

First Aid and Administration of Medication Policy

SEASON X • 2026/2027

Document	Policy	Effective	September 2026
Owner	Black Ice Academy Directors	Review	September 2027

Black Ice Academy will make suitable first-aid arrangements for its activities and will manage medication in a way that supports safe participation while respecting the responsibilities of parents/carers and the limits of staff competence.

First-aid arrangements and risk assessment

- BIA will assess first-aid needs for each venue/activity, taking account of hazards, participant numbers and ages, previous incidents, travel, remoteness from emergency services, shared premises and additional needs.
- Where a venue provides first-aid arrangements, BIA will confirm what is available rather than assume provision. BIA remains responsible for ensuring its own arrangements are adequate for its activities.
- At least one appropriately trained first aider will be available during organised training/activities, subject to the activity risk assessment.
- First-aid kits will be accessible, checked regularly, replenished after use and carried for off-site activities where required.

Current first aiders

- Kathryn Thompson
- Victoria Worley
- Jen Hall
- Eimear Harrington

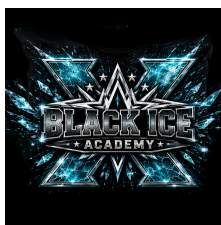
The Directors will maintain the current qualification/expiry record. This list must be updated when staffing or certificates change.

Emergency response

1. Make the area safe and provide first aid within the responder's training.
2. Call 999 where there is a serious or life-threatening condition, or where emergency medical help is needed. Do not delay emergency treatment while trying to contact a parent/carer.
3. Contact the parent/carer as soon as reasonably practicable for a child requiring significant first aid, emergency medication or onward medical assessment.
4. Record the incident and review whether risk controls need to change.

Medication

- Parents/carers must provide accurate, current medical information in Coacha and tell BIA about changes that affect safe participation.



- Where medication may be needed during an activity, it should normally be supplied in the original labelled container with clear instructions, in date, and stored/accessed in accordance with the child's care needs and manufacturer instructions.
- Children who are competent to carry and self-administer emergency medication such as inhalers or adrenaline auto-injectors should be supported to do so where appropriate. Emergency medication must be readily accessible and must not be locked away in a way that delays access.
- BIA staff will only administer medication where this has been agreed, necessary for participation, supported by parent/carer authorisation (unless emergency treatment is required), and within the staff member's training and competence. Administration must be recorded.
- BIA does not routinely administer non-prescription medicines. Any exception must be specifically agreed by a Director, supported by clear parent/carer instructions and risk assessed. First-aid kits will not be used to store routine medicines.
- No child will be forced to take medication. Refusal, errors or adverse reactions will be managed according to the child's safety needs and parents/emergency services contacted as appropriate.

Records and RIDDOR

All first-aid incidents will be recorded appropriately. More significant incidents will be reviewed by the Directors. BIA will assess whether an incident is reportable under RIDDOR 2013. In particular, a work-related accident involving a non-worker may be reportable where the person is taken directly from the scene to hospital for treatment of an injury. Only the legally responsible person should submit a RIDDOR report.

Data protection

Medical and injury information is health data and receives additional protection under data protection law. Access will be limited to those who need the information for safety, care, administration or legal obligations.

Legal and guidance framework

This document should be read alongside Black Ice Academy's other safeguarding and safety procedures. It is aligned to the following legislation and guidance current at September 2026:

- Health and Safety (First-Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- UK GDPR and Data Protection Act 2018, as amended; health information is special category data

Approval and review

Approved by

Kathryn Thompson and Victoria Worley, Directors

Effective from

September 2026

Next scheduled review

September 2027

Earlier review

Following a serious incident, material legal/guidance change, or significant change to academy operations