

First Aid Policy

Allstars

Office Address: 3 Crewe Road, Sandbach, CW11 4NE

Email: office@weareallstars.co.uk

1. Policy Statement

Allstars is committed to ensuring the health, safety, and wellbeing of all children, staff, and visitors. We provide appropriate and prompt first aid treatment in the event of illness or injury, in line with the **Health and Safety (First-Aid) Regulations 1981** and the **Early Years Foundation Stage (EYFS) Statutory Framework**.

We aim to minimise the impact of accidents and ensure parents are kept informed in a timely and clear manner.

2. First Aid Provision

- At least one **paediatric first aid trained** member of staff is present at all times during club hours.
- All first aiders are trained by an approved provider and hold valid, up-to-date certification.
- First aid training includes CPR, dealing with head injuries, anaphylaxis, asthma, and minor injuries.
- A list of qualified first aiders is displayed on site and updated regularly.

3. First Aid Kits

- First aid kits are clearly labelled and available in all activity areas, including outdoor spaces.
- Kits are stocked according to HSE and EYFS guidance and checked regularly.
- Staff are made aware of the location of first aid kits as part of induction.
- Single-use items are individually wrapped, sterile, and in date.

4. Responding to Illness or Injury

- Staff respond promptly and calmly to all incidents requiring first aid.
- Injuries are assessed and treated in line with training and guidance.
- For minor injuries, appropriate first aid is given, and the child is monitored.
- For head bumps, parents are always informed, even if the child appears well.
- If a child becomes seriously unwell or sustains a major injury, emergency services will be called and parents contacted immediately.

5. Recording and Reporting

- All first aid incidents are recorded on a First Aid/Incident form, including details of the injury, treatment given, time, and name of first aider.
- Parents are informed at collection or by phone for more serious incidents.
- A copy of the report may be provided to the parent or carer on request.
- Serious incidents are reported to RIDDOR or Ofsted if required.

6. Storage of Medication

- Prescribed medication is only administered with written parental consent and a clear record is kept (see Medication and Illness Policy).
- EpiPens and asthma inhalers are stored securely but are easily accessible.
- Staff are trained in administering emergency medication when required.

7. Infectious Illness and Hygiene

- First aid is carried out using **personal protective equipment (PPE)** including gloves and aprons.
- Hands are washed before and after treatment.

- Any bodily fluids are cleaned using appropriate disinfectant products.
- Staff report symptoms of infectious illness and follow exclusion guidance.

8. Review and Monitoring

- All incidents are monitored to identify patterns or hazards.
- First aid procedures and provision are reviewed annually or after any significant incident.
- Feedback from staff and parents is used to improve practice where necessary.

Date of next review: August 2026

Policy lead: Club Manager / Health and Safety Officer