



FIRST AID AND MEDICAL POLICY

Purpose

This policy sets out the arrangements for providing first aid and medical assistance during mentoring and coaching sessions. It ensures the safety and wellbeing of children and young people, in line with UK legislation, safeguarding expectations, and best practice.

Principles

1. **Safety First** – The health and wellbeing of the child is the top priority at all times.
2. **Preparedness** – Suitable first aid equipment and emergency procedures will be in place.
3. **Consent & Communication** – Parents/carers will be informed of accidents, illnesses, or medical needs, and consent will be obtained for any planned medical support.
4. **Trauma-Informed Practice** – Medical support will be provided calmly and respectfully, considering the child's feelings and anxieties.
5. **Recording & Accountability** – All incidents will be recorded and shared with parents/carers and relevant professionals if required.

Legal Context

This policy is underpinned by:

- Health and Safety at Work etc. Act 1974
- First Aid at Work Regulations 1981
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2025)

Procedures

First Aid Provision

- A basic first aid kit will be carried at all times (in car and/or on person).
- The mentor will be First Aid trained.
- If an injury occurs, the mentor will provide immediate, reasonable first aid.

Medical Information

- Parents/carers must provide emergency contact details and relevant medical information (e.g., allergies, medication, health conditions) before sessions begin.
- Written consent will be obtained for the administration of any agreed medication.

Accident or Illness

- For minor injuries or illness, first aid will be given and parents/carers informed.
- For serious injuries or illness, emergency services (999) will be contacted immediately, followed by parents/carers.
- All incidents will be recorded on an Accident/Incident Form within 24 hours.

Emergency Medical Treatment

- In the event of a serious emergency, the mentor may authorise treatment from paramedics or hospital staff if parents/carers cannot be contacted immediately.

Recording and Reporting

- All accidents, illnesses, or medical incidents will be recorded using the agreed Accident/Incident Form.
- Records will be shared with parents/carers and, if necessary, the commissioning body (e.g., local authority).
- Safeguarding concerns arising from medical incidents will be reported in line with the Safeguarding Policy.

Responsibilities

- Mentor – responsible for carrying first aid kit, recording incidents, and seeking emergency help if needed.
- Parents/Carers – responsible for providing accurate medical information and consent forms.
- Commissioning Body (if applicable) – responsible for ensuring the mentor has suitable training and procedures in place.

Review

This policy will be reviewed annually or following any serious medical incident, to ensure compliance with legislation and best practice.

Last review: September 2025