

City of Edinburgh Gymnastics Club

ACCIDENT AND INCIDENT POLICY

EMERGENCY PROCEDURES

All coaches must ensure they are familiar with the emergency procedures for the site in which the training session is taking place and the competition venue when taking gymnasts to compete. Coaches are responsible for ensuring all gymnasts are accounted for in an emergency and therefore should have access to a register at all times.

Training venue staff are responsible for the safe evacuation of all present in the building therefore coaches, gymnasts and parents must follow any instructions received to ensure this happens as quickly and safely as possible.

FIRST AID AND ACCIDENTS

For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant should your child fall ill or be involved in an accident while at the club.

Only those with a current, recognised First Aid qualification should treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible

Should an accident or injury occur during a session:

- At least one member of the Coaching Team on the premises will be qualified in first aid to the correct level (this may also be a member of the training site staff). Staff not qualified in first aid must not administer first aid.
- Complete an CEGC Accident/Incident Report form (the accident book is located at the home site venue).
- If training takes place at another venue regularly then the accident book must be taken by the Head Coach.
- Inform the child's parents of any injury and action taken:
 - at the end of the session (minor injuries)
 - immediately (serious injuries)
- Access to a telephone must always be available in case the emergency service is required. Should any child be taken to hospital, this must be reported using the procedures above.

If the accident was due to faulty or broken equipment this must be reported to the site immediately and the item of equipment removed from use/service immediately.

Should an accident or injury occur at a competition:

- There will always be a member of staff qualified in first aid present at any Scottish Gymnastics event. Any incidents should be taken to these qualified individuals for treatment ensuring the remaining gymnasts are not left unsupervised.
- A CEGC Accident/Incident Report form should be completed for any incidents (forms should be taken by the coach to each event).
- Inform the child's parents of any injury and action taken:
 - on return from the competition should a parent not accompany the child (minor injuries)
 - immediately (serious injuries)
- Access to a telephone must always be available in case the emergency service is required. Should any child be taken to hospital, this must be reported using the procedures above.

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PLEASE NOTE: Whenever a gymnast hurts themselves whilst at training or at a competition and has to visit the hospital the Head Coach will forward an accident report to Scottish Gymnastics. Even if the gymnast has an accident at training or at a competition and in the days following the accident they visit the hospital you must inform the head coach. This procedure has to be followed in case of insurance claims.