



G&T Events Ltd (trading as Future Survival)

First Aid and Medical Needs Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: 2nd June 2025

Date of last update: 2nd June 2025

Date agreed and ratified by: 3rd June 2025, Mr G Broadbent, Director

Date of next full review: 1st June 2026

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

1. Purpose

The purpose of this policy is to ensure that appropriate first aid and medical arrangements are in place at Future Survival to protect the health, safety, and welfare of all participants, staff, and visitors. This includes managing first aid, administering medication, responding to illness or injury, and meeting individual medical needs such as allergies or conditions requiring care.

2. First Aid Provision

We are committed to maintaining a safe environment with adequate first aid provision, in line with Health and Safety (First Aid) Regulations 1981.

We ensure that:

- A sufficient number of staff hold valid **Emergency First Aid at Work** or **Paediatric First Aid** certificates. (We aim for 50% with no less than 1 person onsite at all times)
- First aiders are clearly identifiable during sessions.
- First aid kits are accessible, fully stocked, and checked regularly.
- An **Accident and Incident Report Form** is completed for all injuries and shared with the parent or guardian when applicable.

3. First Aid Training

- All core staff receive first aid training appropriate to their role and responsibilities.
- First aid qualifications are kept up to date and training is refreshed every 3 years (or sooner if required).
- Training includes the use of EpiPens and emergency asthma inhalers if relevant.

4. Administration of Medication

Future Survival staff will only administer prescribed medication when essential for participation and where a parent/carer has provided written permission.

Procedures:

- A **Medication Consent Form** must be completed and signed by the parent/carer.
- Medication must be in its original packaging, clearly labelled with the child's name, dosage, and instructions.
- Only trained staff will administer medication, and a record will be kept of each dose given.
- Emergency medication (e.g. EpiPens or inhalers) must be accessible and staff trained in their use.

We do **not** administer non-prescribed medication such as paracetamol or antihistamines unless agreed in writing in advance.

5. Allergies and Medical Conditions

Parents/carers must inform us of any allergies or medical needs when booking.

We will:

- Keep an up-to-date **medical needs register** of children and young people with allergies or ongoing conditions.
- Ensure relevant staff are aware of individual needs and emergency plans.
- Work closely with parents to create a care plan for children with complex needs.
- Ensure allergen information is clearly marked where food is offered.

6. Illness and Sickness Exclusion

To minimise the risk of infection and illness:

Children or staff must not attend if they:

- Have had **vomiting or diarrhoea within the last 48 hours.**

- Have a **fever**, rash, or any signs of an infectious disease.
- Are suspected to have COVID-19 or another communicable illness.

If someone becomes unwell during a session:

- They will be removed from the group and made comfortable in a quiet, supervised area.
- Parents/carers will be contacted and asked to collect the individual as soon as possible.
- Areas used will be cleaned thoroughly in line with hygiene procedures.

7. Accident and Emergency Procedures

- In the event of a serious accident, first aid will be provided immediately and emergency services will be called if necessary.
- The Director or senior staff member will inform parents/carers as soon as possible.
- A full report will be recorded, and the incident reviewed to prevent recurrence.

8. Record Keeping and Reporting

- All first aid incidents are recorded in a **First Aid Log**.
- Medication administration is recorded on individual **Medication Records**.
- Accidents requiring external medical attention are reported to the HSE if necessary, under RIDDOR regulations.