a href="http://www.sja.org.uk">www.sja.org.uk</a>
St Andrew's Ambulance	<a href="http://www.firstaid.org.uk">www.firstaid.org.uk</a>
Active Aid	<a href="mailto:firstaideden@gmail.com">firstaideden@gmail.com</a>

There are many providers of this Course and they are normally happy to put on specific Courses for Taekwondo Clubs and Groups of around 20 people.

The same Course is also used in the work place and can often be provided by employers.

There are no hard and fast rules on exact numbers of First Aiders required so the Coach/Instructor will need to take into account all the relevant circumstances of your particular training venue by conducting a British Taekwondo Venue Risk Assessment.

A general guide for First Aider requirements is as follows: -

- |                         |  |
|-------------------------|--|
| • Less than 25 students | At least one EFAW First Aider                  |
| • 25-50 students        | One additional EFAW First Aider                |
| • More than 50 students | One for every additional 100 (or part thereof) |

For most Taekwondo Clubs one First Aider (or access to one) will normally suffice.

For larger British Taekwondo Seminars or Gradings of say 200 students then 3 or 4 First Aiders should be in attendance.

For competitions (Sport and/or Poomsae) should follow the medical requirements detailed in the relevant Medical BT H&S Guidelines 018.

Remember – if the First Aider is busy – the class stops unless there is alternative cover.

### First Aid Kits

Good quality First Aid Kits are relatively cheap easy to purchase. Kits should meet HSE minimum statutory requirements. Kits should be compliant with BS8599-1:2019. These should cost only c£20 to £30.

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The kits generally come in 3 sizes, Small, Medium and Large but the cost is much the same.

Guidance on size requirements are as follows:

- >5 students 1 × Small Kit
- 5 to 25 students 1 × Medium Kit
- 25> students 1 × Large Kit

A Medium Kit will be sufficient for most Taekwondo Clubs. Its contents are as follows:

- 1 × Guidance Leaflet
- 4 × Medium Sterile Dressings
- 3 × Large Sterile Dressing
- 3 × Triangular Bandages
- 3 × Eye Pad Sterile Dressings
- 60 × Sterile Adhesive Dressings (Plasters)
- 30 × Sterile Cleansing Wipes
- 2 × Adhesive Tape
- 9 × Nitrile Disposable Gloves (Pairs)
- 3 × Finger Sterile Dressings
- 1 × Resuscitation Face Shield
- 2 × Foil Blanket
- 2 × Burn Dressing
- 1 × Shears
- 2 × Conforming Bandage

A typical supplier of First Aid Boxes/Kits and Signs is [sales@firstaid4less.co.uk](mailto:sales@firstaid4less.co.uk) or most good DIY Stores.

In addition to the above it is also useful to have a plentiful supply of Hot and Cold sprays which may be used as required for temporary relief of existing pains and new knocks.

### Accident Report Book

Every British Taekwondo Club must have its own Accident Report Book in which to record any injuries sustained during its classes. The Coach/Instructor has a responsibility to keep a record of all injuries that happen in a class or in their own premises.

Leisure centres will also have accident report books and instructors must ensure that any injuries are reported in both sets of books.

The accident book must be available for inspection by British Taekwondo H&S Auditors at all times. Completed books must be kept for a minimum of 3 years from the date of the last entry.

Accident books are cheap and easy to buy at most DIY type outlets or online suppliers

### Emergency Services

During classes BT Club Coaches/Instructors and/or First Aiders should always have a mobile telephone available to call the Emergency Services should the need arise.

It is also wise to be aware of which is the nearest Hospital and/or A&E Department and the quickest route to it.

### Blood Injuries

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Blood-based diseases can be easily transferred whilst treating cuts or grazes. The First Aider should only deal with bleeding injuries if first protecting themselves with the Nitrile disposable gloves supplied in BS8599-1:2019 compliant First Aid Kits.

Extreme care must be taken to avoid transfer of blood-based diseases from injured person to First Aider in all cases. This applies in both Club/Class and Competition scenarios.

A box of 100 Nitrile Gloves should cost only c £5-£10.

### **Covid-19**

During the 2020/21 Covid-19 pandemic BT Clubs were required to close.

BT worked closely with UK Sport, Sport England and the UK Government to provide the best advice to its Instructors/Coaches on an 'as and when needed' basis.

Should there be a reoccurrence then BT Instructors/Coaches should always follow BT Covid-19 advice to the letter.

Whilst restrictions are eased BT Clubs should follow the Covid protocols put in place within their own training venues.

Sensible precautions should be used as the BT Instructor/Coach feels appropriate and safe for their members health. Precautions such as: -

- Social Distancing
- Sanitising
- Hand Washing
- Face Masks
- Test and Trace records