

**First Aid Policy**

**1.Policy Statement**

Hearts & Hands is committed to providing a safe and healthy environment for all children, staff, and visitors. We will take every reasonable step to ensure that first aid provision is available at all times during club hours and that accidents and incidents are dealt with promptly and effectively.

**2. Aims**

To ensure there is always a suitably qualified first aider on site.

To provide appropriate first aid equipment and facilities.

To maintain accurate records of accidents and injuries.

To ensure staff are aware of their first aid responsibilities.

**3. Legal Framework**

This policy is based on:

Health and Safety (First-Aid) Regulations 1981

The Early Years Foundation Stage (EYFS) statutory framework

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Guidance from the Health and Safety Executive (HSE)

**4. Responsibilities**

Club Leaders:

Ensure risk assessments are up to date.

Ensure at least one staff member is Health & Safety Trained

Maintain and replenish first aid kits.

Record and review accident reports.

Inform Ofsted (if applicable) of serious incidents.

**5. First Aiders:**

Administer first aid as needed.

Record treatment in the accident book.

Inform parents/carers of injuries or illnesses.

**5. First Aid Provision**

A paediatric first aider will be on site at all times if children under 8 are present (in line with EYFS).

First aid kits are kept in clearly labelled and accessible areas.

Kits will be checked and restocked regularly.

A portable first aid kit will be taken on all outings.

Parents will give signed consent for their child to receive first aid treatment.

**6. First Aid Training**

At least one staff member with a 12-hour paediatric first aid certificate dated within the last 3 years will be present during operating hours.

**7. Accident and Incident Reporting**

All accidents will be recorded on a form.

Records will include the date, time, nature of injury, treatment given, and signature of the staff member.

Parents/carers will be informed and asked to sign the record upon collection.

Serious incidents (e.g. hospitalisation) will be reported to RIDDOR and Ofsted where required.

**8. Notifying Parents and Emergency Services**

In case of serious injury or illness, parents will be contacted immediately.

If necessary, emergency services will be called, and a member of staff will accompany the child to the hospital with all relevant medical and contact information.

**9. Medication and Medical Needs**

Children with known medical conditions (e.g., asthma, allergies, epilepsy) will have a completed care plan.

Medication will be administered only with written parental consent and in line with the Medication Policy.

**10. Monitoring and Review**

This policy will be reviewed annually or after any major incident or changes in legislation. Staff will be informed of any updates and re-trained where necessary.