



TCUK First Aid Policy

Purpose

Taekwondo Council UK (TCUK) is committed to safeguarding and promoting the welfare of all participants. This First Aid Policy sets out the **minimum first aid training and provision requirements** for instructors and clubs operating under TCUK recognition.

This policy supports compliance with the **Safeguarding Code Governing Organisations Checklist (Item 21)** and forms part of TCUK's wider safeguarding and safe practice framework.

2. Scope

This policy applies to:

- All TCUK Full Member Clubs
 - All instructors and assistant instructors
 - Training sessions, events, competitions, and demonstrations delivered under TCUK recognition
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3. First Aid Training Requirements

3.1 Newly Qualified Instructors

All **newly qualified instructors** must complete **at least one in-person First Aid at Work course**.

- The course must be delivered face-to-face
 - Online-only first aid courses are **not sufficient** for initial qualification
 - Evidence of completion must be retained by the club
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3.2 Renewal Requirements

- For **insurance purposes**, instructors must complete an **in-person first aid course at least every 3 years**
 - This in-person renewal requirement supports insurance cover and risk management
 - Instructors remain responsible for ensuring their certification remains valid
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3.3 Online Refresher Training

- An **annual online first aid refresher** is **recommended but not compulsory**
 - Online-only training does **not** replace the requirement for periodic in-person training
 - In **exceptional circumstances**, a **Level 3 online first aid qualification** may be accepted **with prior approval from the TCUK Board**
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3.4 Alternative Qualifications

- A **Level 3 first aid qualification or above** may be accepted as a **one-off equivalent** to an in-person First Aid at Work course
 - Acceptance of alternative or online qualifications is subject to **explicit Board permission** and insurance considerations
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4. First Aid Provision at Training Sessions

- Clubs must ensure that a **trained first aider is present** during all training sessions involving physical activity
 - First aid provision must be appropriate to the nature and intensity of the activity
 - First aid kits must be accessible and adequately stocked
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5. First Aid at Events and Competitions

- Appropriate first aid provision must be in place for all events and competitions
 - Larger or higher-risk events may require additional or specialist first aid cover
 - Clubs and event organisers must consider first aid arrangements as part of their risk assessment
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6. Recording Accidents and Injuries

- All accidents and injuries must be recorded using an accident/incident record
 - Records must be stored securely and managed in line with TCUK safeguarding and data protection requirements
 - Serious incidents must be reported to TCUK in line with safeguarding procedures
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7. Responsibilities

TCUK

- Set minimum first aid standards

- Provide guidance to Full Member Clubs
- Monitor compliance where appropriate

Full Member Clubs

- Ensure instructors meet first aid training requirements
 - Maintain records of first aid qualifications
 - Ensure appropriate first aid provision at sessions and events
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8. Non-Compliance

Failure to meet the requirements of this policy may result in action being taken by TCUK, including restrictions on instructor recognition or club membership.

9. Review

This policy will be reviewed every **3 years**, or sooner if required by changes in legislation, guidance, or safeguarding standards.

Approved by: TCUK Board & Management Committee

Effective from: 15 December 2025

Next review due: December 2028