

FIRST AID & FIRE EMERGENCY PROCEDURES

First Aid Arrangements

Basketball Northern Ireland (BNI) will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise of suitably trained First Aid person and appropriate equipment and facilities.

- Manager will seek volunteer(s) who are willing to train as a qualified 'first-aider' or 'appointed person' for each BNI property. Where this is not possible, other local arrangements will need to be identified and organised by the local club. BNI recommends the quota of first aid persons against the number of members on the premises as:

Under 25 = 1 x appointed person

25 – 49 = 2 x appointed persons

50 - 99 = 1 x first aider & 1 x appointed person

Over 100 = A first aider at a ratio of 1-50

Where only one first aider (or appointed person) is required another must be made available to provide cover during holiday periods and unforeseen absences.

- The names and contact details of the first-aiders must be notified to all members at a BNI location. Details should be displayed at prominent locations
- The role of the 'appointed person' is to take charge of an emergency situation until trained assistance can be called. Where possible appointed persons should be given emergency first aid training (Advice from Coaching NI on approved courses) which last approx. 1 day and briefly covers:
 - (1) What to do in an emergency
 - (2) Cardio-pulmonary resuscitation
 - (3) First aid for the unconscious casualty
 - (4) First Aid for the wounded or bleeding
- The first-aiders must all be trained by an approved body such as St. John's Ambulance Brigade or the British Red Cross. Copies of the certificates must be retained by the appropriate club manager.
- The certificates are valid for 3 years and arrangements must be made for first-aiders to receive refresher training before the current certificate expires.
- First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.
- The name of our First Aid person is:

- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/room should be easily identifiable by white lettering or a white cross on a green background.
- The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
- First-aiders will have access to fully stocked first-aid boxes. These are to contain (the following is only guidance and each organisation must review their own needs as there is no set regulations as to what a first aid box should contain):
 - Guidance note explaining first aid at work (Such as first aid at work by the HSE)
 - Pad and Pencil - to record condition of person requiring first aid.
 - 20 individually wrapped sterile adhesive dressings of assorted sizes
 - 2 sterile eye pads, with attachments
 - 6 individually wrapped triangular bandages
 - 6 safety pins
 - 6 medium sized, individually wrapped sterile un-medicated wound dressings
 - 2 large, individually wrapped sterile un-medicated wound dressings
 - 3 extra large, individually wrapped un-medicated wound dressings
 - 2 pairs of disposable gloves.
 - Surgical tape
 - Medical Scissors
 - Face Shield - very basic such as 'Resuci Aid'
- First aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/equipment can be used e.g. disposable gloves, vent-aids.
- A list of the required contents (as above) and the name of the appointed person or first aider should be kept within the first aid kit. First-aiders and appointed persons will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
- Most of our facilities do not have a designated first aid room, however there should be a room available which could be converted for first aid purposes if required.
- Notices must be displayed within each BNI building informing people of the means of summoning first aid assistance and of the location of the first aid box.
- For visitors to the Club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
- Many members are required to coach away from their club. Where this is the case those members should ideally be given 'emergency first aid training' and carry a First Aid Kit in the car. If an emergency arises the BNI representative will then be able to cope with the situation.
- The training and first aid kits should be made available by the line manager / budget holder.

- Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
- Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (eg by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

Legislation

- Health & Safety (First-Aid) Regulations (Northern Ireland) 1982.
- Health & Safety at Work (Northern Ireland) Order 1978 (Amendment 1998)

Fire Emergency Procedure

All coaches/volunteers should receive instructions of the fire/evacuation procedures on their first day. The manager is responsible for seeing this is carried out and the procedures fully explained. All visitors to the premises should be advised of how to evacuate the premises in the event of an emergency.

Emergency evacuation tests should be held at least every six months and a written log kept of such drills. An evacuation gives the opportunity to make coaches/volunteers/child aware of alternative escape routes.

IN THE EVENT OF A FIRE THESE PROCEDURES SHOULD BE FOLLOWED

On discovery of a fire, however small, the nearest fire alarm call point must be operated immediately. Advise responsible official of the location of the fire.

On hearing the alarm all people who have not been given specific responsibilities are to leave the building by the nearest emergency exit. **IF THE BUILDING HAS A LIFT IT MUST NOT BE USED FOR EVACUATION OF THE BUILDING.**

If it is safe to do so turn machinery/computers off and close all doors and windows.

The **ASSEMBLY POINT IS xxxxxxxxx.**

If you use the rear exit you should walk on the other side of the road to avoid falling glass/debris.

On arrival at the assembly point please **REPORT TO the responsible official in charge**. Re-entry to the building will be authorised by the responsible official, fire brigade or police.

DO NOT ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.

DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS:-

- **It is contained in a limited area for example waste paper bin.**
- **You can do so safely.**
- **You are trained in the use of fire fighting equipment.**