

# The Rydal Academy

## First Aid and Accident Policy

**Accepted by:** The Rydal Academy LGB April 2016

**Approving Body:** Local Governing Body

**Committee:** LGB

**Review Cycle:** 3 years

**Last reviewed:** July 2025

**Date for next review:** July 2026

### Introduction

The Rydal Academy recognises that the safety and wellbeing of its pupils, staff and visitors is of paramount importance. It is committed to ensuring that everyone is kept safe, but that when accidents do happen that they are dealt with quickly and the appropriate records are made, kept and maintained.

### Purpose

The objectives of this policy are:

- To provide suitable and effective First Aid
- To ensure that all staff are aware of systems in place.
- To ensure robust processes and systems are in place for recording accidents.
- To ensure that records are kept up to date.

### Aims

By adhering to the policy we will:

- Ensure there are qualified first aiders throughout the school.
- Recognise that those who require first aid get treatment.
- Keep records of those who have had first aid treatment.
- Ensure that all staff who come into contact with those requiring first aid know what to do and who to inform.

### First Aid

- If a pupil requires first aid, they will be supported by whichever member of staff is on duty. The first aider will check over and assess any injuries before offering support and/or treatment to the best of their ability in the safest way possible.

### Head injuries

- If the pupil has a head injury, the member of staff, who this was reported to, will inform the class teacher of the injury so that they can keep an eye on the injured pupil. Head injuries are reported to office staff who in turn contact parents/carers. If an injury is more serious, when parent/carers are informed they may be requested to collect their child. If there is no answer when phoned but an answer phone comes on, a message will be left with the school's phone number and the time of the call.

## **Accidents**

- If the injury requires urgent attention, school will attempt to contact parents/carers; all emergency contact numbers will be tried and when possible, messages will be left with a request to urgently contact the school.
- If the pupil needs to be checked over by a medical professional, the parent/carer is advised of this when they are contacted and again as they collect their child. Parents/carers are also asked to report back to school so that school knows what has happened to the pupil.
- If a significant or serious accident occurs an Academy Trust accident form needs to be completed on behalf of the pupil by the staff member who witnessed the accident or if experienced by staff, by the member of staff themselves. This form must be completed by a witness or first member of staff at the scene. It must then be forwarded to the Head Teacher who in turn will ensure that this is shared with the person responsible for the Academy Trust Health & Safety.

## **Emergencies**

- If a pupil requires hospital treatment, attempts will be made to contact parents/carers. If parents/carers are unsuccessfully contacted, then at least one member of first aid trained staff will accompany the pupil and remain with them until a parent/carer arrives.

## **Record keeping**

- Once an incident which requires first aid has been reported, a record of the incident along with any treatment or support offered will be written up on 'Arbor' the school's online management system, by the assisting member of staff. A copy of this information will automatically be added to a pupil's individual medical records and begin to form a chronology of first aid administered whilst in school.
- First aid forms will be available for completion on school trips. A record of the incident along with any treatment or support offered will be completed by the assisting member of staff; a copy of this information will be retained in school and a copy will be given to the pupil to take home.
- Once each slip from a book has been used, the books are then saved and returned to the main office for storage.
- The person responsible for Academy Trust Health & Safety will ensure that both first slips and Academy Trust Accident forms are kept as required to comply with legal guidelines

## **Educational visits**

- There are first aid kits available in school to take to outdoor activities/events. A first aider will be in attendance on all educational visits.
- Medical information will be reviewed by staff prior to any off site visits and required medication will be taken by staff on the trip to administer as and when required.
- Mobile phones should be carried by staff to use in case of an emergency whilst out of school.

## **Related Policies:**

- Administration of Medication Policy
- Allergen and Anaphylaxis Policy
- Asthma Policy
- Intimate Care Policy

- Supporting Pupils with Medical Conditions Policy
- Sun Protection Policy