



## **First Aid Policy**

### **Overview and Intent**

**Kinetic Sports Group is committed to ensuring that all children and adults are safe when on site or attending a service and that adequate arrangements are made to deal with any illnesses or injuries that may occur to adults or children.**

### **Legal Context**

This policy takes in to account the following legislation and best practice guidance:

Early Years Foundation Stage Statutory Framework 2021

Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

First aid in schools, early years and further education guidance (2022)

Data Protection Act 2018

Health and Safety at Work Act 1974

### **Procedures – First Aid Provision – First Aid Needs Assessment**

- Kinetic Sports Group will ensure that there is at least one paediatric first aid and one adult first aid qualified first aider/s on site or an outing at all times, recognising that paediatric first aid is from 0 to 18 years
- The person in charge will ensure that there is a suitable and well stocked first aid kit on site or on an outing and that it is accessible. First aid kits will only contain permitted items. Medication and creams/ointments are not permitted (please see Administering Medication Policy)

- When dealing with an injured or ill child staff should wear PPE (gloves) which are available in the first aid kit
- Parents or carers are required to give consent for us to administer first aid or for us to seek necessary medical treatment or advice, including in an emergency

### **Procedures – Communication**

- In the event that a child becomes ill or injured while attending our service we will take the necessary action
  - Non-emergency illness – the child will be kept comfortable and separate from other children whilst under the supervision of an adult. The parents or carers will be called to collect the child
  - Emergency illness – the child will be kept comfortable and any appropriate first aid given. An ambulance will be called via 999, the parents or carers will be called and a company director will be contacted. A member of staff will accompany the child to hospital, if needed
  - Non-emergency injury – the child will be kept comfortable and appropriate first aid given. The person in charge will decide if the parents or carers need to be contacted immediately or if they will be informed at the end of the session
  - Emergency injury - the child will be kept comfortable and any appropriate first aid given. An ambulance will be called via 999, the parents or carers will be called and a company director will be contacted. A member of staff will accompany the child to hospital, if needed
- There may be occasions where a child needs to go to hospital but not via an ambulance. In these situations, the company director will decide whether it is appropriate for a member of staff to take a child to hospital. This can only be actioned with prior consent from the parents or carers who must also go to the hospital

### **Procedures – Documentation and Reporting**

- All accidents/incidents will be recorded on our accident/incident forms, within 24 hours of the accident/incident occurring. The person dealing with the accident should complete the form and record any other witnesses or first aiders
- Parents/carers are required to sign the accident form and can have a copy of it, where appropriate

- Accident/incident forms are returned to our head office and are reviewed monthly by our health and safety officer, to identify any patterns or to inform any risk assessments
- Accident/incident forms involving children will be kept for 21 years
- Accident/incident forms involving adults will be kept for 3 years
- Where a child arrives to a session with an existing injury or when a member of staff notices an existing injury, this will be documented
- Where applicable, accidents or injuries may be reported to the following organisations:
  - Ofsted
  - Multi-Agency Safeguarding Hub (MASH)
  - Local Authority Designated Officer (LADO)
  - Health and Safety Executive (RIDDOR 2013)

Date	Summary of Changes	Other Comments
28 <sup>th</sup> February 2023	Policy Adopted	Revision due 27/2/2024