

The Rydal Academy

First Aid and Accident Policy

Accepted by: The Rydal Academy LGB April 2016

Approving Body: Rydal Academy SLT

Review Cycle: 3 years

Last reviewed: July 2026

Date for next review: July 2027

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.

The Headteacher has overall responsibility for ensuring that appropriate first aid arrangements are in place. Day-to-day organisation is delegated to designated staff, who ensure suitable cover, training, equipment and record-keeping across the school.

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 sufficient qualified first aiders available during the school day, including during lunchtimes, breaks and off-site activities.
- 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, staff will seek support from a trained first aider where required. A trained first aider will assess and support the pupil in a safe and appropriate manner.

First aid staff will act within the scope of their training.

Accidents

If a pupil is injured, staff will:

- Seek support from a trained first aider where required
- Ensure the pupil is safe and appropriately supervised

Parents/carers will be informed where required.

If a pupil requires medical attention beyond first aid:

- Parents/carers will be advised to seek medical advice
- The pupil may be sent home where appropriate

Significant or serious accidents will be recorded and escalated to a member of SLT.

Further action will be taken as required in line with health and safety expectations.

Head injuries

All head injuries must be reported to the office.

Staff will:

- Inform the class teacher
- Monitor the pupil for any change in condition

Parents/carers will be informed of all head injuries.

If symptoms worsen or there are concerns:

- A first aider will reassess the pupil
- Emergency procedures will be followed where required

Emergencies

If a pupil requires hospital treatment:

- Emergency services (999) will be called without delay where required
- A member of staff will remain with the pupil
- Parents/carers will be informed as soon as possible

Where parents/carers are not immediately contactable, a member of staff will accompany the pupil to hospital and remain with them until a parent/carer arrives.

Record keeping

All first aid incidents will be recorded electronically on Arbor in line with school procedures. Records are securely stored and shared with parents/carers through the school system.

Educational visits

Risk assessments for educational visits will include consideration of first aid and medical needs.

The school will take appropriate first aid equipment on visits and ensure that suitable staff are available.

Relevant medical information will be reviewed prior to visits and required medication will be taken and made accessible.

Staff will have access to a means of communication in case of emergency.

Related Policies:

- Allergen Safety Policy
- Intimate Care Policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy