

First Aid Policy

1. Policy Statement

Jump Start Therapy CIC is committed to ensuring the health, safety, and wellbeing of all children, young people, families, and staff during its sessions. This policy outlines the procedures and responsibilities for first aid provision during therapy and movement-based sessions in both school and community settings.

2. Scope

This policy applies to all Jump Start Therapy CIC activities, including:

- Sessions delivered in special schools
- Community-based pre-school and after-school gym classes
- Holiday sessions and workshops

3. First Aid Provision

****a. In Special Schools****

- Jump Start Therapy CIC staff will comply with the host school's first aid policy.
- First aid will typically be provided by designated school staff.
- Jump Start Therapy staff will liaise with school staff in the event of an injury or medical incident, and follow school protocol for incident recording and parent notification.
- Any concerns will be reported to the class teacher or senior staff member immediately.

****b. Out-of-School Sessions****

- A qualified paediatric first aider will be present at all sessions run by Jump Start Therapy CIC.
- A fully stocked and regularly checked first aid kit will be available at every session.
- An Accident and Incident Form will be completed for all injuries or incidents and shared with parents/carers on the same day.

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- Parents/carers will be notified immediately in the case of a head injury, allergic reaction, or other significant event.
- In the case of a serious emergency, staff will call 999 and inform the parent/carer as soon as possible.

4. Medical Conditions and Emergency Plans

- Medical information is collected at the time of registration and reviewed regularly.
- Individual healthcare plans (e.g. for epilepsy, asthma, anaphylaxis) will be followed.
- Where a child carries emergency medication (e.g. inhalers, EpiPens), this must be:
 - Brought to every session
 - Named and in-date
 - Given to the session leader at the start of class, if applicable

5. Staff Training

- At least one staff member present at every session will hold a current Paediatric First Aid Certificate (12-hour course).
- Training will be refreshed every 3 years.
- All staff will be familiar with the location and contents of the first aid kit and how to record and report incidents.

6. First Aid Kit Contents

The first aid kit will be checked monthly and restocked as needed. It will contain:

- Disposable gloves	-Triangular bandages
- Sterile dressings and plasters	-Cold packs
- Eye pads	-Scissors
- Bandages	-Tweezers
- Resuscitation face shield	- First aid guidance leaflet
- Emergency contact sheet	

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7. Incident Reporting

- All accidents, injuries, and near misses will be recorded in an Accident and Incident Log.
- Significant incidents (e.g. those requiring hospital treatment) will be reviewed to consider any changes needed to risk assessments or practices.
- Safeguarding concerns arising from injuries will be escalated in line with Jump Start Therapy CIC's Safeguarding Policy.

8. Review and Monitoring

This policy will be reviewed annually or following any significant incident or changes in legislation or best practice guidance.

Date of Policy: 27/05/25

Review Due: 27/05/26

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HCPC Registration Number: OT 48820