



Family Link



Our mission: The provision of leisure opportunities for children and young adults with disabilities.

First Aid Policy

Policy Statement

Family Link is committed to meeting its duties under the Health and Safety (First-Aid) Regulations 1981, the Health and Safety at Work etc. Act 1974, and relevant safeguarding legislation.

Family Link provides activities and services for children and young people with disabilities and complex health needs. We therefore recognise the heightened importance of robust first-aid, medication, and emergency arrangements to protect the health, safety, and wellbeing of children, young people, staff, volunteers, and visitors.

This policy sets out the arrangements for the prompt and appropriate provision of first aid to all employees, volunteers, children and young people in our care.

Definition of First Aid

For the purposes of this policy, first aid means:

- a) In cases where a person requires help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury or illness until such help is obtained; and
- b) Treatment of minor injuries or illnesses which would otherwise receive no treatment or do not require treatment by a medical practitioner or nurse.

First aid minimises the impact of injuries or illnesses that occur at work or during Family Link activities, regardless of their cause.

Legal Compliance

Family Link will:

- Provide adequate and appropriate first-aid equipment, facilities, and personnel
- Appoint a person/s or designated first aider(s) to take charge of first aid
- Carry out suitable and sufficient risk assessments
- Ensure appropriate training and supervision
- Review arrangements regularly and following incidents



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Family Link works in partnership with host venues and will cooperate fully with their first aid and emergency procedures.

Risk Assessment Arrangements

Family Link carries out first-aid risk assessments for all activities and locations, including:

- Host venues
- Community settings
- Day trips and off-site activities

Responsibilities

- The Play Leader is responsible for completing risk assessments for new venues and undertaking daily pre-session risk assessments.
- Identified risks must be removed or reduced as far as reasonably practicable.
- Any concerns must be reported immediately to the Play Leader.

If a risk cannot be properly managed, consult the Project Manager to modify or cancel the session.

Risk Factors Considered

Risk assessments will consider:

- Number of people on site
- Nature of activities undertaken
- Layout of premises and confined spaces
- Disabilities and medical needs of children and young people
- Staff experience and competence

Risk assessments are reviewed annually and following any incident, change in activity, equipment, or legislation.

First Aid Provision

As a minimum, Family Link will ensure:

- At least one Designated First Aider is present at each session



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- A suitably stocked first aid kit is available at all times

Where risk assessments identify increased need, Family Link will provide additional trained staff and/or specialist equipment.

First Aid Kits

A first-aid kit will be available at all venues and during all Family Link activities.

Responsibilities

- The Play Leader is responsible for ensuring first-aid kits are present, accessible, and fully stocked.
- Kits are checked regularly and as part of daily risk assessment procedures.
- A portable first-aid kit must be taken on all off-site visits and day trips.

Contents

First-aid kits will meet HSE minimum requirements and contain only items suitable for first aid. No medication (including paracetamol) will be stored in first-aid kits.

In the UK, the HSE (Health and Safety Executive) doesn't give a one-size-fits-all kit, but it *does* set out minimum recommended contents for a low-risk workplace. You then add to it based on your risk assessment.

HSE-Recommended First Aid Kit (Minimum Contents)

For a small, low-risk workplace, your kit should include:

- 20 × Individually wrapped sterile plasters (assorted sizes)
- 2 × Sterile eye pads
- 4 × Individually wrapped triangular bandages
- 6 × Safety pins
- 6 × Medium sterile wound dressings (approx. 12cm × 12cm)
- 2 × Large sterile wound dressings (approx. 18cm × 18cm)
- 1 × Pair of disposable gloves (nitrile or vinyl)
- 1 × First aid guidance leaflet



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HSE specifically advises not to keep:

- Tablets or medicines (including paracetamol)
- Creams, lotions or antiseptic wipes containing chemicals

Additional items (based on risk assessment)

Depending on your setting (e.g. childcare, play work, indoor or outdoor activities, disabilities, higher medical needs), you may also need:

- Face shield / CPR mask
- Foil blanket
- Scissors
- Burn dressings
- Finger dressings
- Microporous tape
- Extra gloves
- Eye wash (if there is a risk to eyes)
- Resuscitation mask

Designated First Aiders

Role

Designated First Aiders are responsible for:

- Providing immediate first-aid treatment
- Summoning emergency services where required
- Recording incidents and treatment provided
- Supporting safeguarding and emergency procedures

Training

- Designated First Aiders will hold a valid First Aid at Work or Emergency First Aid at Work qualification appropriate to the risk level.
- Certificates are renewed in line with HSE guidance (every three years), with refresher training undertaken as appropriate.
- Training records are held by the Project Manager



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Cover Arrangements

Where a Designated First Aider is unavailable, the Play Leader will ensure another appropriately trained person is assigned before the session proceeds.

Emergency Procedures

In the event of a serious injury or illness:

- Emergency services (999) will be contacted immediately
- A staff member will meet and direct emergency services
- Parents or carers will be informed as soon as practicable
- An incident report will be completed

Medication Administration

Family Link supports children and young people with complex medical needs. Staff have been trained in administering:

- Buccal (To the Mouth)
- Paraldehyde (In the Bottom)
- VNS (Swipe up from the heart)

Training

- Staff receive training in first aid and medication administration where required.
- Family Link provides regularly reviewed training in epilepsy management, including Buccal Midazolam.
- Where other emergency medication is required, specialist training will be arranged, preferably by a healthcare professional.

Individual Healthcare Plans

- All children requiring medication must have a written Individual Healthcare Plan (IHP) in place.
- Medication will only be administered in line with the IHP and signed parental or carer consent.



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Consent and Records

- Written consent is required for emergency medication administration.
- Consent and healthcare records are stored securely in line with UK GDPR and the Data Protection Act 2018.

Storage and Administration

- Medication is stored in a locked container in clearly named packaging.
- The key is held by the Play Leader during sessions.
- Medication is administered only by trained staff and returned to parents or carers at the end of the session.

Responsibilities of Employees and Volunteers

All employees and volunteers have a duty to:

- Take reasonable care of their own health and safety and that of others
- Follow Family Link policies and procedures
- Report hazards, concerns, and incidents promptly

Medical Information

Staff and volunteers must provide:

- Emergency contact details
- Information about medical conditions that may affect their work
- Details of any personal emergency care plans

This information is handled confidentially in accordance with data protection law.

Accidents, Incidents, and Reporting

- All work-related injuries or incidents must be recorded using Family Link incident report forms, which can be found on the shared drive.
- Incidents may be escalated to the Board of Trustees where appropriate.
- Reportable incidents will be notified to the Health and Safety Executive (HSE) in accordance with RIDDOR 2013.
- Incident records are used to inform reviews and improvements.



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Information and Training

All employees and volunteers:

- Receive information about first-aid arrangements
- Are provided with a copy of this policy
- Receive appropriate induction and ongoing training

Monitoring and Review

This policy is monitored to ensure it remains effective and compliant.

It will be reviewed:

- At least annually
- Following any significant incident
- If there are changes to legislation, guidance, or Family Link activities

Policy approved and adopted by the Family Link Board of Trustees

On the: 25 July 2023

Reviewed: 8th January 2026 by Trustee – Paula Hollywood

Current Play Leader – Kenzie / Megan / Renée / Emma

Current Safeguarding Trustee – Julia James – 07894 672019

Policy due for review: 8th January 2027