



Relax Kids - Accident, Incident & First Aid Procedure

Provider: Relax Kids Haywards Heath with Kat

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1. Purpose

This procedure outlines the steps taken to respond to accidents, incidents, or medical emergencies during Relax Kids sessions, ensuring the safety and wellbeing of all children.

2. First Aid Provision

- A basic first aid kit is available at all sessions.
- The coach holds appropriate first aid knowledge and will act within the limits of their training.
- Emergency services will be contacted where required.

3. Accidents & Minor Injuries

In the event of a minor injury:

- Appropriate first aid will be given.
- Parents/carers will be informed at the end of the session or sooner if appropriate.
- The incident will be recorded.

4. Serious Incidents or Emergencies

If a serious incident occurs:

- Emergency services will be contacted immediately.
- Parents/carers will be contacted as soon as possible.
- The child will remain supervised and reassured.
- A written record will be kept.

5. Recording & Reporting

All accidents and incidents are recorded, including the date, time, nature of the incident, action taken, and any follow-up required. Records are stored securely.

6. Review

This procedure is reviewed annually or sooner if required.

Policy last updated: 30.12.2025