



First Aid Policy

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Policy Statement

Play Inclusion Project recognises the importance of providing adequate and appropriate first aid equipment, facilities, and trained personnel for all children, staff, volunteers, and visitors.

The organisation will take all reasonably practicable steps to meet this responsibility and ensure that first aid provision is managed effectively across all settings and activities.

Legislation

The Health and Safety at Work Act 1974 places a general duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees, volunteers, and service users. This duty extends to the provision of appropriate first aid facilities.

Play Inclusion Project understands first aid to refer to:

- the initial and appropriate management of illness or injury, with the aim of preserving life or minimising the consequences of injury and illness until professional medical help can be obtained.
- the treatment of minor injuries that do not require attention from a medical practitioner or nurse.

The organisation recognises its responsibility to make suitable arrangements for first aid to ensure that illness or injury occurring during work or activities is managed appropriately.

First Aid Provision

- A qualified First Aider will be present at all times, including during all activities, sessions, and clubs.
- First Aiders will be clearly identified at each session on the daily crib sheet.
- All staff, volunteers, and visitors should be made aware of the location of first aid equipment and the designated First Aiders.

Updated October 2025
By Joanne Barnes

First Aid Boxes

Office

- All employees have access to a first aid box whilst working at the office.
- The first aid box is kept in the kitchen.
- The Health and Safety officer is responsible for checking its contents and ensuring that it is replenished when necessary

Activity Sessions

- At sessions the first aid box is carried by the Area Manager.
- The first aid box should be fully stocked and taken to all sessions including in-house sessions and trip days.
- The Area Manager is responsible for checking its contents and ensuring that it is replenished when necessary.
- The Health & Safety Officer should be notified when stocks need replenishing.

The box should contain the following:

- Guidance Book
- Contents list
- 5 low adherent dressing (5x5)
- 5 low adherent dressings (10 x 10)
- 2 Triangular bandages
- 2 Conforming bandages
- 2 Eye pad sterile dressings
- 4 Eye wash
- Finger sterile dressing
- 20 Sterile adhesive plasters - assorted sizes
- 10 sterile gauze swaps
- Hypo-allergenic adhesive tape
- Nitrile disposable gloves
- Resuscitation face shield
- Burn dressing
- 2 ice packs - to be covered before use to avoid ice burn
- Assorted Safety Pins
- Shears
- Tweezers
- Foil Blanket

Administering First Aid

- Staff must wear PPE when administering First Aid

- A face mask should be worn by staff if first aid is required by anyone with symptoms of an infectious illness.

Record Keeping

All First Aiders must complete an accident form every time first aid is provided - this includes the application of a plaster.

The record must include:

- Date, time, and location of the incident
- Name of the injured person
- Details of the accident and injuries sustained
- Details of first aid administered
- Details of any witnesses to the accident/incident
- Details of messages passed on to parents/carers
- Printed name and signature of the First Aider

All accident and incident forms will be securely stored in the office and retained for a minimum of **20 years and 6 months**.

Serious Accidents

In the event of a serious accident:

- The Area Manager will immediately contact the emergency services (dial 999).
- The child's parents/carers will be informed as soon as possible.
- If parents/carers are unavailable, the child's emergency contact must be contacted
- A member of staff will accompany the child to hospital and remain with them until a parent or guardian arrives.
- The CEO must be notified as soon as is practically possible.

Reporting

- Parents are informed of any accidents and treatment administered as soon as practically possible.
- Parents/cares must sign accident forms when collecting their child.
- All accident forms must be signed on the day by relevant staff members.

- Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and may require a report to be made to the Health & Safety Executive.