



FIRST AID POLICY

Reviewed September 2025

AIM

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

FIRST AID RESPONSIBILITY

Rhino staff are first aid trained. Therefore, are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

The Director has the responsibility for:

- Ensuring that staff members are first aid trained, and do not run a club by themselves until they are
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Admin staff will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements and is updated at least every 3 years.



FIRST AID PROCEDURES

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury, decide who will provide the required first aid treatment and assess next stage
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. If emergency services need to be called, parents will also be contacted.
- The first aider will remain with the child, until they can go about their normal activities, or until parents arrive or emergency services
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident.

First aid equipment and First aid books

A typical first aid kit in Rhino will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

Schools have a more extensive stock of first aid supplies that we may not carry but have access to, such as burn dressings.

No medication is kept in first aid kits. Children's medication is kept in the school first aid cupboard.

An accident form will be completed by the staff on the same day or as soon as possible after an incident resulting in an injury. As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form. A copy of the accident report form will also be given to the parent/carer. Records held in the first aid and accident book will be retained by Rhino Sports Academy for 3 years.