

# Britain Yearly Meeting Children and Young People's Work



## Event & Activity Management Policy Procedures & Guidance 3a

This policy, procedure and guidance document applies to all Britain Yearly Meeting centrally managed work with children and young people (see <http://www.quaker.org.uk/event-and-activity-management>)

### First Aid

All Britain Yearly Meeting events for Children and Young People will ensure that there is appropriate and adequate First Aid provision.

- First Aid should be provided in the first instance by the venue where the event is taking place this should be confirmed and agreed prior to the event. Where this is not possible or practicable First Aid can be provided by BYM Children CYP Work staff and volunteers
- Anyone providing First Aid treatment should have, as a minimum, a full, current Health & Safety Executive approved qualification (i.e. 'First Aid at Work' note 'Appointed Persons' is not sufficient).
- If BYM CYP work staff/volunteers are responsible for First Aid provision it is advisable for there to be more than one first aider.
- A decision regarding the number of First Aiders should be taken dependent on the numbers present, it is suggested that there is one First Aider for every 100 participants or part thereof.
- At least one First Aider should be on duty when we are responsible for participants.
- Responsibility for First Aid should be shared amongst those qualified (using a duty first aid system).
- At supervised residential events there should be a designated First Aider on call at night. This cover may be provided by venue staff or BYM CYP work staff/volunteers.
- First Aiders should only give treatment in line with training they have received.
- Where BYM CYP staff/volunteers are responsible for First Aid provision there should be a First Aid kit with adequate quantities for the numbers present. These should be stocked in accordance with guidance from St John's Ambulance.
- Any first aid treatment given should be recorded and records stored securely for the period required by BYM policies.
- Where a child or young person sustains a head bump, parents or guardians should be notified using the head bump notification letter.

### Consent

Should your child/ward become ill or have an accident, every effort will be made to contact you as soon as possible. In the event of an emergency or accident we will call the emergency services first. Healthcare professionals may give treatment immediately when it is in the young person's best interests.

For a child/young person to attend an event, those with parental responsibility need to give their consent to this.