

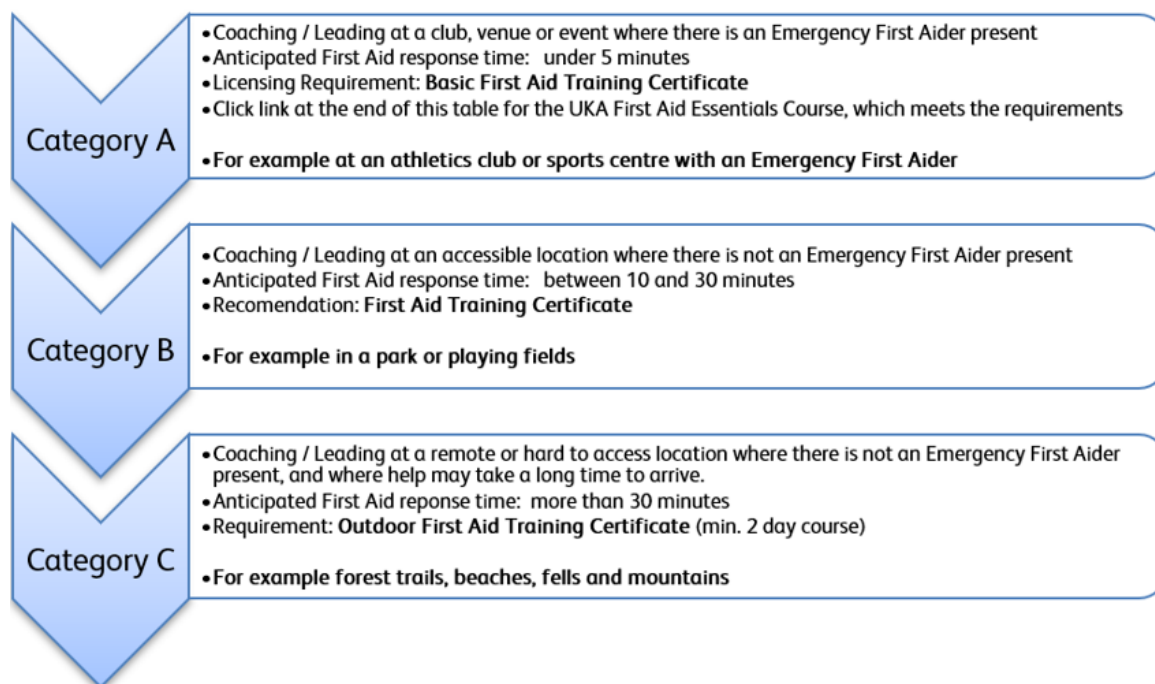
Mandatory Training - First Aid Guidance

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. As a coach, or leader, having knowledge and skills to keep an injured or unwell athlete comfortable and safe from further harm, until appropriate medical assistance arrives will make a positive difference to their outcome and recovery.

Given recent incidents across the sport, UKA has revised its policy on First Aid provision for coaches and leaders so that it is aligned with the HSE requirements and there will now be a requirement (from April 2023 onward) for **all UKA Licensed Coaches and Leaders** have a suitable level of First Aid Training. This training will be renewable every three years in line with the re-licensing process, and at a minimum everyone will have to complete the Category A – UKA First Aid Essentials in Sport and Active Leisure course (or similar).

What level of First Aid Certification do leaders/coaches need?

To determine the level of First Aid Training a coach/leader will need, it is important to consider the delivery environment of sessions. There are 3 environment categories:



First Aid Training Decision Flow Chart



Considerations to support navigating the First Mandatory Training Requirement applied to a Club/Group Provision

1/**Aiming for good practice delivery** – for activities to be risk assessed and reasonable provisions to be put in place to reduce risk to acceptable level. This should encompass all aspects of:

1. Route planning
2. Managing group size (good practice leader to runner ratio)
3. Knowledge of runner health/injury status
4. Ability aligned to session design

2/ **Understand who involved with the club/group is already first aid trained** (work/hobbie related) - an auditing process of leaders/coaches/ members in the club/group around who has already got a first aid certificate and to what level.

*NB**Training sessions may be insured without a category B/C first aider present, but this would be as a result of other decision/actions that sit outside the licensing of the leader i.e a category B/C qualified individual attending the session could act as the designated first aider or guide another person through administering appropriate first aid. This action would help to satisfy insurance requirements of licencing based on the risk mitigation.*

UKA Licence T&Cs considerations, in the event of an incident, are based on: were the coach/leaders decisions prior, during and after the session reasonable.



This audit will support the following process:

1. Send off the category B/C related First Aid Certificates for ratification with UKA (see section below).
2. Map level of first aid certification of LiRF/CiRF members to the club/groups current provision (deliver environments – parks/fields or mountain/trail)
3. Use this gap analysis to inform action around upskilling key run leaders or designated first aiders and identify suitable courses/providers (see section below)
4. Apply for funding for First Aid courses through the [Be Active Wales Fund](#) (Clubs & Groups eligible) or Club Modernisation Fund (Clubs only) to put people on courses

Applying to have First Aid Certificates endorsed by UK Athletics

1/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.

2/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.

*NB**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. 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.

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](#).

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

For more information, please see the supporting resources linked below:

- Coach & Leader First Aid Guidance 2023
- Mandatory Training PPT UKA Q&A/First Aid Insurance Scenarios
- Club/Group Mandatory Training Considerations
- First Aid Training Coach and Leaders FAQ
- UKA Risk Assessment Template
- [Codes of Practice Guidance](#)
- First Aid Kit Guidance
- Safety Infographic

If you have any other queries please contact coachdevelopment@uka.org