



## First Aid Policy and Procedure

Policy Revised: Feb 2026

Next planned review: Feb 2028 or sooner as required

The **purpose** of this policy is to describe the arrangements in place at Scarf for the assessment of first aid needs and provision of first aid training and equipment for our clubs and activities.

### POLICY

Scarf will assess the first aid needs of all our clubs and activities to ensure that first aid support is available to anyone who is injured or becomes unwell while at an activity organised by Scarf.

Scarf will ensure that a sufficient number of staff trained in basic first aid skills are available to attend an incident quickly and provide appropriate first aid or take appropriate action.

Scarf will ensure that First Aiders are equipped and trained to fulfil the following responsibilities:

- Taking control of incidents and summoning appropriate help, where necessary
- Maintaining up-to-date first aid skills and attending first aid refresher sessions as recommended by Scarf's Committee
- Carrying out first aid when required in accordance with their training, seeking medical advice and/or contacting the emergency services where required and providing emergency services or medical staff with any relevant information if they deem this necessary
- Acting only within the limitations of their own knowledge, training and competence. Staff should not perform tasks beyond their capability or training
- Club Supervisors should maintain an up-to-date stock of first aid supplies, ensuring that the first aid box for their club is correctly stocked with supplies, and that supplies are replaced before their expiry date
- Ensuring the reporting of any incident with which they are involved (via the Accident and Incident Book, informing the child/young person's parent/carer and informing a member of the Committee where necessary).

Scarf will provide sufficient information to all employees regarding First Aid arrangements. Employees are responsible for:

- Knowing who their nominated First Aider is at the club/activity they are attending
- Taking appropriate action based on their knowledge of the severity of any accident or incident
- Summoning the appropriate assistance when first on the scene of an accident requiring first aid or the involvement of emergency services
- Reporting any concerns regarding first aid provision to their line manager, Scarf's Programme Coordinator or a Committee Member
- Making themselves available for first aid training if their role has been identified as one where first aid training is a requirement

Scarf's Committee will take action to ensure the following arrangements are in place:

- Each club has a First Aid Needs Assessment, based on completed risk assessments, premises information and service type
- Sufficient numbers of suitably trained personnel are provided for each club/activity in accordance with the First Aid Needs Assessment
- Suitable first aid equipment is provided for each club and general Scarf holiday activities
- Suitable numbers of trained first aid staff are on duty during our clubs/activities
- Suitable arrangements are in place to provide competent first aid cover for planned leave of absence, and arrangements for unplanned absence are considered
- Staff who have been invited to attend first aid training are given time away from their usual roles
- All staff at an activity are aware of who the qualified first aid member of staff is on duty at any particular time
- Awareness of first aid legislation is maintained
- Details of first aid courses are supplied and bookings made
- First aid supplies and materials are purchased and stocks maintained as required
- Training is provided for employees prior to the expiry dates of first aid qualifications (using recognised and accredited training providers).

All incidents where first aid is needed (or the emergency services are called) are fully reported and investigated, and records are analysed by Scarf to identify any themes behind why, when or where accidents occur. Actions are taken or processes developed to reduce the possibility of the accident or incident reoccurring.

The Scarf Committee will provide opportunities for employees to be 'debriefed' after any first aid/emergency services involvement to learn from the experience and have the opportunity to share their views in a safe and supportive environment.

Due to the vulnerability of our members, Scarf will be proactive in avoiding the spread of viruses and infections during Scarf activities, including Covid, Flu and other respiratory infections, Norovirus and other stomach bugs. Both staff and participants will be regularly reminded about not attending activities if they have a virus, particularly during the winter periods when many of the activities are inside.

## **PROCEDURE**

First Aid Needs Assessment – Scarf's Health and Safety Officer (or appropriate Committee Member), together with the relevant Club Leader and Scarf's Programme Coordinator, should complete an assessment of First Aid Needs, against which Scarf make its first aid provision.

For minor injuries at a Scarf activity the following procedure is followed:

- Report the incident to a first aider and allow them to provide medical assistance
- If the first aider is unable to effectively treat the injury, inform the parents/carers so they can arrange to attend a hospital/minor injury unit
- Ensure that the accident is reported in the accident book
- The club Supervisor must regularly (on a termly basis) report accidents to the Scarf Health and Safety Officer and Scarf Committee in order for them to conduct a full investigation into the reasons for the accident occurring, to review any risk assessments following the outcome of the investigation and take appropriate action.

In the event of an accident occurring at a Scarf club or activity which requires urgent medical attention, the following procedure is followed:

- If the first person in attendance is in doubt as to the seriousness of a person's injury, and it is felt that an ambulance is required, then telephone the emergency services on 999
- If the person does not have a telephone with them, they must leave the casualty in order to contact the emergency services
- The operator will ask the caller a number of questions which will help establish the treatment the individual needs but will not delay how long the ambulance takes to reach the incident. The operator may also provide additional first aid assistance to those giving aid
- Following this, if possible, contact a first aider
- In the absence of a first aider the person must stay with the casualty until the emergency services arrive
- When the emergency services arrive, the person will describe the circumstances of the accident and their involvement, and any other relevant information to assist the emergency services. If a parent/carer is not in attendance, a Scarf member of staff must stay with the child/young person and go with them in the ambulance.



## Scarf First Aid Needs Assessment

<b>Name of Club or Activity:</b> (eg. Youth Club, Multi Sports Club, Drama Club, Scarf 2 or General Holiday Activities)	
<b>Person carrying out assessment:</b>	
<b>Date:</b>	
<b>Brief description of club or activity:</b>	
<b>Brief description of premises of club/activity:</b>	
<b>Approximate number of people attending the club/activity:</b> (including staff, children/young people and parents/carers if attending)	
<b>Approximate number of supported individuals (ie: with a disability or particular health problem):</b>	
<b>Describe general First Aid risk level of club or activity:</b>	Low / Medium / High
<b>List any significant hazards present at the club/activity:</b> (eg. hazardous substances (COSHH), dangerous machinery or equipment, transport, electricity or gas, slip and trip hazards, manual handling, passenger lifts, etc:)	
<b>Previous injuries and illness which have occurred at the club/activity or accidents that could have led to first aid incidents:</b>	
<b>Proximity to emergency services – ie: closest hospital, nearest AED (automated external defibrillator), access to phones?</b>	

**Summary of Provision Required:**

<b>Number of first aiders required for club/activity:</b>	
<b>Type of First Aid Course required:</b>	“Emergency First Aid at Work”
<b>Names of current first aiders at club/activity and training dates:</b>	
<b>Other specific first aid requirements:</b> (eg. First Aid Box (suitable stocked/in-date) and book, epilepsy/anaphylaxis training required, etc)	
<b>Next review date:</b>	