



The **Daffodil** Project CIC

First Aid & Medical Emergency Policy

Contents

1. Policy Statement
 2. Scope
 3. Legal & Regulatory Framework
 4. Roles & Responsibilities
 5. First Aid Provision
 6. Medical Emergency Procedures
 7. Dealing with Specific Medical Conditions
 8. Storage & Administration of Medication
 9. Incident Reporting & Record Keeping
 10. Monitoring & Review
-

1. Policy Statement

The Daffodil Project CIC is committed to ensuring the health, safety, and wellbeing of all children, staff, volunteers, and visitors by providing effective and immediate first aid and emergency medical care when needed. Given our unique therapeutic environment, which includes interaction with animals, outdoor learning, and the presence of children with complex needs, our approach to medical care must be thorough, inclusive, and responsive. This policy outlines our procedures for providing first aid, managing medical emergencies, and meeting the individual health needs of children with diagnosed medical conditions or vulnerabilities.

- Prioritise the safety and welfare of all persons in the event of illness or injury
 - Ensure staff are trained and prepared to respond to medical emergencies
 - Maintain clear records, procedures, and access to appropriate first aid resources
 - Work in partnership with parents/carers and health professionals
-

2. Scope

This policy applies to all children, staff, volunteers, and visitors on the premises of The Daffodil Project CIC, including during off-site trips or outreach activities. It covers the provision of general and paediatric first aid, emergency medical response, administration of medication, and support for children with chronic or life-limiting conditions such as epilepsy, asthma, or severe allergies.

- Applies to all persons on-site or during off-site activities
 - Covers general first aid, emergency medical response, and medication procedures
 - Includes specific provision for children with SEND or health-related needs
-

3. Legal & Regulatory Framework

This policy complies with the following legislation and guidance:

- **Health and Safety (First-Aid) Regulations 1981**
 - **Children Act 1989 & 2004**
 - **The Equality Act 2010**
 - **Supporting Pupils at School with Medical Conditions (DfE, 2015)**
 - **Ofsted Education Inspection Framework (2022)**
 - **SEND Code of Practice (2015)**
 - **Early Years Foundation Stage Statutory Framework (where applicable)**
 - Comply with statutory first aid regulations
 - Align with SEND and safeguarding legislation
 - Maintain lawful administration of medication and equality of access
-

4. Roles & Responsibilities

The Director is responsible for ensuring this policy is implemented and that appropriate resources, training, and oversight are in place.

Appointed First Aiders (including Paediatric First Aiders) are responsible for delivering emergency care, checking and restocking first aid supplies, and supporting staff and children in medical incidents.

All Staff are expected to know how to summon medical assistance, locate first aid supplies, and act calmly and appropriately in an emergency.

Parents/Carers must inform the setting of any known medical conditions and provide up-to-date health care plans and emergency contact details.

- Director ensures implementation and compliance with medical policies
 - First Aiders provide emergency care and maintain first aid resources
 - All staff respond promptly and follow procedures
 - Parents share up-to-date health and emergency information
-

5. First Aid Provision

The Daffodil Project CIC will ensure that there are qualified First Aiders and Paediatric First Aiders on-site at all times. First aid kits will be available in all key areas including the animal barns, garden, classrooms, kitchens, and vehicles. Each kit will be clearly labelled, regularly checked, and restocked after use.

- Maintain up-to-date first aid qualifications for all required staff
 - Place well-stocked kits in key locations
 - Include first aid equipment suitable for outdoor, indoor, and animal-related environments
 - Replenish kits after each use and log inspections
-

6. Medical Emergency Procedures

In the event of a serious injury or medical emergency, the following steps must be followed:

1. Ensure the area is safe and remove hazards
2. Call for a qualified First Aider
3. Call emergency services immediately (999) if the condition is life-threatening or alternatively call NHS 111 for further advice and guidance.
4. Administer appropriate first aid while waiting for help
5. Contact parents/carers without delay
6. Accompany the child or staff member to hospital if needed
7. Complete incident and accident reports and inform regulatory bodies where appropriate (e.g. RIDDOR for staff injuries)

Children and young people will be supported in a calm and reassuring manner, with minimal disruption to others.

- Ensure safety, call for help, and dial 999 as needed
 - Administer care while awaiting emergency services
 - Notify parents/carers as soon as possible
 - Escort to hospital with staff member if needed
 - Complete formal documentation for all incidents
-

7. Dealing with Specific Medical Conditions

Staff will be trained to recognise and respond to key health conditions present within the setting. Children with conditions such as:

- **Epilepsy** – staff trained in seizure management
- **Asthma** – access to inhalers and protocols
- **Diabetes** – support plans, blood sugar monitoring (where agreed)
- **Anaphylaxis** – staff trained in the use of auto-injectors (e.g., EpiPens)
- **Mental Health Crises** – appropriate calming strategies and escalation procedures

Each child will have an individual Health Care Plan (HCP), prepared with input from parents and medical professionals, and reviewed termly or after any incident.

- Create personalised HCPs for all known medical needs
- Train staff in condition-specific responses
- Ensure easy access to emergency medication
- Monitor children discreetly and supportively

7.1 Animal Allergies

The Daffodil Project CIC recognises that some children, staff, or visitors may experience allergic reactions to animals or associated materials (such as fur, feathers, dander, saliva, straw, or hay).

Control measures:

- All animal-related allergies will be recorded during registration and included in individual care plans.
- Contact with animals will be adapted or avoided for individuals with known allergies.
- Alternative activities will be provided if necessary.
- First aiders will be trained to recognise symptoms ranging from mild irritation (rashes, sneezing) to severe reactions (anaphylaxis).
- Prescribed medication (e.g., antihistamines, auto-injectors) will be kept accessible and administered in line with the individual's care plan.

Summary:

- Record and monitor animal allergies.
- Adapt or restrict contact.
- Provide alternatives.
- Train staff to recognise reactions.
- Medication kept and administered per care plans.

8. Storage & Administration of Medication

Medication brought into the setting must be:

- Clearly labelled with the child's name, dosage, and expiry
- Accompanied by written parental permission and instructions
- Stored securely in a locked cabinet or refrigerator (as appropriate)
- Logged and signed each time it is administered

Only designated and trained staff may administer medication. Emergency medication (e.g. inhalers, EpiPens) must be accessible but kept securely and never left with the child unless part of an agreed plan.

- Store medication securely and appropriately
 - Record all administration with signatures and time
 - Only trained staff may administer medication
 - Keep emergency medication readily accessible
-

9. Incident Reporting & Record Keeping

All first aid and medical incidents must be recorded in the official First Aid Log, with details of the nature of the injury/illness, treatment given, names of persons involved, and time/date of the incident. Parents/carers must be informed the same day. In the case of serious incidents, including those involving head injury, a formal accident report must be completed and senior management notified.

Reports will also be submitted to:

- **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)** – for serious workplace incidents
 - **Ofsted** – in the event of serious injury, death, or hospitalisation of a child
 - **Local Safeguarding Partners** – if a medical incident raises welfare concerns
 - Log all first aid actions in a central record
 - Notify parents of all incidents on the same day
 - Complete accident forms for serious injuries
 - Submit RIDDOR or Ofsted reports where required
-

10. Monitoring & Review

This policy will be reviewed annually by the Director, or earlier in response to:

- Legislative or regulatory changes
- A serious medical incident or near-miss
- Updated medical guidance or HCP needs
- Changes in staffing, equipment, or activities

Training records, incident logs, and medication audits will be used to evaluate the effectiveness of medical procedures and ensure ongoing compliance.

- Review policy annually or following incidents
- Use logs and audits to assess performance
- Update procedures and training in line with best practice

Signed:

Magdalena Van De Voort



Director, The Daffodil Project CIC

Date: January 2025

First Aid & Medical Emergency Policy 2025
Company number **16166181**

Revision 01

