

Play Sports Juniors Netball Academy

First Aid & Medical Policy

Policy Owner: Play Sports Leagues Ltd / Play Sports Juniors

Applies To: All Academy coaches, Lead Coaches, volunteers, staff and parents/carers

Effective From: 1st September 2026

Review Date: 1st August 2027

Version: 1.0

1. Purpose

Play Sports Juniors is committed to ensuring that appropriate first aid and medical arrangements are in place during Netball Academy sessions.

The welfare of participants is a priority, and coaches must be able to respond appropriately to injuries, illness, medical conditions and emergencies.

This policy sets out the arrangements for providing first aid, responding to medical needs, contacting parents/carers and accessing emergency services.

2. Scope

This policy applies to:

- All Academy coaches and Lead Coaches.
- Volunteers and other adults working with the Academy.
- Academy participants.
- Parents and carers.
- First aid incidents and medical emergencies occurring during Academy activities.

It should be read alongside the Safeguarding & Child Protection Policy and Health & Safety Policy.

3. First Aid Provision

Play Sports Juniors will ensure that appropriate first aid arrangements are in place for Academy sessions.

All Academy coaches must be trained first aiders and at least one trained first aider should be available during each session.

Play Sports Juniors will provide first aid training to Academy coaches. Coaches must complete the first aid training provided by Play Sports Juniors before undertaking coaching duties independently, unless otherwise agreed by Play Sports Juniors.

Coaches must know:

- Who the designated first aider is.
 - Where the first aid kit is located.
 - How to contact emergency services.
 - The venue's emergency procedures.
 - How to report and record an accident or injury.
-

4. First Aid Equipment

A suitable first aid kit must be accessible during Academy sessions.

The Lead Coach should ensure that:

- The first aid kit is available and accessible.
- Equipment is suitable for the activities taking place.
- Used or expired items are replaced.
- Coaches know where the equipment is located.

Venue-specific first aid arrangements should also be followed where applicable.

5. Responding to an Injury

If a participant is injured, the coach should:

1. Stop the activity where necessary.
2. Ensure the area is safe.
3. Assess the situation within the limits of their training.
4. Provide appropriate first aid.
5. Keep the child calm and reassured.
6. Monitor the child.
7. Contact the parent/carer where appropriate.
8. Record the incident where required.

Coaches must not provide treatment beyond their level of training or competence.

6. Serious Injuries and Medical Emergencies

Emergency services should be contacted by calling **999** where a participant:

- Has suffered a serious or potentially life-threatening injury.
- Is unconscious or has difficulty breathing.
- Has a suspected serious head, neck or spinal injury.
- Has a severe allergic reaction.
- Has a serious asthma attack or other medical emergency.
- Requires urgent medical attention.

Where emergency services are called, the parent/carers should be informed as soon as reasonably practicable.

A coach should remain with the child while maintaining appropriate supervision of the other participants.

7. Head Injuries

Any suspected significant head injury must be taken seriously.

A participant who has suffered a head injury should be removed from the activity and assessed by an appropriately trained adult.

The child should not return to activity if there are concerns about their condition.

Parents/carers should be informed where a head injury has occurred, particularly where symptoms are present or medical assessment may be required.

Emergency services should be contacted where there are serious symptoms or immediate concerns.

8. Illness During a Session

If a child becomes unwell during an Academy session, the Lead Coach should assess the situation and determine whether the child can safely remain involved.

Depending on the circumstances:

- The child may be given an appropriate opportunity to rest.
- The child may be removed from physical activity.
- The parent/carers may be contacted to collect the child.
- Medical assistance may be sought.
- Emergency services may be contacted where necessary.

Children who are too unwell to safely participate should not be expected to continue the session.

9. Medical Information

Parents/carers are responsible for providing accurate and up-to-date information about a child's relevant medical needs.

This may include:

- Allergies.
- Asthma.
- Diabetes.
- Epilepsy.

- Medication requirements.
- Other relevant medical conditions.
- Emergency contact information.

Play Sports Juniors will handle medical information confidentially and in accordance with its Data Protection & Privacy Policy.

Coaches should only have access to information that is necessary to keep the child safe.

10. Emergency Medication

Where a child requires emergency medication, parents/carers should provide the relevant information and medication in accordance with Academy arrangements.

Examples may include:

- Inhalers.
- Adrenaline auto-injectors such as EpiPens.
- Other prescribed emergency medication.

Coaches should only administer medication where they are appropriately trained and it is permitted under Play Sports Juniors procedures and applicable arrangements.

Where emergency medication is required, coaches should follow the child's agreed medical instructions where available.

11. Allergies and Anaphylaxis

Parents/carers must inform Play Sports Juniors of any known serious allergies.

Where a child is at risk of anaphylaxis:

- Relevant medical information should be available to appropriate staff.
 - Emergency medication should be accessible in accordance with the agreed arrangements.
 - Coaches should be aware of the signs of a severe allergic reaction.
 - Emergency services should be contacted where anaphylaxis is suspected.
 - The child's emergency medication should be used in accordance with their medical instructions and coach training.
-

12. Asthma and Breathing Difficulties

Parents/carers should inform Play Sports Juniors if a child has asthma or another respiratory condition that may affect participation.

Children should have access to their prescribed inhaler where required.

If a child experiences significant breathing difficulties, coaches should follow the child's medical arrangements and seek emergency assistance where necessary.

13. Medication

Parents/carers are responsible for administering medication to their child wherever possible, including during Academy activities.

Play Sports Juniors staff and coaches will not routinely administer medication unless alternative arrangements have been agreed in advance with the parent/carer and Play Sports Juniors.

Parents/carers should provide clear written instructions where medication may be required during Academy activities.

Coaches must not administer medication unless appropriate arrangements have been agreed, including suitable training, authorisation and clear instructions.

Where there is any uncertainty about administering medication, the coach should contact the parent/carer and/or Play Sports Juniors Head Office for guidance, unless it is an emergency requiring immediate action.

14. Parents and Carers

Parents/carers must:

- Provide accurate medical information.
- Inform Play Sports Juniors of changes to a child's medical needs.
- Provide emergency medication where required.
- Ensure medication is in date and appropriately labelled.
- Provide appropriate instructions for emergency medication.
- Ensure emergency contact details are current.
- Collect a child if they are unable to safely continue participating.

Parents/carers should not send a child to an Academy session if they are too unwell to participate safely.

15. Contacting Parents and Carers

Parents/carers should be contacted where:

- A child requires collection due to illness or injury.
- An injury requires medical assessment.
- A child is unable to safely continue participating.
- A significant incident has occurred.
- Emergency services have been contacted.

Where parents/carers cannot be reached, emergency contacts may be used in accordance with the Academy's procedures.

16. Emergency Services

Coaches must not delay contacting emergency services where there is a genuine emergency.

When calling **999**, coaches should provide:

- The venue name and address.
- The nature of the emergency.
- The child's condition.
- Any relevant medical information available.
- A contact number where possible.

A coach should arrange for another adult to meet emergency services at the venue entrance where practicable.

17. Supervision During a Medical Incident

Academy sessions will have a minimum of two coaches present.

Where one coach is dealing with an injured or unwell child, another coach should continue supervising the remaining participants wherever possible.

A child requiring medical attention should not be left alone unless absolutely necessary due to the circumstances of the emergency.

Coaches should maintain appropriate professional boundaries while providing necessary assistance.

18. Refusal or Withdrawal from Activity

A participant may be asked to stop participating where a coach reasonably believes continuing could place the child or others at risk.

The decision should be based on the child's health, safety and ability to participate safely.

Parents/carers should be informed where appropriate.

19. Recording Accidents and Medical Incidents

Accidents, injuries and significant medical incidents must be recorded in accordance with the Accident, Incident & Near-Miss Reporting Procedure.

Records should include, where appropriate:

- Child's name.
- Date and time.
- Venue and session.
- Nature of injury or illness.
- What happened.
- First aid or action provided.
- Whether parents/carers were contacted.
- Whether emergency services were contacted.
- Any follow-up required.

Records must be factual, objective and stored securely.

20. Safeguarding Considerations

Medical or injury-related incidents may also raise safeguarding concerns.

Coaches should report safeguarding concerns where, for example:

- A child repeatedly arrives without necessary medication.
- A parent/carers consistently fails to provide essential medical information.
- A child discloses concerns about how their medical needs are treated.
- An adult's actions place a child at significant medical risk.
- There are concerns about neglect or deliberate harm.

Safeguarding concerns must be managed in accordance with the Safeguarding & Child Protection Policy.

21. Confidentiality and Information Sharing

Medical information is private and should only be shared with people who need the information to keep a child safe.

However, confidentiality must not prevent appropriate safeguarding or emergency action.

Information may be shared where necessary to protect a child or respond to an emergency.

All medical information must be handled in accordance with the Academy's Data Protection & Privacy Policy.

22. Coach Responsibilities

All Academy coaches must:

- Complete required first aid training.

- Know the Academy's first aid and emergency arrangements.
 - Know how to access first aid equipment.
 - Respond promptly and appropriately to injuries and illness.
 - Follow medical instructions provided by parents/carers where applicable.
 - Contact emergency services where necessary.
 - Inform the Lead Coach of significant incidents.
 - Record accidents and medical incidents as required.
 - Report safeguarding concerns.
-

23. Related Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy.
 - Health & Safety Policy.
 - Risk Assessment Policy.
 - Emergency & Evacuation Procedures.
 - Accident, Incident & Near-Miss Reporting Procedure.
 - Data Protection & Privacy Policy.
 - Late / Uncollected Child Procedure.
-

24. Policy Review

This policy will be reviewed annually, or sooner where required due to:

- Changes in legislation or medical guidance.
 - Significant accidents or medical incidents.
 - Changes to Academy arrangements.
 - Lessons identified from incidents or reviews.
 - Changes to Play Sports Juniors policies or procedures.
-

25. Key Contacts

Play Sports Juniors Head Office / Safeguarding Contact

Luke Impett

Telephone: 01256 644049

Email: luke.impett@playsportsleagues.co.uk

Company Designated Safeguarding Lead (DSL)

Rob Fulker

Telephone: 01256 644049

Email: rob.fulker@playsportsleagues.co.uk

Emergency Services: 999

Policy Approval

Approved by: Luke Impett

Position: Schools & Community Sport Lead

Date: 28/8/26

Signature: L. Impett

Review Date: 1st August 2027