



First Aid Policy

1. Introduction

Fields Farm Nature Play & Therapy CIC is committed to ensuring the health, safety, and wellbeing of all staff, volunteers, service users, and visitors. We recognise our responsibility to provide adequate first aid provisions, including paediatric first aid where children are involved.

This policy outlines our first aid procedures, responsibilities, and provisions to ensure that injuries or medical emergencies are dealt with promptly and effectively.

2. Purpose of This Policy

This policy aims to:

- Ensure that first aid provisions meet statutory requirements.
- Provide prompt and effective first aid to anyone who becomes ill or injured.
- Outline responsibilities for staff, volunteers, and designated first aiders.
- Ensure that first aid arrangements cover both adults and children.

3. First Aid Provision

Fields Farm Nature Play & Therapy CIC will:

- Ensure adequate numbers of trained first aiders, including those with paediatric first aid certification.
- Maintain fully stocked first aid kits at key locations across the site.
- Provide clear emergency procedures for dealing with accidents and medical incidents.
- Ensure all staff and volunteers know the location of first aid kits and who the designated first aiders are.

4. First Aiders & Responsibilities

Designated First Aiders are responsible for:

- Providing immediate first aid assistance.
- Recording details of any accident, injury, or treatment given.
- Keeping first aid kits fully stocked.
- Contacting emergency services when required.
- Reporting any serious incidents to management.

All Staff & Volunteers must:

- Be aware of first aid procedures and emergency contacts.
- Report any accidents or health concerns.
- Assist the first aider where needed.

5. First Aid for Adults & Children

First Aid for Adults:

- Treat minor injuries with basic first aid (cleaning wounds, applying plasters, cold compresses).
- For more serious injuries, contact emergency services (999) immediately.
- Ensure the individual is kept comfortable and monitored until help arrives.

Paediatric First Aid (Children & Infants):

- First aiders must be paediatric first aid trained before treating children.
- Any injury or illness affecting a child must be reported to their parent/guardian as soon as possible.
- In an emergency, call 999 immediately, stating that the casualty is a child.
- Always follow safe paediatric first aid procedures, such as:
- Checking airways and breathing before any other intervention.
- Using child-appropriate techniques for CPR, choking, and wounds.
- Never administering medication unless prescribed and agreed with parents.

6. Location of First Aid Kits

First aid kits will be kept at:

- The main office or reception area.
- Designated activity zones (e.g., play areas, therapy spaces).
- Mobile first aid kits for outdoor or off-site activities.

Each kit will be checked monthly to ensure all supplies are stocked and in-date.

7. Recording & Reporting Incidents

All first aid treatments must be recorded in the accident book.

Serious incidents must be reported to management and, if necessary, RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013).

Parents/guardians must be informed as soon as possible if a child requires first aid.

Any trends or repeat incidents will be reviewed to improve safety measures.

8. Emergency Procedures

In the event of a serious medical emergency:

1. Call 999 immediately and state the nature of the emergency.
2. Provide first aid while waiting for emergency services.
3. Ensure the area is safe and the casualty is comfortable.
4. Contact next of kin or guardians as soon as possible.
5. Record the incident and follow up as required.

9. Training & Policy Review

All first aiders must hold a valid first aid certificate and undergo **paediatric first aid

10. Contact Information

For more details on our first aid policy, please contact:

Emailing: fieldsfarmcic@hotmail.com

Calling: Charlotte – 07584045836 or Kate - 07969472087

Writing to: Directors of Fields Farm Nature Play & Therapy CIC, 1 Fields Farm, Spalding Gate, PE126UF