

First Aid Policy and Procedures

Date: January 2026

Next review due: December 2026

This policy will be reviewed annually or earlier if legislation, guidance, or operational requirements change.

Policy Statement

At Kanga Sports Ltd, we are committed to ensuring the health, safety, and welfare of all children, learners/delegates, staff, and visitors participating in our activities. This First Aid Policy sets out the arrangements in place to ensure that appropriate first aid provision is available at all times and that injuries and medical incidents are managed promptly, safely, and effectively.

Scope

This policy applies to all activities delivered under the Kanga Sports Ltd name, including extracurricular clubs, wraparound care, holiday provision, centre-based activities and training delivery.

It applies to:

- All Kanga Sports staff, contractors, volunteers, apprentices, and work experience placements
- All children, learners/delegates, and participants attending sessions



- All venues and settings where Kanga Sports activities take place

Legal Framework and Guidance

This policy is informed by current UK guidance, including:

- The Health and Safety (First-Aid) Regulations 1981
- Health and Safety Executive (HSE) guidance on first aid at work
- Safeguarding and child welfare best practice

Kanga Sports recognises its duty to make appropriate first aid arrangements based on risk, activity type, age of participants, and setting.

First Aid Provision

Kanga Sports Ltd will ensure that:

- A **minimum of one suitably trained paediatric first aider** is present at every session
- First aid provision is appropriate to the activity, environment, and number of participants
- First aid arrangements are reviewed regularly as part of risk assessment processes

First aid training will be relevant to the setting and kept **up to date in line with training provider requirements.**

Responsibilities

Directors / Senior Management

Kanga Sports senior management is responsible for:

- Ensuring adequate first aid arrangements are in place
- Ensuring staff receive appropriate first aid training
- Ensuring first aid kits and equipment are provided and maintained
- Reviewing this policy annually

Staff

All staff are responsible for:

- Taking reasonable care of their own safety and the safety of others
- Familiarising themselves with first aid procedures
- Responding appropriately to accidents and medical incidents
- Reporting all accidents, injuries, and near misses

First Aiders

Designated first aiders are responsible for:

- Providing first aid within the limits of their training
- Ensuring first aid kits are accessible and adequately stocked
- Recording all treatment provided accurately

First Aid Kits and Equipment

Kanga Sports will ensure that:

- First aid kits are available at all sessions
- Kits are easily accessible and clearly identified
- Contents are appropriate for the activities being delivered

First aid kits will **not** contain medication. Staff are not permitted to administer medication unless this is covered by a separate Medication Policy and appropriate consent has been obtained

Managing Accidents and Injuries

In the event of an accident or injury:

- The first aider will assess the situation and provide appropriate first aid
- Emergency services will be contacted immediately if required
- The child's parent/carer or learner's emergency contact will be informed as soon as possible, where relevant

Staff must **never exceed their level of training** when providing first aid

Serious Incidents and Emergency Situations

For serious injuries or medical emergencies:

- Emergency services (999) must be contacted immediately
- A member of staff will remain with the injured person at all times
- Senior management will be informed as soon as practicable
- Safeguarding procedures will be followed where relevant

Accident Reporting and Record Keeping

All accidents, injuries, and incidents - including near misses - must be recorded accurately via Kanga Sports's most appropriate systems as soon as possible after the event.

Records must include:

- Date, time, and location of the incident
- Details of the person injured
- Description of what happened
- First aid treatment given
- Name of the first aider

Parents/carers will be informed of any accident involving a child. Records will be stored securely in line with data protection requirements

Infection Control

Staff must follow good hygiene practices when administering first aid, including:

- Using disposable gloves where appropriate
- Cleaning and covering wounds correctly
- Safely disposing of waste

Any blood or bodily fluids must be cleaned using appropriate protective equipment and cleaning materials

Medical Information and Allergies

Parents, carers, learners, and staff must inform Kanga Sports of any relevant medical conditions, allergies, or health needs. This information will be recorded and shared with staff on a need-to-know basis to support safe delivery.

Training and Awareness

Kanga Sports will ensure that:

- Staff receive appropriate first aid training relevant to their role
- First aid arrangements are explained during staff induction
- Refresher training is completed as required

DEFINITIONS

Company Kanga Sports Ltd, including all employees, contractors, volunteers, apprentices, work experience placements, and authorised representatives acting on its behalf

First Aid Immediate assistance given to a person who is injured or becomes unwell until further medical treatment is available or the person recovers

First Aider A member of staff who has received appropriate and up-to-date first aid training relevant to their role and setting

Participant Any child, learner/delegate, or individual attending or taking part in a Kanga Sports activity or session

Session Any activity, lesson, training, or programme delivered under the Kanga Sports Ltd name

First Aid Kit A collection of equipment and materials used to provide basic first aid treatment, appropriate to the activity and setting

Accident An unplanned event that results in injury, illness, or harm to a person

Investigation An event that could have resulted in injury or harm, including near misses

Near Miss An incident that had the potential to cause injury or harm but did not

Emergency A nominated person to be contacted in the event of injury, illness, or emergency involving a participant or staff member

Accident Form The official record used to document accidents, injuries, incidents, and near misses



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Infection Control Measures taken to reduce the risk of infection, including hygiene practices and the safe handling of bodily fluids

Working Day Any weekday (Monday to Friday), excluding bank holidays