

FIRST AID POLICY

The First Aid Policy at the Marsa Sports Club (MSC) Summer Camp is in operation to ensure that every child, member of staff and/or visitor will be well looked after in the event of an accident, no matter how minor or major. All members of the MSC should be aware of the support available and the procedures to be followed.

The purpose of the Policy is to:

- provide effective, safe First Aid cover for children, staff and/or visitors.
- ensure that all staff and children are aware of procedures in place.
- The MSC is equipped with an AED (Automated External Defibrillator) on campus. The AED is located at the main entrance of the MSC next to the reception area. Appointed persons have received hands-on AED familiarisation. Furthermore, equipped first-aid boxes are available on the MSC Campus. These are maintained at all times by the relevant first-aiders at the MSC.
- A sufficient number of first-aiders who hold a valid certification in first-aid are also available on campus.

The term appointed first-aider refers to those members of the MSC Summer Camp who are in possession of a valid First Aid certification obtained upon successfully completing a first-aid course conducted by a competent body in Malta.

Responsibilities

First Aiders will:

- attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders/staff or the Emergency Services.
- help fellow First Aiders at an incident when called upon and provide support during any aftermath.



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- act as a person who can be relied upon to help when the need arises.
- ensure that they have access to first aid kits and notify the Summer Camp Management when supplies need to be replaced.
- complete an accident/injury report form for all accidents/incidents where an injury has been sustained and for 'near misses' and submit to the MSC Management.
- insist that any casualty who has sustained a significant head injury is sent to hospital immediately to be assessed by professionals.
- ensure that any incident requiring first aid treatment (other than minor cuts and grazes) to students is reported to the Summer Camp Management Team, to enable them to report the matter to parents as and when appropriate.
- ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics or followed to the hospital by a member of staff to act in loco parentis, if a relative cannot be contacted.
- ensure that the site of an accident/incident is cleared of all detritus, using gloves, and every dressing, etc., is put in a yellow bag for contaminated/used items and sealed tightly.
- ensure that contaminated waste bags will be safely disposal.
- Any bloodstains on the ground must be washed away thoroughly and no contaminated or used items should be left lying around.
- ensure that first aid boxes are well stocked and out-of-date items replaced and disposed of appropriately.



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The MSC Summer Camp Management Team will:

- provide adequate First Aid cover as outlined in LEGAL NOTICE11 of 2002, as amended by Legal Notice 348 of 2011 Work Place(First Aid) Regulations.
- ensure all staff members of the MSC Summer Camp are made aware of First Aid procedures in the MSC.
- ensure that in the event that an injury has caused a problem, the injured person must be referred to a First Aider.

All staff of the MSC Summer Camp will:

- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- be aware of specific medical details of individual students when provided by the MSC Management Team.
- ensure that their students/candidates and their staff colleagues are aware of the procedures in operation.
- never move a casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger.
- send for help to the Reception/Duty Staff as soon as possible either by messenger or by telephone, ensuring that the messenger knows the precise location of the casualty; where possible, confirmation that the message has been received must be obtained such that a certified first-aider will go on the spot.
- reassure but never treat a casualty, unless staff are in possession of a valid certification in First Aid.
- ensure that they have a current medical consent form for all students/candidates that attend the Summer Camp, which will indicate any specific conditions or medications of which they should be aware.
- have regard to personal safety.



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Office staff will:

- call for a qualified First Aider, unless they are one themselves to treat any injured person. This should be done by telephone in the case of minor injuries or by a messenger in the case of serious injuries, giving the specific location of the casualty.
- support the First Aiders in calling for an ambulance.
- support the Summer Camp Management Team in contacting relatives in an emergency.

Parental Responsibility in Relation to First Aid and Child Safety

All parents and guardians who register their children at MSC Summer Camp are required to:

- Review and comply with all MSC Summer Camp policies and procedures, including those related to health, safety, and first aid.
- Provide complete and accurate medical information about their child during registration. This includes, but is not limited to, conditions such as diabetes, asthma (inhaler use), severe allergies (e.g., to peanuts), or any serious or chronic medical issues. It is essential for the safety and wellbeing of the child that the camp is informed of any diagnoses such as ADHD or autism that may impact behaviour or concentration.
- Provide the MSC Summer Camp Management with a care plan from a professional medical doctor for any medical condition that the child is currently managing. This ensures appropriate first aid measures and emergency responses are in place.
- Notify MSC Summer Camp Management of any major family changes that may affect the child emotionally or psychologically—such as a recent divorce, bereavement, or relocation.
- Disclose any relevant behavioural information, including personality traits, behavioural concerns, strengths, and areas where additional support may be needed.
- Understand the importance of accurate communication. Failure to provide complete or correct information may compromise the effectiveness of first aid and jeopardise the safety and wellbeing of the child while attending camp.



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Guidance on when to call an ambulance

If there is a First Aider in attendance, the First Aider will decide when an ambulance needs to be called. In all other situations, the following provides general guidance:

- Is the victim's condition life threatening?
- Could the victim's condition worsen and become life threatening on the way to the hospital?
- Could moving the victim cause further injury?
- Does the victim need the skills or equipment of paramedics?
- Would distance or traffic conditions cause a delay in getting the victim to the hospital?

If the answer to any of these questions is "yes", or if you are unsure, it would be best to call an ambulance. Although you may be able to get to the hospital faster by driving than by calling an ambulance, the ambulance crew will communicate with the hospital by radio. They are trained to begin medical treatment on the way to the hospital which would prevent any delay that could occur if the patient is driven to hospital. The ambulance will also alert the hospital of the patient's condition in advance.



Be aware of the symptoms which can be a warning of a medical emergency

Difficulty breathing, or shortness of breath.	Coughing up or vomiting blood.
Chest or upper abdominal pain or pressure.	Large burns/facial burns.
Fainting.	Choking.
Sudden dizziness, weakness or change in vision.	Allergic reaction.
Change in mental status (such as unusual behaviour, confusion).	Loss of consciousness. convulsions.
Sudden, severe pain anywhere in the body.	Excess alcohol.
Bleeding that won't stop.	Suicidal or homicidal feelings.
Severe or persistent vomiting.	