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|   | ***First Aid & Accident Policy***  |
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| Procedure/Steps  |
| ***First Aid & Accident Policy**** There will be at least one qualified first aider on site
* A First Aid kit is available (containing items that are required and recommended by statutory legislation). The contents will be checked regularly restocked as necessary.
* Where first aid is needed a qualified member of staff will attend to the child once they have ensured that there is adequate cover for the remaining children
* In the event of an accident, first aid will be administered, and an accident form completed stating the child’s name, date of birth, date and time of accident and if anyone else was involved or witnessed the accident. The first aid administered and action taken to prevent reoccurrence will also be included. This information is kept confidential. The form is signed by a member of staff and then signed by the parent/guardian when the child is collected. The signed form will be kept by the SuperStars at Head Office
* In the case of emergencies, a member of staff remains with the child and/or accompanies the child to hospital until a parent/guardian arrives. The child’s registration form containing medical details will be shown to the relevant hospital staff (Contact Head Office if required). The Holiday Course Manager would also be informed.
* The registration form requests parental consent for emergency medical care
* Only staff who have received training may administer first aid.
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| **Responsibility(ies)** |  |
|  Head Coach, SuperStars Staff, HC Manager  |  |