

Fearless Girls Club CIC

First Aid Policy

1. Purpose

Fearless Girls Club CIC 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 the event of injury or illness during club activities.

2. First Aid Provision

At least one trained paediatric first aider will be present at every club session.

Club Leaders hold a valid Level 3 Paediatric First Aid qualification, renewed every three years in line with UK guidance.

To support ongoing competence, an online paediatric first aid refresher is completed midway through the three-year certification period.

Assistant Club Leaders complete an online paediatric first aid refresher every two years. Assistant Club Leaders are not required to hold the full Level 3 qualification, provided a fully qualified paediatric first aider is present at the session.

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

In the event of an emergency, first aid will be administered promptly and, where required, emergency services will be contacted.

3. Responding to an Incident

Minor injuries (for example small cuts or bruises) will be treated on site and parents or carers will be informed at the end of the session.

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

If a participant requires urgent medical attention, emergency services will be called and a club leader will remain with the child until a parent or carer 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 or illness and action taken.

Any significant incidents will be reported to parents or carers and, where appropriate, to relevant authorities.

5. Medication

Fearless Girls Club CIC does not administer medication unless this has been agreed in advance with the parent or carer and is supported by a written medical plan.

Participants with medical conditions such as asthma or severe allergies must bring any required medication, for example inhalers or EpiPens, and ensure Club Leaders are informed of their condition.

6. Hygiene and Infection Control

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

Used first aid materials, including bandages and wipes, will be disposed of safely.

Hands will be washed or sanitised after providing first aid.

7. Review and Training

This policy will be reviewed annually to ensure it remains up to date and reflects best practice.

First aid training records and certificate expiry dates are logged centrally by Fearless Girls Club CIC.

8. Contact Information

Parents or carers must ensure the club has up-to-date emergency contact details at all times.

Any changes to a participant's medical needs or conditions must be reported to the Club Leader or Directors as soon as possible.

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

Last Reviewed: 30/01/2026