First Aid Policy

Staff Responsible:	**Mr J Murray**
Date of Issue:	September 2026
Review Date:	September 2029

Contents

- What is First Aid?
- First Aid and Medication
- Qualified First Aiders
- First Aid Kits
- Accident Reporting
- Notifying Parents/Carers and Data Protection
- Administration of Medication
- Sickness
- Treatment of Head Injuries to Children
- Educational Visits
- Disposing of Bodily Fluids
- Splinters
- Hot and Cold Packs
- Asthma
- Epi-Pens
- Defibrillators

What is First Aid?

First aid is the immediate help given to a sick or injured person until full medical treatment is available. The Health and Safety (First Aid) Regulations 1981 require employers to provide suitable and appropriate first aid arrangements within the workplace.

The Academy is committed to ensuring that adequate first aid provision is available at all times for pupils, staff, visitors and contractors.

First Aid and Medication

Ribbon Academy has several members of staff who are trained in First Aid at Work (FAAW), Emergency First Aid at Work (EFAW) and Paediatric First Aid (PFA).

The Academy maintains an up-to-date record of all first aid qualifications and renewal dates. Training records are monitored to ensure staff remain qualified and competent, and refresher training is arranged before qualifications expire.

Qualified First Aiders

Here is a current list of qualified first aiders. Details are maintained by the Academy and displayed in key locations around the school.

Name	Managing Medication in Schools	Administrating Medication	Emergency First Aid	First Aid at Work	Paediatric First Aid
Mr John Murray	✓	✓		✓	✓
Miss Joanne Taylor				✓	
Mr Steven Naylor				✓	
Mrs Denise Ganning				✓	
Mrs Alyson Briggs		✓		✓	
Mrs Michele Brown				✓	
Mrs Michelle Ord		✓			

Name	Managing Medication in Schools	Administrating Medication	Emergency First Aid	First Aid at Work	Paediatric First Aid
Mrs Joanne Williamson				✓	
Miss Yasmin Starkie					✓
Miss Abigail Hope					✓
Mrs Nicola Ball		✓			
Mrs Helen Smith				✓	
Mr Robert Dalglish				✓	
Mrs Suzanne Cartwright		✓			
Mrs Donna Peverly					✓
Mrs Demi Kirk					✓
Mrs Lori-Beth Robson					✓
Miss Georgia Walton					✓
Miss Amelia Ord					✓
Mrs Jacqui Betty		✓			
Mrs Nichola Hobson		✓			
Mrs Lisa Percival			✓		
Mrs Rebecca Childs					✓
Mrs Kavita Hosein			✓		
Mrs Kirsten Richardson					✓
Mrs Emine Ozgur					✓

First Aid Kits

Ribbon Academy first aid kits comply with the Health and Safety (First Aid) Regulations 1981 and British Standard BS 8599.

The Academy holds several first aid kits, which are regularly checked and restocked by the first aid team and Site Manager.

The Academy has two main first aid rooms containing specialist equipment, including adjustable beds and hoists where required. These facilities are serviced and inspected regularly.

The first aid rooms are staffed appropriately during breaktimes and lunchtimes to ensure injuries and illnesses can be dealt with quickly and effectively.

Accident Reporting

All accidents, injuries, illnesses and first aid incidents must be reported and recorded before the end of the school day on which they occur.

The nature and severity of the incident will determine the action taken by the Academy.

All non-minor accidents are reported using the online accident, illness and near-miss reporting system.

Ribbon Academy uses Medical Tracker to record accidents and injuries involving pupils.

The incident record must include:

- The date, time and location of the incident
- The name of the injured or ill person
- Details of the injury or illness
- Any first aid treatment provided
- The outcome of the incident, including whether the individual:
    - Returned to class/work
    - Went home
    - Required medical treatment
    - Was taken to hospital

Accurate accident reporting enables the Academy to:

- Identify accident trends and recurring hazards
- Improve health and safety arrangements
- Inform future first aid needs assessments
- Support investigations and insurance claims where necessary

All completed accident reports are stored centrally by Durham County Council. Medical Tracker stores pupil accident records securely for future reference.

Where applicable, the Academy will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Headteacher or designated Health and Safety Lead will determine whether an incident is reportable and ensure statutory reporting requirements are met within required timescales.

Notifying Parents/Carers and Data Protection

Parents/carers must be informed of any accident or injury sustained by their child that requires first aid treatment whilst in school.

All accidents requiring first aid treatment must be recorded on Medical Tracker.

Staff must ensure that notifications are sent to all parents/carers listed on the child's records and not solely to one parent/carer, unless a legal restriction is recorded on the child's file.

Parents/carers will receive a Medical Tracker notification containing details of:

- The nature of the injury
- The treatment provided
- Any additional monitoring or follow-up advice

Parents/carers may view records relating to their own child but must not be given access to information relating to any other child.

Staff must comply with the requirements of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 at all times when handling accident and medical information.

Please note that notifications can only be sent where staff have been made aware of an accident or injury. Staff will remain vigilant, and pupils are encouraged to report injuries to an adult immediately.

Administration of Medication

Only prescribed medication may be administered in school. This includes prescribed lozenges.

Medication must:

- Be prescribed for the current medical condition
- Be within its expiry date
- Be supplied in its original packaging

- Be clearly labelled

Medication is handed in via the school reception and stored securely within the designated medication cabinet located in First Aid Room 1.

Medication will only be administered where written parental consent has been obtained.

Medication must carry a pharmacy label showing:

- The child's name
- Date of dispensing
- Name of medication
- Dosage
- Frequency and timing of administration

Where administration of medication requires specific medical knowledge or procedures, individual staff training will be provided by an appropriate healthcare professional.

Parents/carers are strongly discouraged from sending non-prescribed lozenges or medicines into school.

Sickness

The Academy does not provide care for pupils who are unwell with symptoms such as:

- Fever
- Vomiting
- Diarrhoea
- Infectious illnesses

Parents/carers will be contacted if a child becomes unwell during the school day.

Children with head lice are not excluded from school but parents/carers will be advised to treat the condition promptly.

The Academy is inclusive of pupils and families affected by long-term medical conditions, including HIV. No pupil or family will be excluded because of their health status.

Any bodily fluids will be cleaned and disposed of in accordance with infection control procedures by appropriately trained staff.

Treatment of Head Injuries to Children

Children frequently sustain minor bumps and knocks to the head. Most are minor and can be treated using a cold compress for comfort.

However, all head injuries must be treated seriously and managed in accordance with the following procedure:

- The injury must be assessed by a trained first aider.
- The incident must be recorded on Medical Tracker.
- Staff must select and send the Medical Tracker Head Injury Letter template.
- The Head Injury Letter must be sent to all parents/carers listed on the child's records unless legal restrictions apply.
- Parents/carers must be contacted by telephone regarding all head injuries.
- The first aider must inform the child's class teacher.

The Head Injury Letter provides guidance on the signs and symptoms that parents/carers should monitor and advises when medical attention should be sought.

Emergency First Aiders must be called immediately if a child:

- Becomes unconscious
- Vomits
- Appears unusually drowsy
- Has a persistent headache
- Reports blurred or double vision
- Bleeds from the nose or ear following the injury
- Has pale yellow fluid coming from the nose or ear

Any loss of consciousness, seizure activity, suspected skull fracture or deterioration in condition following a head injury must be treated as a medical emergency.

If any serious symptoms develop:

- Call 999 immediately.
- Contact parents/carers as soon as it is safe to do so.

If a child is unable to stand unaided following an accident, they should remain where they are, provided the location is safe, until assessed by a qualified first aider.

Educational Visits

Appropriate first aid provision will be available on all educational visits.

Risk assessments will identify whether a qualified first aider is required to accompany a visit.

Access to emergency medication, medical information and first aid equipment will be maintained throughout the visit.

Staff leading visits must ensure appropriate arrangements are in place for contacting emergency services and parents/carers if required.

Disposing of Bodily Fluids

Items contaminated with blood or bodily fluids must be disposed of safely.

Blood-contaminated materials should be placed in designated yellow clinical waste bags and disposed of in appropriate clinical waste facilities.

Staff dealing with bodily fluids should wear suitable personal protective equipment (PPE).

Splinters

Small splinters may be removed where:

- The splinter is clearly visible
- The direction of entry is obvious
- Removal can be undertaken safely

Splinters should not be removed if they are:

- Deeply embedded
- Located near joints
- Difficult to access safely

Parents/carers should be informed where further treatment may be required.

Hot and Cold Packs

A range of hot and cold packs is available for the treatment of sprains, strains and bruising.

These are located within both First Aid Rooms.

The use of hot and cold packs should be recorded where appropriate and parents/carers informed when significant injuries have occurred.

Guidance for Cold Packs

- Apply within 5 to 10 minutes of injury where possible.
- Wrap the pack in a cloth before application.
- Apply for 20 to 30 minutes.
- Repeat every 2 to 3 hours for the first 24 to 48 hours where appropriate.
- Check skin colour after 5 minutes.
- Remove immediately if the skin becomes bright red or pink.

Guidance for Heat Packs

Heat packs should only be used after the initial 48-hour period to assist blood flow and healing.

Do Not Use Heat or Cold Packs

- On diabetic-related areas of concern
- On damaged skin
- On areas with poor sensation
- On areas with poor circulation
- Where infection is present or suspected

Asthma

Ribbon Academy is proud to be a **BEAT Asthma Accredited School**. The Academy is committed to promoting best practice in asthma management and ensuring that pupils with asthma are able to participate fully and safely in all aspects of school life.

The Academy maintains robust procedures for the management of asthma and works in partnership with pupils, parents/carers and healthcare professionals to support pupils with asthma.

Inhalers must:

- Be clearly labelled with the pupil's name.
- Be stored in designated classroom medical cupboards in line with individual healthcare plans.
- Accompany pupils on all educational visits, sporting activities and off-site events.
- Be readily accessible in an emergency.

Pupils with parental consent for emergency inhaler use are clearly identified on the school's asthma records.

The Academy maintains an emergency salbutamol inhaler which may be used when a pupil's prescribed inhaler is unavailable, empty, broken or where emergency use is authorised in accordance with current guidance and parental consent arrangements.

Staff receive annual training on the recognition and management of asthma symptoms, the use of emergency inhalers and the administration of emergency medication, including adrenaline auto-injectors provided through the KITT Medical scheme. This training helps ensure staff are able to recognise medical emergencies and respond appropriately whilst awaiting emergency medical assistance.

In the event of an asthma attack, staff must:

- Remain calm and reassure the pupil.
- Assist the pupil in accessing and using their prescribed inhaler.
- Follow the asthma emergency guidance displayed in the medical rooms.
- Seek assistance from a qualified first aider immediately.
- Contact parents/carers where appropriate.
- Call emergency services if symptoms do not improve, worsen, or if there are concerns about the pupil's breathing.

Always seek the advice and attendance of a qualified first aider in the event of an asthma attack.

Epi-Pens

All prescribed adrenaline auto-injectors (including EpiPens and similar devices) must be clearly labelled and stored within designated classroom medical cabinets.

In an emergency, any member of staff may administer an adrenaline auto-injector if the individual is unable to self-administer.

Where possible, appropriately trained staff should administer the medication. However, treatment must not be delayed whilst awaiting a trained member of staff.

Ribbon Academy maintains KITT Medical emergency adrenaline auto-injector kits for both children and adults. These kits may be used in accordance with current medical guidance where an individual is believed to be experiencing anaphylaxis and their own prescribed medication is unavailable or where a further dose is required.

Emergency services must be contacted immediately whenever an adrenaline auto-injector is administered.

Parents/carers must be informed as soon as practicable and the incident must be recorded in the appropriate reporting systems.

Defibrillators

Ribbon Academy has two defibrillators located within the Main Rotunda and First Aid Room.

Staff holding First Aid at Work or Paediatric First Aid qualifications receive training in the use of defibrillators.

In a life-threatening emergency, emergency services should be contacted immediately, and the nearest available defibrillator retrieved without delay.