



Ashford Park Primary School

'Inspiring a love for lifelong learning'

5th June 2019

Dear Club,

Clubs – Administration and First Aid

We are looking at our systems and procedures regarding clubs administration and first aid.

Clubs are responsible for the administration of immediate first aid as required and should carry a basic first aid kit. In the result of a serious injury, the designated coach (es) are responsible for taking appropriate action such as contacting parents and the emergency services (please ensure you have parental details on your registers, or have access by alternative means.) During school office hours, this must be done via the office. In the event of an accident outside of these hours, you must report to the office at the earliest possible moment, including full details and include a copy of your HSE compliant accident report form.

New clubs to Ashford Park Primary School will need to provide the following:

Identification – driving licence or passport

Public liability insurance up to £5 million

DBS, enhanced, child workforce

Bridging letter (if applicable)

First Aid certificate

Risk Assessment

If you haven't already done so, please forward a copy of your risk assessment for our records.

Yours sincerely

Miss N A'Bear
Sports Lead

Headteacher: Mrs Sarah Tarrant
Ashford Park Primary School | Station Crescent | Ashford | Middlesex TW15 3HN
T. 01784 250305 | www.ashford-park.surrey.sch.uk

