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FIRST AID POLICY

Purpose

Superstar Sports is committed to providing effective First Aid to ensure the health, safety, and welfare of all children, staff, and visitors.

This policy covers **First Aid provision and emergency response only**.

All medication procedures are detailed in the **Medical Consent & Managing Medication Policy**.

Legal Framework

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- EYFS Statutory Framework (where applicable)

Roles and Responsibilities

Company Director

- Overall responsibility for First Aid provision

Site Lead / Senior Leader

- Ensures adequate First Aid cover
- Ensures procedures are followed

First Aiders

- Provide First Aid within their level of training
- Maintain First Aid equipment
- Record incidents

First Aid Provision

Superstar Sports will ensure:

- Sufficient trained First Aiders are present
- First Aid kits are available and maintained
- A designated First Aid area is available where possible

Training

- Staff will receive appropriate First Aid training
- Paediatric First Aid training will be in place where required
- Training records will be maintained

First Aid Equipment

Each site will have:

- At least one accessible First Aid kit
- Equipment checked regularly

Responding to Illness or Injury

In the event of illness or injury:

- A trained First Aider will assess the situation
- Appropriate First Aid will be administered
- The child will be monitored

Calling Emergency Services

An ambulance will be called:

- For serious injuries
- Head injuries
- Unconsciousness
- Where there is any doubt

Staff will provide:

- Child's name and age
- Nature of injury
- Location

A staff member will accompany the child to hospital if required.

Informing Parents/Carers

Parents will be informed:

- As soon as possible after an injury
- Immediately for serious incidents
- For any head injury

If parents cannot be contacted:

- Staff will continue attempts
- Appropriate care will continue

Accident and Incident Recording

All incidents will be recorded, including:

- Date and time

- Nature of injury
- Treatment given
- Staff involved

Records will be stored securely in line with data protection requirements.

Infection Control

Staff will:

- Follow hygiene procedures
- Use protective equipment where necessary
- Safely dispose of waste

Emergency Procedures

Staff will:

- Follow site emergency procedures
- Contact emergency services where required
- Ensure children are supervised at all times

Risk Assessment

Superstar Sports will:

- Assess risks relating to activities and environments
- Implement control measures
- Review assessments regularly

Monitoring and Review

This policy will be reviewed annually or following any significant incident.

Date Reviewed: March 2026

Next Review: September 2026