



## **First Aid Policy**

### **Children's Coaching Business (Holiday Camps & Term Time Activities)**

#### **1. Policy Statement**

This First Aid Policy outlines the procedures and responsibilities for administering first aid within all activities delivered by Elite SF, including holiday camps and term time coaching sessions. The policy is designed to ensure the safety, wellbeing, and rapid response to illness or injury for all children, coaches, and visitors.

This policy is written in accordance with:

- The Early Years Foundation Stage (EYFS) Statutory Framework (where applicable)
- Health and Safety (First Aid) Regulations 1981
- Ofsted requirements for safeguarding and welfare
- Guidance from the Health and Safety Executive (HSE)

#### **2. Aim of the Policy**

The aims of this policy are to:

- Ensure that appropriate first aid provision is available at all times during activities
- Ensure all children receive prompt, appropriate care in the event of illness or injury
- Maintain a safe environment that minimises risk
- Ensure compliance with statutory and regulatory requirements
- Ensure clear procedures are in place for escalation and emergency response

#### **3. First Aid Provision**

##### **3.1 Paediatric First Aiders**

A qualified Paediatric First Aider (PFA) will be present on site at all times during:

- Holiday camps
- Term time coaching sessions
- Any organised activity involving children under the care of Elite SF Limited

All PFAs will hold a valid 12-hour paediatric first aid certificate, renewed every three years, in line with EYFS requirements where applicable.

### **3.2 Coach Requirements**

- A minimum of one qualified Paediatric First Aider will be present at all sessions.
- Where group sizes exceed risk assessed thresholds, additional trained first aiders will be deployed.
- First aid responsibilities will be clearly assigned prior to each session.

### **4. Cover Coaches and First Aid Contingency**

In the rare event that a cover coach is deployed during term time sessions and is not first aid trained, the following procedure will apply:

- The venue management will be contacted immediately upon identification of the need for first aid support.
- The venue will be requested to provide a designated qualified first aider to be readily available if needed for the duration of the session.
- Sessions will only proceed if a qualified first aider is confirmed as accessible on-site.
- If no qualified first aider is available, the session will not commence or will be suspended until adequate provision is in place.

This ensures that children's safety is not compromised under any circumstances.

### **5. First Aid Equipment**

At all venues, a fully stocked first aid kit will be available and will include:

- Sterile dressings and bandages
- Plasters of assorted sizes
- Eye wash solution or sterile water
- Disposable gloves
- Ice packs (instant or reusable)
- CPR face shield

- Foil blankets
- Medical tape and wipes

First aid kits will be:

- Checked monthly
- Restocked after use
- Stored in an easily accessible, clearly marked location

Where available, an Automated External Defibrillator (AED) will be identified and its location communicated to all coaches on site.

## **6. Procedures in the Event of Injury or Illness**

### **6.1 Immediate Response**

- The nearest qualified first aider will attend immediately.
- The child will be assessed and appropriate first aid will be administered.
- Other children will be supervised and moved away if necessary.
- Coaches cannot remove splinters and will inform parents on pick up with an accident form.

### **6.2 Emergency Situations**

If a serious incident occurs:

- Emergency services (999) will be contacted immediately.
- A coach will accompany the child if they are taken to hospital, where possible if asked by the parents / carers.
- Parents/carers will be informed as soon as practicable.

## **7. Reporting and Record Keeping**

All incidents requiring first aid will be recorded in an Incident Report Form, including:

- Child's name and age
- Date, time, and location of incident
- Description of injury or illness
- Treatment given
- Name of first aider
- Witnesses (if applicable)

Records will be:

- Stored securely in line with GDPR
- Retained for a minimum of 3 years (or longer if required by insurance policies)

Parents/carers will be informed of all head injuries and any injury requiring significant first aid treatment.

## **8. Medication and Medical Conditions**

- Parents/carers must provide written details of any medical conditions, allergies, or medication requirements prior to attendance.
- Coaches will only administer medication where written parental consent has been given.
- Medication will be stored securely and labelled clearly.
- Emergency medication (e.g. inhalers, epipens) will be accessible at all times during sessions for children who have brought it with them to the session.

## **9. Risk Assessment**

Risk assessments will be carried out for:

- All venues
- All activities and equipment
- Participant age groups and specific needs

Risk assessments will consider:

- Likelihood of injury
- Nature of activities
- Coach levels and qualifications
- Environmental hazards

Controls will be implemented to reduce risks to a reasonable and acceptable level.

## **10. Coach Training and Responsibilities**

All coaches will:

- Be informed of first aid procedures during induction
- Know the location of first aid kits and AEDs
- Understand escalation procedures

Designated first aiders will:

- Maintain valid certification
- Take responsibility for first aid response during sessions
- Ensure kits are maintained

## **11. Communication with Parents/Carers**

Parents/carers will be informed:

- For head injuries, parents are contacted at the nearest possible time.
- For any other serious injuries, parents are contacted at the nearest possible time.
- For minor injuries, parents are informed on pick up.

Contact details must be kept up to date by parents/carers at all times.

## **12. Safeguarding and Confidentiality**

All first aid information is treated as confidential. However, disclosures will be shared with relevant professionals where safeguarding concerns arise.

## **13. Monitoring and Review**

This policy will be reviewed annually or sooner if:

- Legislation changes
- Ofsted guidance is updated
- An incident indicates a need for revision

## **14. Compliance Statement**

Elite SF is committed to maintaining full compliance with Ofsted requirements and ensuring that all children in our care are supported by safe, effective, and appropriate first aid provision at all times.

## **15. Acknowledgement and Acceptance (BrightHR)**

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards

- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026