

# **KARATE** *& Dance* **FEDERATION**

**Karate & Dance Federation**

***First Aid & Accident Reporting  
Policy***

# *Policy Overview Information*

<b>Policy Title</b>	First Aid & Accident Reporting
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<b>Authorised By</b>	Mr. Jake Byrne
<b>Agreed By</b>	Mr. Neil Byrne
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# *Policy Logistics*

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

## *Umbrella organisation and governance structure*

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

# 1. Policy statement and commitment

The Karate & Dance Federation is committed to providing a safe environment for all students, staff, volunteers, and visitors. Accidents and injuries, while rare, are recognised as risks in martial arts and dance activities and must be managed promptly, safely, and in compliance with statutory requirements.

This policy sets out clear procedures for first aid provision, accident reporting, record keeping, and follow-up. The welfare of the injured person is the first priority, and all incidents are treated seriously, documented accurately, and monitored to prevent recurrence.

The Federation also recognises its duty to comply with the Health and Safety at Work Act 1974, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and other relevant statutory guidance.

## 2. Scope and application

This policy applies to all staff, volunteers, students, contractors, visitors, and anyone present at Federation activities, classes, gradings, performances, or events. It covers all accidents, injuries, and medical incidents that occur on Federation premises or during off-site Federation activities, including trips, competitions, or performances.

All staff and volunteers are responsible for implementing this policy and ensuring the health and safety of participants within their supervision.

## 3. First aid provision

The Federation ensures that sufficient qualified first aiders are available at all times during activities and that first aid kits are accessible, stocked, and maintained.

First aiders are trained to respond to a range of incidents, including minor injuries, burns, sprains, cuts, and potential head or spinal injuries. Staff are aware of first aiders' identities and their responsibilities.

Special consideration is given to students with medical conditions or additional needs, ensuring personalised first aid arrangements where necessary.

## 4. Accident reporting procedures

All accidents, injuries, or medical incidents must be reported immediately to the designated first aider or senior staff present.

The Federation uses **individual profiles on the MyKDF platform** to record and track all incidents. This digital system ensures accurate, auditable records are maintained and accessible only to authorised staff.

The following steps are taken:

1. Assess and secure the safety of the injured person and the surrounding area.
2. Administer appropriate first aid.
3. Record the incident directly in the individual's **MyKDF profile**, detailing the date, time, location, individuals involved, nature of injury, treatment provided, and any follow-up actions.
4. Notify parents or carers promptly for any incident involving a child or young person, using the communication tools integrated in MyKDF where appropriate.
5. Escalate serious injuries, or those requiring professional medical attention, to external services (e.g., 999 emergency services) without delay.

## 5. Reporting to external authorities

Where required by law, the Federation reports incidents to relevant external authorities:

- Serious accidents, injuries, or near misses are reported under RIDDOR.
- Safeguarding-related injuries or incidents are reported through safeguarding channels.
- Health and safety enforcement bodies may be notified as appropriate.

All reporting is conducted accurately, in a timely manner, and documented for compliance purposes.

## 6. Parental and carer communication

Parents or carers are informed as soon as possible following any accident involving their child. Clear communication includes:

- Nature of the injury
- Treatment administered
- Any follow-up recommendations or restrictions
- Actions taken to prevent recurrence

Transparency and reassurance are central to maintaining trust with families.

## 7. Accident investigation and follow-up

All accidents are reviewed to determine their cause, whether procedures were followed correctly, and what improvements can be made to prevent recurrence. Where necessary, risk assessments are updated, staff retrained, or changes made to facilities, equipment, or activity protocols.

Lessons learned from incidents are shared with staff and volunteers to strengthen overall safety culture.

## 8. Record keeping and data protection

All accident records are securely maintained through the **MyKDF system**, ensuring that personal data is protected, auditable, and accessible only to authorised staff. Records are retained in line with statutory guidance and data protection legislation, allowing for monitoring, reporting, and inspection purposes while keeping digital records centralised and secure.

Accident logs are retained for a minimum of 3 years or longer if required by statutory guidance.

## 9. Roles and responsibilities

- **Senior Leadership:** Ensure adequate first aid provision, oversee policy implementation, and liaise with external authorities.
- **First Aiders:** Respond to incidents, provide treatment, and maintain accurate records in MyKDF.
- **Staff & Volunteers:** Ensure safety within their supervision, report accidents promptly, and comply with this policy.
- **Parents & Carers:** Provide relevant medical information and follow guidance provided following incidents.

## 10. Training and awareness

All staff and volunteers receive induction training on first aid procedures, accident reporting, and risk awareness, including **how to use MyKDF for reporting**. First aiders receive certified training and regular updates in line with statutory requirements.

Awareness of accident procedures is reinforced through refresher sessions, signage, and documentation.

## 11. Monitoring and review

Accident reports, first aid provision, and risk assessments are reviewed regularly to identify trends and ensure continuous improvement.

This policy is reviewed annually, or sooner if required due to legislative changes, serious incidents, or organisational developments.