

# First Aid

## Policy

The MI Racing academy will ensure that suitable provision is made for First Aid

- As a minimum the Head Coach will be qualified in First Aid (certificate attached)
- The Head Coach and Secretary will be provided with HSE compliant First Aid kits which will be taken to all club events
- Each first Aid kit will also contain an Accident Book for recording any accident or illness, and a check sheet to record the result of regular First Aid equipment checks
- The first aid kits will be checked on a monthly basis by the respective owner
- The first aid kits will be checked on a quarterly basis by the Club Welfare Officer.
- The monthly and quarterly checks will be documented on the check sheet contained in the First Aid kit
- The secretary will maintain suitable stocks of consumable items, or have purchasing procedures in place to ensure replenishment of consumables can be achieved in a timely manner

## Accident Data

Each First Aid kit is equipped with an Accident Book to enable any accidents to be recorded at the time treatment is administered. Completion of these reports is the responsibility of the owner of the First Aid kit.

The pages in the book are detachable and, upon completion, will be scanned and emailed to the Club Welfare Officer ([welfare@themiracingacademy.co.uk](mailto:welfare@themiracingacademy.co.uk)) who will log the accident

## Purchasing

The MI Racing Academy purchases its First Aid Equipment from [www.firstaid4less.co.uk](http://www.firstaid4less.co.uk) This company provides HSE compliant First Aid equipment and is able to provide next day delivery

Example First Aid Kit Check recording form

First Aid Kit Check – Kit 1		
Date	Checked By	Comments/Action
__/01/2016		
__/02/2016		
__/03/2016		
__/04/2016		
__/05/2016		
__/06/2016		
__/07/2016		
__/08/2016		
__/09/2016		
__/10/2016		
__/11/2016		
__/12/2016		