

Y-Kidz First Aid Policy

Department: Lifelong Learning

Approval Route: YSS Board / Executive Team

Frequency of Revision: Annually

Version	Date Approved	Reason for Update
V1	18 th August 2026	New Policy

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1. Policy Statement

Y-Kidz is committed to promoting the health, safety and welfare of all children, staff and visitors attending our wraparound and holiday club provision.

Appropriate first aid arrangements will be maintained at all times to ensure prompt and effective treatment in the event of injury, illness or accident.

The welfare of children is paramount, and all first aid arrangements will be implemented alongside the Safeguarding and Child Protection Policy.

2. First Aid Arrangements

Y-Kidz will ensure that:

- A suitably stocked first aid kit is accessible during all sessions.
- A first aid kit is available for all educational visits and off-site activities.
- Emergency contact details are available at all times.
- At least one person holding a current Paediatric First Aid (PFA) qualification is on site whenever EYFS-aged children are present.
- A suitably qualified first aider accompanies EYFS children on outings.
- First aid qualifications are monitored and renewed as required.

3. Staff Responsibilities

All staff are responsible for:

- Safeguarding the welfare of children.
- Responding appropriately to illness or injury.
- Seeking assistance from a qualified first aider where required.
- Reporting accidents and incidents promptly.
- Completing accident records accurately.
- Following children's healthcare plans where applicable.
- Reporting safeguarding concerns to the Designated Safeguarding Lead (DSL).

4. Emergency Procedures

In the event of an accident or illness staff will:

1. Assess the situation.
2. Administer first aid where appropriate.
3. Contact emergency services where required.
4. Inform parents/carers as soon as possible.
5. Ensure the child remains supervised until collected or responsibility is transferred to medical professionals.
6. Complete accident records.

Any incident that raises safeguarding concerns will be reported immediately to the DSL.

5. Accident Recording and Reporting

Y-Kidz will maintain records of all accidents, injuries and first aid treatment.

Records will include:

- Date and time.
- Name of child.
- Nature of injury.
- First aid provided.
- Name of person providing treatment.
- Details of parental notification.

Parents/carers will be informed of:

- All head injuries.
- Injuries requiring ongoing monitoring.
- Any incident requiring medical treatment.

Where required, notifications will be made to Ofsted, the Health and Safety Executive (RIDDOR) and other relevant agencies.

6. Visits

Before visits take place:

- Appropriate risk assessments will be completed.
- Emergency contacts will be available.
- A first aid kit will accompany the group.
- Appropriate first aid cover will be arranged.

7. Linked Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Administration of Medication Policy
- Supporting Children with Medical Conditions Policy
- Risk Assessment Policy
- Educational Visits Policy
- Missing Child Policy

8. Monitoring and Review

This policy will be reviewed annually or sooner if legislation or guidance changes.