First Aid Policy

STAY WILD Holiday Club

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1. Policy Statement

STAY WILD Holiday Club is committed to ensuring that appropriate and effective first aid provision is available at all times during operational hours. We recognise that prompt, competent first aid response is essential to safeguarding the welfare, health, and safety of all children, staff, and visitors.

This policy ensures compliance with:

- Health and Safety (First Aid) Regulations 1981.
- Keeping Children Safe in Education (KCSIE).
- STAY WILD Safeguarding Policy (April 2026–2027).
- Scouting safety guidance (where applicable).

2. Aims of this policy

This policy aims to:

- Ensure immediate and appropriate first aid response is available at all times.
- Minimise the impact of injury or illness during STAY WILD sessions.
- Ensure staff are trained, competent, and confident in first aid procedures.
- Ensure clear escalation routes to emergency services and safeguarding leads.
- Maintain accurate records of all incidents and treatments.

3. First Aid Provision

STAY WILD ensures adequate first aid provision is always in place, including:

- All staff are working towards or hold First Response as a minimum.
- At least one member of staff on site holds Level 3 Paediatric First Aid
- In-house qualified First Aid Trainer delivers training where required.
- First aid kits located in:
    - All activity areas
    - Main building (Jubilee Centre)
    - Nepal Reception
    - Outdoor activity zones
- At least **three on-site AED (defibrillator) units** located at key points across site
- All activities have a first aid kit in place for each activity, these are checked and maintained.

4. Responsibilities of STAY WILD Staff

All STAY WILD staff must:

- Be aware of the location of first aid kits and AED units.
- Report all injuries, however minor, to a first aider.
- Follow instructions from qualified first aid staff.
- Record incidents accurately using the STAY WILD accident reporting system.
- Escalate serious incidents immediately to the Club manager and DSL where safeguarding concerns may exist.

5. Emergency Response Procedure

In the event of injury or illness:

1. Ensure the area is safe.
2. A STAY WILD first aider must assess the situation immediately.
3. Emergency services (999) will be called if required.
4. The Event Leader will be informed immediately.
5. Parents/carers will be contacted as soon as practicable for any head injury or serious incident.
6. The Designated Safeguarding Lead (DSL) will be informed if there are any safeguarding concerns.

6. Recording and Reporting

- All first aid incidents must be recorded on a STAY WILD Accident Report Form.
- Records must include: time, location, injury details, treatment given, and staff involved.
- Records are stored securely in line with GDPR and STAY WILD Safeguarding Policy Section 11 (Record Keeping).
- Parents are notified of any first aid incidents on collection (or before via phone call where necessary).
- Records are signed by parents on collection.
- Records are recorded on the Accidents Log by the admin team for monitoring by the Directors and Trustees of Bradely Wood Scout Campsite.
- Serious incidents are reviewed by the management team for learning and improvement.

7. Medication

- Children's medication will only be administered by trained STAY WILD staff where appropriate consent has been provided.
- Medication must be clearly labelled and stored securely.
- Any medical conditions must be declared at booking stage and shared with relevant STAY WILD staff.
- Emergency medication (e.g., inhalers, auto-adrenaline injectors) must be carried where required.

8. Training and Competence

- At least 1 member of Stay Wild Staff will hold a Level 3 award in Paediatric First Aid.
- Training is valid for 3 years.
- First aid training is included in staff induction where required.
- Competency is monitored through ongoing supervision.
- In-house qualified First Aid Trainer delivers training where required.

9. Safeguarding Link

First aid incidents are closely linked to safeguarding procedures. Where injury, disclosure, or concern suggests possible safeguarding risk:

- The STAY WILD Safeguarding Policy is immediately applied.
- The Designated Safeguarding Lead (DSL) is informed without delay.
- Staff do not investigate concerns independently.
- All actions are recorded in line with safeguarding reporting procedures.

10. Review and Monitoring

This policy will be:

- Reviewed annually or following any serious incident.
- Updated in line with changes to legislation or best practice.
- Monitored by the STAY WILD management team to ensure effectiveness.

Last Reviewed: April 2026
Next Review Due: April 2027
Approved by: Catherine Smith