

FIRST AID GUIDANCE FOR COACHES AND LEADERS

May 2023



1. Introduction

UK Athletics regards First Aid as an essential skill for all Coaches and Leaders and considers that they have a responsibility to maintain their competency in this area. UK Athletics recommends that all Leaders and Coaches undertake an appropriate level of first aid training. This is mandatory for all new Coaches and Leaders entering the qualification pathway and is a condition of the Coach licencing scheme. For Coaches and Leaders who are renewing their license every three years, the requirements are set out in section 3.

2. Linked Content

- [First Aid training procedure](#)
- [How to select a suitable training provider](#)
- [Civil Law and Duty of Care](#)
- [Equality Impact Assessment](#)

3. First Aid Requirements for Coaches and Leaders

Category A: Many clubs, venues or events will have their own emergency First Aiders present and Coaches and Leaders must demonstrate a duty of care for their athletes and participants. In all locations it is mandatory for all Coaches and Leaders to have a Basic First Aid Training Certificate as a minimum standard.

Category B: Where Coaches and Leaders are delivering athletic activities, and where the athletic activity takes place without a First Aider immediately available, UK Athletics recommends that existing Coaches and Leaders have an in-date First Aid Training Certificate as a minimum standard. We would expect this to be at training locations where the expected response time for help is between 10 and 30 minutes.

Category C: Where Coaches and Leaders are delivering athletic activities in remote and hard to access areas, where athletic activity takes place without a First Aider and where help may take a long time to arrive (e.g. fell and country trails), they must have an in-date Outdoor First Aid Training Certificate. The minimum requirement is a two-day course. This is a requirement for the Fell Leadership in Running and Fitness (LIRF) and Fell Coaching in Running and Fitness (CIRF) UK Athletics Coach licence scheme.

4. First Aid Training Procedure for Coaches and Leaders

4.1 Applying to have First Aid Certificates endorsed by UK Athletics

Step one:

The simplest way, for most new and existing Coaches and Leaders, to complete the First Aid requirements (for **Category A**), is to access and complete the UKA **First Aid Essentials in Sport and Active Leisure course**, which can be booked as part of the mandatory module, via Athletics Hub and will be communicated at re-licencing. For new Leaders and Coaches this will be part of the course resources and available in MyLearning. On successful completion of this course, the Leader or Coach training status will automatically be updated on UK Athletics' database.

For all other certificates and / or Coaches or Leaders who fall into **Category B or C**, Leaders and Coaches will be required to submit a copy of their First Aid Training Certificate for approval to

Firstaidtrainingcertification@britishathletics.org.uk. Further information will be sent to you at the point of re-licencing.

Step two: * only applicable for Category B and/ or C or those wishing to credit prior learning.

The training certificate and training provider will be mapped against UK Athletics' requirements for meeting appropriate First Aid Training (and [suitable training providers](#) Section 5). If successful, the applicant's record will be updated to reflect this and communicated to the Coach or Leader.

If unsuccessful, this will be communicated to the applicant, within 14 days of submission of the certificate, with reasons why and details of additional training required.

4.2 Appeal process

Coaches and Leaders, who wish to appeal the decision, should email safety@britishathletics.org.uk within 14 days of receiving the decision, stating the grounds on which they wish to appeal. The original email with copies of the original certificate, should be included within the appeal. The Health & Safety Team at UK Athletics will review the initial decision in line with section 3 of this document, reasons for rejection and appeal evidence and respond with a final decision within 14 days.

5. How to select a suitable training provider

The Health and Safety Executive (HSE) has produced guidance on how to select a first aid training provider [on the HSE website](#).

Item 20 recommends a ratio of 1:12 – this is reinforced in ReSUS council guidelines for trainers. Generally, 1 CPR mannikin to 4 students is the minimum number – the guidance requires trainers to have suitable and sufficient equipment to ensure contact time for students.

When booking training we suggest that 1 instructor to 12 students is the maximum, and 1 mannikin to 4 students are guidelines to follow.

In circumstances where Blended Learning is used (online and classroom), item 24 asks that sufficient time is allocated to classroom-based learning and assessment of the practical elements of the syllabus. HSE strongly recommends that practical elements of the course should be assessed by direct observation, to ensure the competence of candidates;

5.1 Determining suitable training content

Category A, B & C Training courses that are accepted by UKA must be delivered by an approved training provider using the HSE guidance above. Certificates must be dated within a period of 3 years from the date of licencing, or relicencing.

Cat A – UKA ***First Aid Essentials in Sport and Active Leisure course*** (or similar)

Cat B - eFAW (or similar) with additional soft tissue injury content, we would expect CPR to include protocols for both adults and children

Cat C – 16hr Outdoor First Aid

UK Athletics will review the course content requirements every two years against relevant guidelines and incident trends within the sport.

NB: Providers who have declared that their training meets the requirements set out in 5 and 5.1 can be found [here](#).

6. First Aid Training and Civil Law

Civil Law and the Duty of Care

Under common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. Where something goes wrong, individuals may, in some cases, sue for damages using the civil law if they are injured as the result of another person's negligence.

But, for a negligence claim to succeed, the injured person must show that the defendant had a duty to take reasonable care towards them, and they have suffered the injury through a breach of that duty. The injured person must also show that the type of loss or injury for which damages are being claimed was a foreseeable result of the breach of the duty.

Liability in individual cases is a matter for the courts, depending on all the circumstances of the case and the actions and standards it is reasonable to expect from each of the parties involved. If the court decides that a particular claim does not have merit, then it will reject it. It can also reduce any damages awarded to reflect the extent of any contributory negligence on the part of the injured person.

Appendix A

First Aid Training Equality Impact Assessment

Section A

Date of screening	2 nd March
Name of person and job title of the person screening	Georgina Williams – Coach Education and Qualifications Lead
What is being screened?	First Aid Training Guidance for Leaders and Coaches

	Yes	No	Notes
Is this a decision being taken to the Board?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Is this a document that provides guidance for employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

If the answer to any of these is yes, please go to Section B. If the answer is no, you do not need to complete an EQIA.

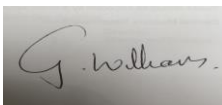
Section B

	Yes	No	Notes
Does the decision or policy impact disproportionately on gender and does the policy resolve this? (This can include pregnancy/maternity and marriage/civil partnerships?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on different age groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different ethnic groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people with a disability or disabilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different religions, faiths, or beliefs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different sexual orientations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on transgendered people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.

Does this decision or policy potentially affect the health and safety of the employees or other parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
--	--------------------------	-------------------------------------	----------------------------------

Any other changes to the policy required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
---	--------------------------	-------------------------------------	----------------------------------

Signed:



Name: Georgina Williams

Date: 01/01/2022

Appendix B

Document Control

UKA/Document Name	First Aid Guidance for Coaches and Leaders
Version	DRAFT for comment
Document Owner	Development Director
Applicable to	Clubs, Coaches and Leaders
Approved by	
Date approved	
Next review date	

Changes

Version No.	Date	Amendments
DRAFT for comment	30.4.21	First Issue
FINAL	01.01.22	Certificates - 3 year term
FINAL	27.01.23	Category B and section 5 table removed (internal mapping document only)
FINAL	11.05.23	Training provider ratios for instructors and equipment plus Blended learning considerations included.