

# First Aid Policy

Reviewed: August 2025

Director: Ruth Knight

## Introduction

This policy outlines RHK EDUCATION's responsibility to provide adequate and appropriate first aid to students, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy provides an overview of the statutory requirements and how these are met in the provision. All safeguarding and child protection policy guidelines must be adhered to both on and off the RHK Education site, when first aid is administered.

## Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Road Vehicles (Construction and Use) Regulations 1986
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2021) 'Allergy guidance for schools'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

## General Statement

The definition of First aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

## Aims

- to identify the first aid needs of the provision in line with current legislation
- to ensure that first aid provision is available at all times while people are on provision premises, and also off the premises whilst on trips and visits.

## Objectives

- to appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Provision
- to provide relevant training and ensure monitoring of training needs
- to provide sufficient and appropriate resources and facilities
- to inform staff and parents of the Provision's First Aid arrangements
- to ensure that parents are informed of any accidents or injuries to their child whilst in the care of the Provision together with details of any first aid treatment given

• to keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## Key Facts

- To ensure that we promote the good health of all the children in our care.
- First aid can save lives and prevent minor injuries become major ones
- RHK Education will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of children.
- Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements and for information for employees on first-aid arrangements, as well as adequately trained and experienced staff.
- This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to the RHK Education, to record the findings and to introduce measures to manage any risks.
- First aid provision must be available at all times whilst children are on the RHK Education premises and including educational visits off site.
- RHK Education, staff and others have a duty to safeguard and promote the welfare of children.

## Roles and Responsibilities

- The Director is responsible for the health and safety of RHK EDUCATION's employees and anyone else on the premises. This includes the Head of Provision and teachers, non-teaching staff, students and visitors (including contractors). They must ensure that a risk assessment of the provision is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Director should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. The Director is responsible for organising an appointed person. The director is responsible for ensuring that the AP has:
  - A suitably stocked first-aid kit.
  - An appointed person to take charge of first-aid arrangements.
  - Information for all employees giving details of first-aid arrangements.

The Head of Provision is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the provisions arrangements for first aid are made available to parents. Teachers and other staff are expected to do all they can to secure the welfare of the students.

The head of provision will review the accident log on a regular basis and undertake investigations of accidents where required, complete any required RIDDOR reporting and implement any identified actions as a result of their investigations.

The First Aider's at RHK EDUCATION must have completed (and be updated regularly) training courses and hold a valid certificate of competence, issued by an Ofqual regulated or HSE approved awarding organisation. This is a voluntary post.

Our First Aider's will:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at provision
- when necessary, ensure that an ambulance or other professional medical help is called
- record all accidents, injuries and treatment provided, and submit to management to be stored securely
- follow all hygiene controls throughout treatment

In selecting first aiders the Head of Provision should consider the person's:
- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties
- Need to maintain normal operations with minimum disruption to teaching and learning

A first aider must be able to leave to go immediately to an emergency.

The appointed person is responsible for:

- Overseeing the provision's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
    - What to do in an emergency.
    - How to assess and monitor a casualty.
    - First aid for the unconscious casualty.
    - First aid for someone who is having a seizure.
    - Maintaining injury and illness records as required.
    - Paediatric first aid.

All staff are expected to use their best endeavours in the event of a first aid emergency.

All staff must know:

1. How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
2. The location of the nearest first aid box
3. To wear gloves when providing any First Aid treatment to maintain hygiene and prevent both cross contamination and the spread of infection.

The Head of Provision and an appointed Person is Ruth Knight

The Appointed Person is Gemma Smalley

The first aiders are

Ruth Knight

Gemma Smalley

Cher

The First Aid Advisor is Jo Snowden

## Provision

The Head of Provision has considered the findings of the risk assessment in deciding on the number of first aid personnel required. The provision has areas of low and medium risk environments and the Head of Provision will consider the needs of specific times, places and activities in deciding on the type of First Aid provision. In particular the following is considered:

- Off-site PE
- School trips
- Health and Social Care room
- Outdoor congregational areas
- Adequate provision in case of absence, including trips
- Out-of-hours provision eg clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders is available at all times when people are on provision premises.

## First aiders

The recommended number of certified first aiders is one per 50 pupils/staff. RHK EDUCATION has capacity for 30 students with 3 First Aid trained employees.

## Appointed Lead person

RHK EDUCATION has appointed Ruth Knight as the appointed lead person. In addition, due to their central location, Keyanne Miller-Michaels is also an appointed lead person.

## First aid materials, equipment and facilities

RHK Education will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on RHK Education premises, the size of the provision, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the provision.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

See HSE guidelines on recommended and mandatory contents.

- All first aid containers must be marked with a white cross on a green background
- Each mode of transport must carry a first aid container
- First aid containers must accompany PE teachers off-site
- First aid containers must be taken on all education off site trips and visits
- First aid containers should be kept near to hand washing facilities

• Spare stock should be kept in RHK Education
• The kitchen has a separate blue, catering first aid kit.

First aid boxes are in the following areas:

Reception
Health and Social Care Classroom
Hair and Beauty Training Salon
Teaching Kitchen

The following people are responsible for checking and restocking the first aid containers:
● Ruth Knight
● Gemma Smalley

## Accommodation

The Head of Provision must provide a suitable room for medical treatment and care of children and young people during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.
The medical room must contain appropriate disposal facilities including the provision of yellow hazardous waste bags to ensure hygienic, legal waste disposal.
A separate supply if gloves and additional plastic aprons are provided in the medical room to enable first aiders to practice all appropriate hygiene control measures.

## Procedures

Risk assessment reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head of Provision.

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.

- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- The head of centre will contact the referring school to notify them of the incident and course action taken.
- Where an ambulance is not required, but medical attention is needed, the pupil may be taken to a hospital or doctor in a taxi, accompanied by at least one member of staff who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- Where an ambulance is not required and further medical attention is recommended, RHK Education will contact the pupil's parent/carer and arrange for them to come to the RHK Education premises to collect their child and take them to the hospital/doctor or home as appropriate.
- RHK Education will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The head of provision
- The parents of the victim(s).
- The parents of any witnesses
- The referring school/local authority

## Reporting accidents and record keeping

All members of the RHK EDUCATION should report any accident or incident, however minor, as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the Appointed Person, First Aider and/or witness should do it on their behalf.

An accident report form must be completed **and** the accident must be added to the accident log. Accident report forms for pupils should be scanned and uploaded to their personal file on the MIS, accident report forms for staff should be handed in to HR to be added to staff personnel files. The accident log (paper) is kept with the blank accident report forms and the electronic log is stored in the secure drive. Ruth Knight is responsible for updating the electronic log on a regular basis by transferring all details from the paper log.
Reports must contain:

● the date, time and place of the event;
● details of those involved;
● brief description of the accident/illness and any first aid treatment given;
● details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.

The Managing Director, should be informed about any incident if it is at all serious or particularly sensitive. For example, when a pupil has had to go to hospital or if one pupil has caused deliberate damage to another or where negligence might be suggested. Parents must be informed when any pupil requires hospital treatment or is kept in, as the result of an accident. The managing director must ensure The Local Authority Health and

Safety Team and/or the Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so and then complete the relevant reporting documentation. If an employee is taken to hospital, is unable to work or subsequently becomes absent from work, their line manager must be immediately informed and the directors must report all serious accidents to the HSE as required by RIDDOR.

In an emergency, the Managing Director and reception staff, have contact details of pupils parents and guardians and has details of employees and their next of kin.

Guidance on the minimum legal requirement for Appointed Persons and First Aiders; the recruitment, selection and training of First Aiders; the responsibility and accountability of First Aiders; the need for a first aid room and the contents of first aid boxes can be found in the Health and Safety (First Aid) Regulations 1981 and the First Aid Regulation 2013 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

RIDDOR 2013, regulations state that it is the responsibility of the Employer or Person in Control of the Premises to report the following occurrences directly to the Health and Safety Executive:

- Deaths (Report immediately – phone call)
- Specified Injuries E.G. Amputation, Loss of Sight, Most Fractures (report immediately)
- Dangerous Occurrences (Report Immediately)
- Incidents resulting in a person being off work (or unable to do normal duties) for more than 7 consecutive days (report within 15 days)
- Diseases (report as soon as possible)

RHK Education is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page ‘Promoting and supporting mental health and wellbeing in schools and colleges’.

## Accident statistics.

These indicate the most common types of injuries, times and locations. It is a useful tool as it highlights areas to concentrate on and tailor first aid provision to.

## Information

All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are. All new pupils are informed about accessing first aid provision, the location of the medical room and qualified members of staff during their induction to the RHK Education. First aid notices, naming the qualified first aiders are on display in all the classrooms, in the hallways and in the common room, as well as the RHK Education offices and on the Health and Safety Notice Board.

## Updating

All first aid notices are regularly checked for accuracy and updated by the appointed lead person. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will be appointed.

## Illnesses and Allergies

When a pupil becomes ill during the provision day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the provision's Allergen and Anaphylaxis Policy.

RHK Education will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

## Consent

A conscious adult and a learner must agree to receive First Aid treatment. 'Expressed consent' means that the casualty gives their permission to receive care and treatment.

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Implied consent means that permission to perform First Aid care on an unresponsive casualty is assumed. This is based on the idea that a reasonable person would give their permission to receive lifesaving treatment if they were able to.

## Hygiene and Prevention of the Spread of Infection

On identifying a pupil or member of staff that has had an accident and requires first aid treatment, where possible immediately put on a paid of disposable gloves whilst waiting for a First Aider.

- Wash your hands with hot, soapy water before and after treatment
- wear disposable, latex and powder free gloves during treatment (changed between casualties/injuries)
- Avoid coughing and sneezing over the wound, and avoid touching wound
- Covering cuts and grazes with a suitable waterproof dressing
- Use devices such as face shields when giving mouth to mouth resuscitation
- Use approved, sterile, in date first aid equipment only
- Dispose of all soiled dressings, including gloves, in an appropriately marked (orange/yellow) plastic bag
- Dispose of paper medical bed covers after use in an appropriately marked bag and replace with fresh sheets.
- Dispose of sharp items, including syringes and needles, in a purpose made sharps bin and dispose of it appropriately.

Spillages of bodily fluid must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the medical room to clean up. We take great care to prevent the spread of infection in RHK Education, particularly in the event of spillages of bodily fluids on to first aiders or other people which we manage immediately and effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate.

The first aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit and report to the operations manager, who will follow the waste disposal procedures.

Spillage kits are also available on the coaches and minibuses used for our excursions.

## Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

RHK EDUCATION will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing
- 2 medium sterile dressings
- 6 Sterile wipes.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- CPR Face Shield
- 2 Eye wash Pods
- 2 pairs of disposable gloves.

Additionally, RHK EDUCATION will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 sterile wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 6 medium sterile dressings
- 2 eye wash pods
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors
- 2 ice packs
- 1 roll of micropore tape
- 1 CPR Face shield
- 4 pairs of disposable nitrile gloves
- 1 sterile pair of tweezers
- 1 waste bag.

For more information about RHK’s educational visit requirements, please see the Educational Visits and School Trips Policy.

## Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber’s instructions for

administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the RHK Education when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the RHK Education's Administering Medication Policy.

## Training

All first aiders have to attend an assessed training course in Emergency First Aid at Work (EFAW) or First Aid at Work to be recognised as a first aider. We recommend that first aiders attend a refresher course every year. The training provider that we use is Snowden Training and Consultancy. The course delivered is Ofqual approved and also includes Paediatric Resuscitation, Safe use of an AED and the Safe use of adrenaline pens.

The training covered includes:

| Topic | EFAW | FAW | Annual Refresher |
|---|---|---|---|
| Acting safely, promptly and effectively in an emergency | * | * | * |
| Hygiene, Prevention of cross contamination and Prevention of cross infection | * | * | * |
| Cardio Pulmonary Resuscitation (CPR) (Adult and Paediatric) | * | * | * |
| Safe use of a Automated External Defibrillator (AED) | * | * | * |
| Treating and Unconscious Casualty (including seizure) | * | * | * |
| Wounds and Bleeding | * | * | * |
| Shock | * | * | * |
| Choking | * | * | |
| Minor Injuries | * | * | |
| Recording of Incidents and actions, the use of available equipment | * | * | |
| Fractures and Dislocations | | * | |
| Sprains and Strains | | * | |
| Head and Spinal Injuries | | * | |
| Chest Injuries | | * | |
| Abdominal Injuries | | * | |
| Severe Burns and Scolds | | * | |
| Eye Injuries | | * | |
| Poisoning | | * | |
| Anaphylaxis | * | * | |
| Heart Attack | | * | |
| Stroke | | * | |
| Epilepsy | | * | |
| Asthma | | * | |
| Diabetes | | * | |

## Medical Care

In the event of illness or accident requiring emergency medical treatment or the need for emergency dental treatment, pupils are accompanied to the local hospital or dental hospital.

RHK EDUCATION requires to be fully informed of any medical condition/disability of a prospective student in order to be able to provide appropriate care for the student.

## Definitions of Types of Injuries

We adopt the definition of Ofsted with regard to serious injuries as follows:-

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers;
- acute confused state;
- persistent, severe chest pain or breathing difficulties;
- amputation;
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

We adopt the definition from Ofsted for minor injuries, of which we always keep a record, as follows:

- sprains, strains and bruising;
- cuts and grazes;
- wound infections;
- minor burns and scalds;
- minor head injuries;
- insect and animal bites;
- minor eye injuries;
- minor injuries to the back, shoulder and chest

## Appendix A – Type of Incident with Treatment Procedures

## Major Incident

DO NOT MOVE CASUALTY - Send for Senior First Aider and Appointed Lead Person.

If an ambulance is required, the Senior First Aider, Head, or person in charge of the provision will arrange for it to be called on 999 or 112.

Key information needed when making these calls is displayed in reception.

No delay should be allowed in calling the ambulance if the person dealing with the incident considers it necessary and the above people prove to be hard to find.

If taken to hospital advise medical team of any medical/ health issues that apply to pupil/ staff. Their contact details/info sheet and any medicines taken should be available.

Parents need to be contacted immediately. Details given should be as accurate as possible to avoid alarm/confusion.

Where incident relates to member of staff there is a list of ICE contacts to be informed and access to medical history which may be relevant.

## Minor Incident

Decide whether a first-aider should be involved – if in doubt call!. They will need to be called should the pupil's parent need to be informed.

ALL HEAD INJURIES NEED TO INVOLVE A FIRST-AIDER

Keep Calm and out of danger

Deal with casualty as appropriate.

When dealing with open wounds - always wear gloves.

Wipes maybe used to clean cuts as long as First Aider checks if pupil is allergic

Plaster should be used as long as First Aider checks is pupil is allergic.

Recent advice is that all grazes are covered with a plaster/ dressing in order to prevent infection.

Splinters should also be covered with a plaster and parent informed or sent to Senior First Aider and removed.

## Appendix B Head Injuries

In the course of any day there will be instances of pupils colliding or falling, we have a duty of care to ensure we deal with these appropriately. As bumps on the head can potentially be very serious but also have no further consequences we need to ensure that we fully understand the circumstance surrounding the incident and witnesses sought to corroborate what a pupil tells us.

All head injuries will be seen and assessed by a qualified First aider, FAW trained, to ensure they are competent to suitably assess the situation and take the relevant course of action they deem appropriate.

If the member of staff has a pupil present themselves to them with a head injury or sees the accident and has no accredited first aid training then they must escort the pupil to reception for assessment and treatment by a qualified first aider.

Every pupil should know that he or she must report immediately any accident to the nearest member of staff whether at supervised play or an unsupervised situation e.g. corridor or toilets.

Dizziness, sickness, drowsiness, impaired vision, general feeling of illness and confusion will all be checked for and monitored by a qualified first aider in the First Aid room, for a minimum of 20 minutes, cold compresses (NOT ice packs) will be given where appropriate.

Where a bad bump has occurred, the child should re-visit Reception/First Aid 1 hour later to ensure the injury hasn't worsened or they are presenting signs of complications. If the bump is particularly swollen or odd looking then the parent should be told in a phone call and it should be suggested that a visit to the doctor may be advisable. If the child is unwell from their bump at RHK Education, then professional medical advice should be sought, parents informed and if necessary a senior member of staff will accompany the child to hospital until the arrival of a parent.

First aiders should always ask for a second opinion from another qualified first aider if they are unsure.

The first-aider will fill out the accident record and casualty report forms and ensure that a RHK Education-headed, head injury letter gets handed to reception to be sent to the pupil's parent/carer. A phone call to the pupil's parent/carer should be made. Head bump forms now include a return slip which parents need to fill in and return – this will be shared in forthcoming parents meets/ letter.

**SEVERE INJURIES AND CHANGES IN CONSCIOUS STATE REQUIRES IMMEDIATE HOSPITAL TREATMENT.**

**MOVING A CASUALTY WITH A SUSPECTED SERIOUS HEAD, NECK OR BACK INJURY SHOULD BE KEPT TO AN ABSOLUTE MINIMUM AND UNDER DIRECTION OF SENIOR FIRST AIDER AND ONLY IN THE EVENT TO PRESERVE LIFE.**

## Appendix C: Bump Head Letter



…… received a bump to the head today details of which are below.

The injury was dealt with by the named staff member and your child was monitored during the remainder of the day.

Should your child become unwell at home and show any signs of:

- drowsiness or loss of consciousness
- vomiting
- sleepiness or dizziness
- fits or abnormal limb movements
- impaired vision or excessive pain
- Strange behaviour or confused speech

**Please seek immediate medical assistance from A&E and phone 999 for an ambulance.**

| | | |
|---|---|---|
| Details: | | |
| Treatment: | | |
| First Aider: | Signature: | Date |

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I can confirm I have received the above information about my son/daughter _____ and the bump to the head they have received.

Signed _____ Date _____

Full Name (Capitals) _____ Parent/Guardian

## Appendix D: Contents of first aid boxes on site

General first aid guidance leaflet and Contents List

60 individually wrapped sterile, waterproof plasters (assorted size)

2 sterile eye pads

4 individually wrapped triangular bandages (preferably sterile)

6 safety pins

6 medium sized, individually wrapped, sterile non-medicated dressings

2 large sterile dressings

2 conforming bandages

30 alcohol free, moist cleansing wipes

6 pairs of disposable, nitrile, powder free gloves

3 single use eyewash tubes

1 Resuscitation face shield

1 adhesive tape

1 scissors

1 sterile, individually wrapped, disposable tweezers.

(Covid Secure PPE Kit)

Please do not include known allergenic materials, ie Elastoplast or any creams or otherwise.

Medication such as inhalers or paracetamol must not be kept in first aid boxes.

The RHK Education is permitted to buy their own emergency suppliers of the reliver inhaler (blue) and epi pens which should be stored in the medical room for use with a diagnosed learner in the event of an emergency and they do not have their own medication.

## Appendix E How to deal with blood and body fluid spillages:

- Spillages should be dealt with as soon as possible.
- Ventilate area if possible.
- Keep anyone not involved with dealing the spillage away from the area.
- Wear appropriate protective apparel when dealing with a spillage (gloves, apron)
- Use (NaDCC) granules to cover spillage.
- Soak up as much spillage using paper towels.
- Remove towels and debris and treat as clinical waste.
- Wash area with hot water and detergent.
- Dry area.
- Dispose of paper towels and protective clothing.
- Wash hands.