



First Aid and administration of medication

Policy Statement

Adults working with children and adults who may be vulnerable should be aware of basic first aid techniques. It is important that at least one of the leaders in a children's group or a group for adults who may be vulnerable has attended a recognised First Aid course or that a trained first aider is on site and can attend swiftly. These courses are run by a variety of trainers including St John Ambulance and the British Red Cross.

Guidance

- Where First Aid is required, wherever possible adults should ensure that another adult is aware of the action being taken.
- Parents and carers should always be informed when first aid has been administered.
- If the injury appears to be serious, the emergency services should be called without delay.
- If First Aid in an emergency needs to be administered by untrained staff, they should act reasonably and do the minimum necessary to preserve life and limit the consequences of injury until qualified assistance is obtained.
- Parents or carers should be contacted promptly in the event of an accident to a child or young person or vulnerable adult.
- In the case of a slight injury, the parent or carer should be told when the child or vulnerable adult is collected, or informed soon after the activity.
- Leaders should have available contact details for the Accident and Emergency Departments of the local hospital, and any other out of hour's emergency services.
- There is a risk that a leader undertaking First Aid could face an allegation of negligence if an injury worsened, but this is a remote risk, provided the leader has acted reasonably in a genuine attempt to assist in an emergency

Administering medication

- No medicines should be given without the prior permission of the parents or carers.
- In circumstances where children or adults who may be vulnerable need medication regularly, a health care plan should be established **as soon as possible**, in order to ensure the safety and protection both of the child or adult who may be vulnerable, and of the adults who are working with them. Details of this should be included in the registration form.

- Depending upon the age and understanding of the child or vulnerable adult, they should where appropriate be encouraged to self-administer medication or treatment, including for example any ointment, or use of inhalers.
- In hot weather, children and adults who may be vulnerable should be asked to bring with them sun protection, suitable head covering and a bottle of water. Leaders may wish to carry a supply of anti-allergenic sun cream and water for protection of young children.