



First Aid policy/protocol, revised June 2026

Directors, self-employed, employed or volunteers, who officially form part of the clubs' team and who have face to face contact with students either in public, private or school settings must adhere to the First Aid Policy as set out below.

Some school setting may require you to follow their/other first aid protocol relevant to the school procedures.

Reports are filed electronically within the clubs' secured electronic file drive and is accessible by the relevant responsible persons within the clubs.

The office manager filing the cases is **Anita Thoma**: contact: 07546 961 462, email: info@fskuk.co.uk

The director and head of the clubs is **Debra Steven**: contact: 07950 337648 email: debi.steven@premierself-defence.co.uk

First Aid procedure/ protocol:

Lead instructors carry a personal first aid kit with them to all classes. The kit includes items to administer first aid to minor injuries during karate training such as slings, bandages, ice packs and plasters.

Instructors take note:

Please reassure yourselves that you know where first aid can be found at schools/venues and whom to ask for assistance from school staff. Where possible, please note down a phone number of a school staff member should you need further assistance.

You may under no circumstances leave the student involved in the incident on their own. If a school staff member needs to be informed or their attendance required on the spot, another instructor or if they are not available, another student (age appropriate), should seek assistance for help on your behalf.

In severe cases, where a minor treatment is not possible, and no school staff are available to assist, you may need to call 999.

Important:

You must ensure your first aid kits are consistently up to date with items required to administer first aid to minor injuries.

Contact Anita on **07546 961 462** or via email: info@fskuk.co.uk if you need replenishments.

Incident report books: Should you require a new book, please advise Anita via the above contact options.

REPORTING AN INCIDENT:

Incidents are recorded in our company incident books.

Instructors must include all information required in the book such as name of student, venue, date of injury, injury, first aid administered.

Should an incident occur with students in the care of our instructors before, during or on dismissal from training then these will be recorded in the incident books.

One copy is given to the student/parent and/or school, whichever is relevant at the time of the incident, and a digital copy sent to our office for our records. This will be evaluated if any further action needs to be taken or a follow up required with the student, parent or school or all three parties.

If in a school setting: • Follow the school protocol and inform the relevant school staff on site or via email if no one is onsite at the time of the incident or after the karate training has finished or in a timely manner.

Please note:

If an incident may have occurred, or if the instructor has noted or spoken to a student about an injury **that could have or did occur just before a karate class**, then please also note this in your incident book and report it accordingly as per our usual procedure - including informing the parent/school or similar.

Administering First Aid and follow up

Before administering first aid, the instructor must be aware of the school's protocol if this has been shared with the karate club. Some schools may require a child to be taken to their school's first aid room and the school's first aid trained staff member will take care of the student and administer first aid if necessary.

Steps to be taken if no specific protocol is required by a school

Step 1 : Administer First Aid

Head injuries: Check the injured student's responsiveness, assess for bruising or bumps administer ice packs if necessary for swelling.

Limb injuries: Check for breakages, bruising or bumps. Administer ice packs or slings if necessary.

Bleeding: control any bleeding by applying direct pressure to the wound with a clean cloth, and clean the wound if possible; then depending on the type of injury, apply appropriate first aid like plasters or a bandage to cover the wound.

Always monitor the student's condition and seek further medical attention if needed as outlined previously in this protocol and /or if the injury is severe rather than minor.

Instructors must use the first aid kit to hand. This can be the instructor's personal kit or a kit from the school if this is school protocol.

➔ Check if the student is well enough to continue to participate in the activities/training.

Step 2 : Ensure a written record has been logged in the incident report book:

- Child's name
- School or venue name
- Date and time of incident
- Type of injury or incident
- First aid administered: details and other actions taken
- **UPDATE:** For physical injuries such as suspected sprains, fractures or similar, please advise the student and legal guardian that it is recommended to seek medical advice (A&E/GP). Please log that this advice was given.

Step 3: Reporting to all parties concerned:

The incident must be reported. Instructors must ensure to inform:

- *the parent or after school club supervisor verbally and via a log book duplication page*
- *a school staff member or safeguarding lead at the school either at the time of the incident or in timely manner thereafter*
- *the karate club (FSK UK or Pee-Wee Karate) ie: the office manager and/or director*

Step 4 : Follow Up

Please note if any follow up is required. If the injury required further attention outside of the training time, a follow up with the student/parent or school must take place in reasonable time to ensure the wellbeing of the student post incident.