

## **Fearless Girls Club CIC First Aid Policy**

### **1. Purpose**

The Fearless Girls Club is committed to ensuring the safety and wellbeing of all participants, volunteers and staff. This First Aid Policy outlines our procedures for providing appropriate first aid in case of injury or illness during club activities.

### **2. First Aid Provision**

Each club session will have at least one designated first aider who holds a valid first aid qualification.

A fully stocked first aid kit will be available at every session. It is the responsibility of the assigned first aider at each club location to ensure it is regularly checked and restocked as necessary.

In case of an emergency, first aid will be administered promptly, and if necessary, emergency services will be contacted.

### **3. Responding to an Incident**

Minor injuries (e.g., small cuts, bruises) will be treated on-site, and parents/guardians will be informed at the end of the session.

For more serious injuries or illnesses, parents/guardians will be contacted immediately.

If a participant requires urgent medical attention, emergency services will be called, and a club leader will accompany the child until a parent/guardian arrives.

### **4. Recording and Reporting**

All first aid incidents must be recorded in the club's incident log, including the date, time, nature of the injury, and action taken.

Any significant incidents will be reported to parents/guardians and, if necessary, to relevant authorities.

### **5. Medication**

The club does not administer medication unless agreed in advance with the parent/guardian and in line with a written medical plan.

Participants with medical conditions (e.g., asthma, severe allergies) must bring any required medication (e.g., inhalers, EpiPens) and inform club leaders of their condition.

### **6. Hygiene and Infection Control**

First aiders will wear disposable gloves when treating injuries involving bodily fluids.

Used first aid materials (e.g., bandages, wipes) will be disposed of safely.

Hands will be washed and sanitised after providing first aid.

## **7. Review and Training**

This policy will be reviewed annually to ensure compliance with best practices.

First aiders will receive regular training to keep their qualifications up to date.

## **8. Contact Information**

Parents/guardians must ensure the club has up-to-date emergency contact details.

Any changes to a participant's medical conditions should be reported to the Club Leader or Directors immediately.

This policy is in place to ensure that all members of the Fearless Girls Club receive prompt and appropriate care in case of injury or illness.

**Last reviewed: 05/02/2025**