



First Aid Policy

Policy Statement

Play, Learn, Grow! Cannock is committed to providing a safe environment and ensuring appropriate action is taken in the event of illness, injury or medical emergency during sessions. While sessions are parent or caregiver accompanied and responsibility for babies remains with the parent or caregiver, reasonable assistance will be provided where appropriate.

First aid provision is in place to respond to minor incidents and to support families until further medical assistance can be obtained if required. The safety and wellbeing of babies attending sessions is always the priority.

First Aid Training

The session leader at Play, Learn, Grow! Cannock has completed first aid training provided by Mini First Aid. This training supports the ability to respond appropriately to minor injuries and emergency situations involving babies and young children. First aid knowledge is maintained and refreshed in line with training guidance.

First Aid Provision

Play, Learn, Grow! Cannock will have access to:

- A basic first aid kit at all sessions
- A charged mobile phone for emergencies
- Emergency contact details where provided
- Access to venue staff where available
- Clear exit routes in case emergency services are required

Due to the parent-accompanied nature of sessions, parents and caregivers remain responsible for administering care to their child wherever possible.

First Aid Kit

A basic first aid kit will be available during all sessions. The kit may include:

- Disposable gloves
- Sterile wipes
- Gauze dressings
- Bandages
- Cold compress
- Adhesive tape
- Accident record forms
- Hand sanitiser

The first aid kit is checked regularly and replenished as required.

Minor Injuries

In the event of a minor injury:

- Parent or caregiver remains responsible for their baby
- Basic first aid may be offered where appropriate



- Parent will be informed immediately
- Baby remains with parent or caregiver
- Incident may be recorded where necessary

Parents and caregivers are responsible for deciding whether further medical advice is required.

Head Injuries

If a baby sustains a bump or head injury:

- Parent or caregiver will be informed immediately
- Baby should remain with parent or caregiver
- Baby should be monitored closely
- Incident recorded where appropriate
- Parent decides on further medical action

Emergency services will be contacted if the injury appears serious.

Serious Injuries or Medical Emergencies

In the event of a serious injury or medical emergency:

- Emergency services will be called immediately
- Parent or caregiver remains with baby
- Session may be paused if necessary
- Area cleared to allow access
- Other families directed safely if required
- Incident recorded following event

The welfare of the child will always take priority.

Illness During a Session

If a baby becomes unwell during a session:

- Parent or caregiver remains responsible for care
- Parent may choose to leave the session
- Area may be cleaned if necessary
- Equipment removed if contaminated
- Incident recorded if appropriate

Parents and caregivers are expected to monitor their baby's wellbeing throughout the session.

Allergic Reactions

Parents and caregivers are responsible for informing Play, Learn, Grow! Cannock of any known allergies.

If an allergic reaction occurs:

- Parent remains responsible for administering any medication
- Emergency services called if necessary
- Baby remains with parent or caregiver
- Incident recorded



Play, Learn, Grow! Cannock does not administer medication.

Bodily Fluids and Hygiene

If first aid involves bodily fluids:

- Disposable gloves will be worn
- Contaminated items removed
- Area cleaned where possible
- Waste disposed of safely
- Hands cleaned following assistance

This helps minimise risk of infection.

Accident Recording

Where appropriate, accidents may be recorded. Records may include:

- Date and time
- Nature of incident
- Action taken
- Outcome
- Parent acknowledgement where appropriate

Records are stored securely and confidentially.

Emergency Contact Details

Parents and caregivers are responsible for ensuring emergency contact details provided at booking are accurate and up to date. These details may be used in the event of an emergency.

Parent Responsibility

Due to the parent-accompanied nature of sessions:

- Parents remain responsible for their child at all times
- Parents administer care where possible
- First aid provided is supportive only
- Medical decisions remain with parent or caregiver

Commitment

Play, Learn, Grow! Cannock is committed to responding appropriately to accidents, injuries and medical situations and to supporting families in a calm and professional manner. Cooperation from parents and caregivers helps ensure the safety and wellbeing of all babies attending sessions.

Date of Policy: April 2026

Date of Policy Renewal: April 2027

Signed: Rebecca Marfell

8th April 2026