



Kick Start Futures

First Aid Policy

Respond • Reassure • Record • Review

Policy Date: August 2026

Review Date: August 2027

1. Policy Statement

Kick Start Futures is committed to protecting the health, safety and wellbeing of students, staff and visitors.

We will maintain appropriate first aid arrangements so that illness or injury can be responded to **promptly, calmly and effectively**.

Because KSF combines education with football and physical activity, staff must be particularly alert to injuries associated with sport and exercise.

Our priority in any first aid situation is simple:

Make safe. Assess. Get appropriate help.

2. Purpose

This policy sets out how KSF will:

- provide appropriate first aid arrangements;
- ensure sufficient trained first aiders are available;
- respond to accidents and illness;
- manage emergencies;
- record and report incidents;
- communicate with parents/carers and commissioning schools;
- manage first aid during football and off-site activities;
- maintain suitable first aid equipment.

3. Legal Framework

KSF will have regard to relevant legislation and guidance, including:

- Health and Safety at Work etc. Act 1974;
- Health and Safety (First-Aid) Regulations 1981;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- current Health and Safety Executive guidance;
- current Department for Education health and safety guidance relevant to education settings.

First aid arrangements will reflect KSF's activities, staffing, student needs and risk assessments.

4. First Aid Provision

KSF will ensure that an appropriate number of suitably trained first aiders are available whenever students are attending.

First aid arrangements will consider:

- the number and needs of students;
- staff numbers;

- football and physical activities;
- the layout of the Salisbury FC site;
- off-site activities;
- individual medical needs;
- foreseeable risks.

Staff will know **who the trained first aiders are and how to obtain assistance**.

5. First Aid Equipment

Clearly identified first aid kits will be available in appropriate locations.

Additional first aid equipment will be available for football, sporting and off-site activities where required.

First aid kits will be checked regularly and replenished when items are used or expire.

They should contain appropriate first aid supplies and should not normally contain medication.

Staff taking students off site must consider whether a portable first aid kit is required.

6. Responding to an Injury or Illness

When someone becomes injured or unwell, staff should:

1. Make the situation safe.
2. Assess the person without placing themselves or others at unnecessary risk.
3. Contact a trained first aider.
4. Provide appropriate first aid.
5. Seek emergency assistance where necessary.
6. Contact parents/carers where appropriate.
7. Record the incident.
8. Consider whether further action or review is required.

Students should be treated calmly and with dignity.

7. Emergency Medical Assistance

Staff must call **999** where they believe urgent medical assistance is required.

Examples may include:

- unconsciousness or significantly altered consciousness;
- serious breathing difficulties;
- suspected severe allergic reaction/anaphylaxis;
- severe bleeding;
- suspected heart attack or cardiac arrest;
- seizure requiring emergency assistance;
- suspected serious head, neck or spinal injury;
- serious fracture;
- other life-threatening or rapidly deteriorating conditions.

Staff should **not delay calling an ambulance because they are waiting for a parent/carer to arrive.**

Where there is doubt about the seriousness of an emergency, staff should seek appropriate medical advice.

8. Contacting Parents and Carers

Parents/carers will be informed where a student:

- requires emergency medical treatment;
- suffers a significant injury;
- becomes too unwell to remain at KSF;
- experiences a head injury;
- requires further medical assessment;
- experiences another incident where communication is considered appropriate.

Minor injuries may be communicated proportionately depending on their nature and the student's needs.

KSF will maintain up-to-date emergency contact information.

9. Ambulance and Hospital

Where an ambulance is called:

- a member of staff will remain with the student;
- the parent/carer will be contacted as soon as possible;
- relevant medical information will be provided to emergency services where available;
- the commissioning school will be informed where appropriate.

If a parent/carer cannot reach the student before they are taken to hospital, an appropriate member of staff may accompany them where operationally possible and appropriate.

KSF will ensure appropriate arrangements remain in place for the other students.

10. Head Injuries and Concussion

Head injuries will always be taken seriously.

This is particularly important because students participate in **football and physical activity.**

Where a student sustains a head injury:

- activity will stop;
- the student will be appropriately assessed;
- a trained first aider will be involved;
- parents/carers will be informed;
- emergency medical assistance will be sought where symptoms indicate this is necessary.

Where concussion is suspected, the student **must not return to football or physical activity that day** and appropriate medical guidance should be followed before returning to sport.

Staff must remain alert to symptoms that may develop after the initial injury.

11. Football and Sporting Injuries

Football inevitably carries some risk of injury.

KSF will manage this through:

- appropriate supervision;
- suitable warm-ups and activities;
- safe equipment;
- pitch and environmental checks;
- appropriate footwear and clothing;
- adapting activities where necessary;
- first aid availability.

Where an injury occurs, the student's wellbeing takes priority over continuing the activity.

Students must never be pressured to **"play through" an injury** where this could place them at further risk.

The Salisbury FC groundsman's decision regarding the safety and protection of the playing surface will be respected.

12. Defibrillator (AED)

KSF will ensure staff know the location of the nearest **Automated External Defibrillator (AED)** available at the Salisbury FC site.

Access arrangements should allow the AED to be obtained quickly during an emergency.

Where someone is unresponsive and not breathing normally:

Call 999 → Begin CPR → Send for the AED → Follow the AED instructions.

An AED can be used by someone without specialist training and will only deliver a shock where appropriate.

The location and access arrangements will form part of staff induction.

13. Medical Conditions

Some students may have known medical conditions requiring specific emergency arrangements.

This may include:

- asthma;
- allergies and anaphylaxis;

- epilepsy;
- diabetes;
- heart conditions;
- other significant medical needs.

Relevant staff will be made aware of the information they need to support the student safely.

Where appropriate, an **Individual Healthcare Plan** will set out specific arrangements.

Further detail is contained within the **Supporting Students with Medical Conditions Policy**.

14. Medication

First aid and medication administration are related but different responsibilities.

Medication will only be stored, administered or supervised in accordance with KSF's agreed procedures.

Emergency medication must be readily accessible to appropriately authorised staff where necessary.

Medication must **not be locked somewhere that makes it inaccessible during an emergency**.

15. Hygiene and Infection Control

Staff providing first aid should follow appropriate hygiene precautions.

This includes:

- washing or sanitising hands where possible;
- using disposable gloves where there is a risk of contact with blood or bodily fluids;
- disposing of contaminated materials appropriately;
- cleaning contaminated surfaces safely.

Where blood or bodily fluids are involved, staff should protect themselves while ensuring that necessary first aid is not unreasonably delayed.

16. Off-Site Activities

First aid needs will be considered when planning off-site activities.

Arrangements may include:

- a suitably trained first aider;
- portable first aid equipment;
- student medication;
- emergency contact information;
- access to emergency services;
- consideration of individual healthcare needs.

The level of provision will reflect the nature, location and risk of the activity.

17. Recording Accidents and First Aid

Significant accidents, injuries and first aid treatment will be appropriately recorded.

Records should include:

- student's/person's name;
- date and time;
- location;
- what happened;
- injury or symptoms;
- first aid provided;
- person providing first aid;
- whether parents/carers were contacted;
- whether further medical attention was required.

Records will be stored appropriately and handled in accordance with data protection requirements.

18. Reporting and RIDDOR

Some serious work-related accidents, injuries, diseases or dangerous occurrences must be reported under **RIDDOR**.

KSF will determine whether an incident is reportable and make the necessary report to the Health and Safety Executive where required.

Not every accident involving a student is reportable under RIDDOR.

Where there is uncertainty, KSF will seek appropriate health and safety advice.

19. Reviewing Accidents

Recording an accident is not the end of the process.

Significant or repeated incidents will be reviewed to consider:

- why the incident occurred;
- whether existing controls were adequate;
- whether equipment or the environment contributed;
- whether supervision arrangements need changing;
- whether a risk assessment should be updated;
- whether further staff training is required.

The aim is to **learn and reduce the likelihood of recurrence**, not simply complete paperwork.

20. Salisbury FC Responsibilities

Because KSF operates within Salisbury FC premises, some emergency equipment and site arrangements may be provided by the football club.

KSF will ensure there is clarity regarding:

- first aid locations;
- AED location and access;
- emergency access for ambulances;
- reporting hazards;
- pitch-related incidents;
- use of shared facilities.

Regardless of shared arrangements, **KSF remains responsible for ensuring appropriate first aid provision for its students and staff while carrying out KSF activities.**

21. Staff Responsibilities

All staff should:

- know how to summon first aid assistance;
- know emergency procedures;
- report accidents promptly;
- follow individual medical arrangements;
- avoid providing treatment beyond their level of competence;
- call emergency services where necessary.

Staff do not need to diagnose an illness or injury.

Their responsibility is to **recognise concern, respond appropriately and obtain the right help.**

22. Education & Provision Lead

The Education & Provision Lead will ensure that:

- appropriate first aid arrangements are maintained;
- sufficient trained personnel are available;
- first aid equipment is provided and checked;
- significant accidents are reviewed;
- RIDDOR reporting is considered where necessary;
- staff understand emergency arrangements;
- arrangements with Salisbury FC remain appropriate.

23. Training

First aid training will be provided according to KSF's assessed needs.

Training will be renewed within the required timescales.

Staff who are not qualified first aiders will still receive sufficient information to understand:

- how to obtain help;
- emergency procedures;
- the location of first aid equipment;
- the location of the AED;
- how to report an incident.

24. Related Policies

This policy should be read alongside:

- Health & Safety Policy;
- Safeguarding and Child Protection Policy;
- Supporting Students with Medical Conditions Policy;
- Educational Visits Policy;
- Physical Intervention Policy;
- SEND Policy;
- Relationships Policy.

25. Our Commitment

When somebody is injured or becomes unwell, they need adults around them who are **calm, confident and know what to do next**.

At Kick Start Futures:

Make safe.

Assess.

Get help.

Reassure.

Record.

Learn.

We will ensure that appropriate first aid arrangements support students to participate confidently in education, football and the wider KSF programme.

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