First Aid Policy

United African Association

Registered Charity CIO 1192725
Unit F5B Barratt House Kingsthorpe Road Northampton NN2 6EZ
www.uaassociation.org

Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy ensures proportionate first aid arrangements for UAA premises, events, food services, sport, swimming, allotment work, outreach and trips.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Health and Safety First Aid Regulations 1981
- Health and Safety at Work etc Act 1974
- HSE first aid guidance

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Needs assessment

UAA assesses first aid needs by activity, numbers, location, travel time for emergency help, participant age and health needs, previous incidents and the presence of higher-risk activities. Arrangements are reviewed when activities or venues change.

People and equipment

- Display the names or contact route for current first aiders and appointed persons.
- Provide stocked, accessible first aid kits appropriate to the activity and check expiry dates.
- Take travel kits to off-site activities and ensure access to a phone.
- Do not keep general medication in first aid kits.

Emergency response

1. Check danger and protect yourself and others.
2. Call 999 for serious illness or injury and follow the call handler’s instructions.
3. Give first aid only within your competence.
4. Contact the parent, carer or emergency contact when appropriate.

5. Record the incident and preserve confidentiality.

Medication and health information

UAA does not diagnose or prescribe. Agreed support with emergency medication requires written information, consent, trained people and an individual plan. Personal medication remains labelled and securely accessible according to the risk.

Reporting

The activity lead ensures the accident record is completed. The Health and Safety Lead considers RIDDOR, insurer, venue, funder, safeguarding and Charity Commission reporting.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Health and Safety Policy
- Incident and Serious Incident Reporting Policy
- Child Safeguarding Policy
- Adult Safeguarding Policy
- Food Safety Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027