First Aid Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff, and any visitors to our Buzzers Academies. This includes providing sufficiently trained staff for our needs and maintaining a good supply of first aid equipment at all our Club/Camp venues. It also involves providing enough information to staff to enable first aid assistance to be sought during operating Club/Camp hours.

Legal Position

Our duty to provide first aid at work is governed by the *Health and Safety (First Aid) Regulations 1981*. These require us to carry out a Risk Assessment in order to determine what first aid facilities and first aid personnel are necessary to meet the needs of our Buzzers Academies Clubs/Camps.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors including the following:

- Type of Club/Camp venue e.g. school or sports club.
- Size of venue.
- Building and exterior layout.
- Previous accidents that have occurred at the venue.
- Staff needs and requirements.

Responsibilities of First Aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities:

- Responding promptly to all requests for assistance.
- Summoning further help if necessary.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived.
- Reporting details of any treatment provided.
- Filling out the relevant company 'Accident Report Forms'.

Appointed First Aiders are responsible for:

- Calling an ambulance where necessary.
- In the absence of the senior First Aider on site, taking charge when someone has been injured or falls ill.
- Looking after the first aid equipment and ensuring that first aid packs ae re-stocked when necessary.

Procedures

The following are general first aid related procedures to be followed by all Buzzers Academies staff:

- If you are aware that anyone on the Club/Camp premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice or further assistance.
- In the event that a child has to go to hospital and the parents or emergency contact cannot be reached, the company Managing Director and/or Buzzers Manager and/or company DSL (Designated Safeguarding Lead) will accompany the child to hospital until their parent/guardian arrives.
- If a child is involved in an accident or an incident, an 'Accident Report Form' must be shown to the parent/guardian and a copy given if requested (signed by the parent/guardian).
- If you need to access a first aid kit for personal use, do not remove it from its designated place at the Club/Camp.
- Any loss or damage to first aid equipment must be reported to a member of the senior management team.
- If a first aid kit is poorly stocked, this must be reported to a member of the senior management team.

Visitors

It is our policy to offer first aid assistance to visitors on our Club/Camp premises. Should a visitor feel unwell or have an accident, then the member of staff supervising their visit should call for a First Aider. If the visitor has had an accident, the member of staff supervising their visit is responsible for ensuring that an 'Accident Report Form' is completed and presented to a member of the senior management team.

Children with Medical Needs

The online register (via our booking system) will contain medical needs of each individual child that attends our Clubs/Camps. This information is for Buzzers Academies staff use only and is not to be shared or left in plain sight. EpiPen, Inhalers, Diabetic medication or any other medicines will be kept in a sealable container and away from unauthorised personnel.

Staff

All Buzzers Academies staff are expected to have a First Aid certificate (updated every 3 years) before working at a Buzzers Academies Club/Camp. The 'lead' tutor at each Club/Camp venue will always have a Paediatric First Aid qualification and will be the senior First Aider on site. All other Club/Camp staff should report to this person after administering any first aid treatment during the Club/Camp operating hours.

This policy was reviewed and/or updated on 20/10/2026