



# Sheffield Kite Fliers First Aid & Emergency Plan

## **Policy Statement**

1. The Sheffield Kite Fliers acknowledge that First Aid and the ability to administer First Aid is an essential element of all club activities.
2. All S.K.F members, their guests, and members of other visiting kite clubs are entitled to First Aid support and access to basic first aid trained personnel.
3. Each member of the S.K.F is responsible to provide the best First Aid support they can to any other S.K.F member in the event of injury or other medical incident.

## **In the Event of an Injury**

1. The injury should be responded to immediately.
2. Effective First Aid is given by people with the relevant training or any one else that is comfortable to do so in the absence of a trained first aider.
3. In an emergency ring the Ambulance Service or Coastguard. A member of the club must always accompany an injured S.K.F member to hospital.
4. Basic First Aid equipment will be readily available.
5. The injury, any treatment given, and as much information as possible regarding the incident shall be recorded in the official club accident book.
6. If the injured member is under the age of 18 and the injury is serious or life threatening the incident shall be reported to the member's guardian immediately.
7. We will strongly advise all individuals who sustain head injuries to go to/be taken to the closest hospital accident and emergency.

## **Trained Personnel & Their Responsibilities**

1. All SKF instructors are first aid trained.
2. All first aid trained members will carry a first aid kit to all SKF trips.
3. The S.K.F members who hold First Aid certificates shall ensure that:
  - a. There is at least one properly maintained First Aid kit available at the SKF flying site, Lodge Moor.
  - b. All members know the location of the First Aid kit.
  - c. All members know which of the SKF members currently hold First Aid certificates.
  - d. All members are familiar with this policy.
4. The instructors will meet on a yearly basis to review the First Aid policy and amend the policy where necessary from experience and / or feedback from club members.

## **Member Responsibilities**

1. Each member attending an S.K.F event or trip should be aware of the location of the First Aid kit and the identity of those members who hold First Aid certificates.

## **Health Concerns & Medication**

1. It is required that guardians of members under the age of 18 inform the club of any health concerns or required medication before each S.K.F event or trip.
2. It is advised that all S.K.F members inform the club of any health concerns they have or required medication that they regularly take.
3. No member of the club shall administer medication to another club member unless they have permission from the member or guardian. An example of when this could be necessary is in the use of inhalers for Asthma.
4. Members suffering from a known medical condition are responsible for their own condition and wellbeing. However, if they enter a state when they are no longer able to look after their own wellbeing the principles of this policy will be followed.

## **Emergency Action Plan**

### **Do...**

1. Stay Calm, think rationally. Your reaction at this point will influence the outcome of the situation.
2. Alert others to the emergency using any of the following methods.
  - a. Shout "HELP!" repeatedly
  - b. 3 Blasts on a car horn.
  - c. 3 Whistles
  - d. Flashing Car Headlights / Torch
  - e. Waving of Both Arms
3. Think of your own safety; never endanger yourself whilst helping others.
4. Ensure no-one else is in danger.
5. Disable and secure any kites involved with the injured person/s. Assign somebody to disable and secure all other kites on the field or beach. To disable kites place something heavy (buggy/board/sand bags) on the sail. Remove tension from lines. If possible completely pack kites up.
6. First Aider to carry out emergency first aid. If no first aiders present, use common sense as to whether to call 999. You will be asked the questions listed in point 9.
7. First Aider to assess the level of consciousness of the injured person/s by applying the acronym **AVPU**

**Alert** - Answers simple questions correctly, i.e. "What day is it?"

**Voice** – Responds to voice but cannot answer questions correctly

**Pain** – Only responds to controlled pressure to a fingernail

**Unresponsive** - No response to any of the above

Unresponsive patients are in danger of developing airway problems. Open airways and check for breathing. If breathing, consider recovery position.

Airway takes priority over spinal injuries.

8. As soon as first aider has declared a medical emergency contact the emergency services. Ideally the first aider should remain with the patient and delegate another to make the call.
9. All head injuries will be strongly advised to go to/be taken to the most local hospital accident and emergency department.
10. On calling 999 you will be asked the following questions.
  - a. Services required and your telephone number?
  - b. Exact Location and entry points, nearest road name/landmarks? The more detail the better.
  - c. Type of incident, what has happened? Nature of injuries.
  - d. Estimated age of patient/s
  - e. Sex of patient/s (male/female)
  - f. State – Conscious? Breathing?

Based on this information you will be advised on the course of action from this point onwards by the service operator. Do all that you can to follow this advice.

If you are flying at Lodge Moor the details of exact location that you should give to the operator are listed in point 13.

11. Continue to monitor patient's airway, breathing, circulation and responsiveness. Protect patients from weather conditions until help arrives.

**Do Not...**

- Put yourself in danger.
- Move anyone with suspected neck and/or spinal injuries. (Unless in imminent danger i.e. Blocked airway, tide about to cover patient etc.)

12. At the first available opportunity

- Contact a member of the committee via private message on the SKF forum or via [info@sheffieldkitefliers.co.uk](mailto:info@sheffieldkitefliers.co.uk)

- Document the details of the accident for later transcription to the accident report form.
- Do not admit liability or speak to the press. Direct any questions to the committee.
- Arrange for next of kin to be contacted if known.
- Seek help, you may be traumatised by the event.

### 13. Flying Site Details

- Lodge Moor Playing Field adjacent to the Sportsman Inn, Redmires Road, Sheffield, South Yorkshire, S10 4LJ.
- Grid reference: SK 282 860

### 14. EMERGENCY CONTACT DETAILS – CALL 999