



RTA Kids

First Aid & Medical Policy

Organisation: Rom Theatre Arts Kids (RTA Kids)

Premises: The Arts Centre Dunmow, 1 Haslers Lane, Great Dunmow, CM6 1XF

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1. Purpose of this Policy

RTA Kids is committed to providing appropriate first-aid and medical arrangements for all children, young people, staff, volunteers and visitors participating in RTA Kids activities.

RTA Kids works with children from approximately **2 to 18 years of age**, including children participating in dance, musical theatre, singing, acrobatics, workshops, rehearsals and performances.

We recognise that different activities and age groups present different levels of medical and first-aid risk.

This policy sets out the arrangements RTA Kids will use to:

- Provide appropriate first aid.
- Respond to illness, injury and medical emergencies.
- Support children with medical conditions.
- Manage medication safely.
- Respond to allergies and anaphylaxis.
- Record accidents and medical incidents.
- Contact parents/carers appropriately.
- Contact emergency services when necessary.
- Ensure staff understand their responsibilities.
- Provide appropriate arrangements for children under five in accordance with the EYFS.
- Ensure first-aid arrangements are proportionate to the risks associated with our activities.

2. Legal & Guidance Framework

RTA Kids will have regard to applicable legislation and guidance, including:

- **Health and Safety at Work etc. Act 1974**
- **Health and Safety (First-Aid) Regulations 1981**
- **Management of Health and Safety at Work Regulations 1999**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**
- **Equality Act 2010**
- **Children Act 1989**
- **Children Act 2004**
- **Early Years Foundation Stage (EYFS) Statutory Framework**
- Relevant Department for Education guidance concerning children and young people's medical conditions and allergies.
- Relevant HSE first-aid guidance.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel for employees. HSE also strongly recommends that first-aid needs assessments consider non-employees, including members of the public and children who participate in activities.

3. First Aid Needs Assessment

RTA Kids will maintain a written **First Aid Needs Assessment**.

The assessment will consider:

- Number of staff.
- Number of children.
- Children's ages.
- Children aged under five.
- Nature of activities.
- Acrobatics and other physical activities.
- Potential injuries.
- Size and layout of premises.
- Number of teaching spaces.
- Number of sessions running simultaneously.
- Working hours.
- Staff working patterns.
- Distance from emergency medical services.
- External venues.
- Performances and backstage environments.
- Workshops involving food, cooking, craft materials or other potential hazards.
- Children with known medical conditions.
- Allergies and anaphylaxis.
- Children with disabilities or additional needs.
- Lone-working arrangements.
- Any previous accidents or incidents.

The first-aid needs assessment will determine the appropriate number and level of trained first-aid personnel and the equipment and facilities required. HSE specifically advises that the level of provision should be based on the organisation's individual circumstances and risks.

4. First Aid Personnel

RTA Kids will maintain a current list of staff with relevant first-aid qualifications.

Depending on the needs assessment, this may include:

- Paediatric First Aid (PFA).
- Emergency Paediatric First Aid (EPFA), where appropriate.
- Emergency First Aid at Work (EFAW).
- First Aid at Work (FAW).
- Other appropriate specialist training.

Training must be appropriate to the individual's role and the risks associated with the activities they supervise.

HSE states that employers should use their first-aid needs assessment to determine the appropriate level and number of first-aiders required.

5. Paediatric First Aid – Children Under Five

RTA Kids recognises the specific requirements that apply to early years children.

Where RTA Kids is operating within the scope of the EYFS, it will comply with the applicable EYFS requirements concerning Paediatric First Aid.

A current appropriately trained Paediatric First Aid-qualified member of staff will be available as required when children under five are present.

Where children under five attend activities away from the main premises, appropriate PFA arrangements will also be considered.

The current EYFS framework includes specific requirements concerning paediatric first aid provision for early years children.

6. First Aid Equipment

RTA Kids will provide suitable first-aid equipment based on its First Aid Needs Assessment.

First-aid kits will be:

- Clearly identified.
- Easily accessible to authorised staff.
- Appropriately stocked.
- Regularly checked.
- Replenished following use.

- Checked for expired or damaged items.

The contents of first-aid kits will be proportionate to RTA Kids' activities and risks. HSE recommends that first-aid kit contents are determined through the needs assessment and checked regularly.

First Aid Kit Locations

First-aid equipment will be available in appropriate locations, including:

- RTA Kids reception/administration area.
- Teaching areas where appropriate.
- Backstage/performance areas where required.
- External venues where RTA Kids is responsible for first-aid provision.

7. First Aid Information

Staff will be informed of:

- The location of first-aid kits.
- The location of any first-aid room or treatment area.
- The identity of trained first-aiders.
- Emergency contact procedures.
- Emergency evacuation procedures.
- How to contact emergency services.

Relevant first-aid information will be displayed or made readily accessible to staff.

8. Responding to an Injury or Illness

When a child becomes injured or unwell:

1. The activity will be stopped if necessary.
2. The child will be moved away from danger where appropriate.
3. A suitably trained first-aider will assess the situation.
4. First aid will be provided within the limits of the person's training.
5. The child will be monitored.
6. The incident will be recorded.
7. Parents/carers will be contacted where appropriate.
8. Emergency services will be contacted if necessary.

Staff must never put themselves or another child at unnecessary risk while responding to an incident.

9. Emergency Medical Situations

If a child experiences a serious or potentially life-threatening emergency:

999 must be called immediately.

Examples include:

- Difficulty breathing.
- Loss of consciousness.
- Cardiac arrest.
- Severe bleeding.
- Suspected serious head injury.
- Suspected spinal injury.
- Serious allergic reaction/anaphylaxis.
- Serious choking.
- Severe burns.
- Serious fracture.
- Seizure requiring emergency assistance.
- Any other situation where staff reasonably believe urgent medical treatment is required.

Staff must not delay calling emergency services while waiting for parental permission where the circumstances indicate an emergency.

Parents/carers should be contacted as soon as reasonably practicable.

10. Contacting Parents & Carers

RTA Kids will maintain current:

- Parent/carer contact numbers.
- Emergency contact details.
- Relevant medical information.

Parents/carers will generally be contacted where:

- A child requires more than minor first aid.
- A child becomes unwell during a session.
- A child requires collection.
- A head injury occurs.
- A significant injury occurs.
- Medication is administered.
- An allergic reaction occurs.
- Staff consider the parent/carer needs to be informed.

In an emergency, treatment will not be delayed because a parent/carer cannot immediately be reached.

11. Medical Conditions

Parents/carers must inform RTA Kids of any medical condition that may affect their child's participation.

This may include:

- Asthma.

- Diabetes.
- Epilepsy.
- Severe allergies.
- Heart conditions.
- Mobility conditions.
- Other long-term medical conditions.
- Mental health conditions where relevant to safe participation.
- Conditions requiring emergency medication.

Medical information should be provided before or as soon as reasonably possible after enrolment and updated whenever circumstances change.

12. Individual Healthcare Arrangements

Where a child's medical condition requires specific arrangements, RTA Kids may develop an **Individual Healthcare Plan (IHP)** or equivalent written medical support plan.

This may be appropriate where a child:

- Requires emergency medication.
- Has a condition requiring specific staff action.
- Requires regular medication during RTA activities.
- Requires reasonable adjustments.
- May experience a medical emergency requiring a specific response.

The plan should be developed with the parent/carer and, where appropriate, the child's healthcare professional.

Current government proposals published in 2026 emphasise individual healthcare planning where a child's medical condition requires specific supportive arrangements. As these proposals are subject to their stated implementation arrangements, RTA Kids will review its procedures when final statutory guidance comes into force.

13. Medication

RTA Kids will generally not administer medication unless there is a clear reason and appropriate arrangements have been agreed.

Where medication needs to be administered or supervised:

- Written parental consent must be obtained.
- Medication must be provided in its original labelled container.
- The child's name must be clearly identifiable.
- Instructions must be clear and current.
- Medication must be stored appropriately.
- Relevant staff must know what to do.
- Administration must be recorded.
- Parents/carers must be informed of administration where appropriate.

Staff must never administer medication outside their training, authority or the agreed medical plan.

14. Emergency Medication

Where a child has prescribed emergency medication, such as:

- Adrenaline auto-injector (AAI).
- Asthma inhaler.
- Emergency seizure medication.
- Other prescribed emergency medication.

Parents/carers must ensure that the medication is:

- In date.
- Clearly labelled.
- Accessible.
- Accompanied by appropriate instructions.
- Supplied in sufficient quantity.

Where emergency medication is required, staff will follow the child's individual medical plan and their level of training.

15. Asthma

Parents/carers of children with asthma should ensure that RTA Kids is informed and that the child's prescribed inhaler is available where required.

Staff will follow the child's agreed medical arrangements.

If a child experiences significant breathing difficulties:

- Stop the activity.
- Sit the child upright where appropriate.
- Follow their medical plan.
- Assist with their prescribed medication where staff are authorised and trained to do so.
- Call 999 if symptoms are severe, worsening or do not respond appropriately.
- Contact the parent/carer.

16. Allergies & Anaphylaxis

RTA Kids takes allergies and anaphylaxis extremely seriously.

Parents/carers must inform RTA Kids of all known serious allergies.

Relevant information will be made available to staff on a need-to-know basis.

Where a child has a known risk of anaphylaxis:

- Their emergency medication arrangements must be recorded.
- Relevant staff should know where emergency medication is stored.
- Staff should understand the child's emergency plan.

- Emergency services must be called where anaphylaxis is suspected.

RTA Kids will take reasonable steps to reduce exposure to known allergens, although cannot guarantee an allergen-free environment.

Government consultation published in March 2026 proposed strengthened arrangements around children with medical conditions and allergies, with implementation planned from September 2026. RTA Kids will review this policy against the final statutory guidance when issued.

17. Food & Allergies

Where RTA Kids provides food or runs cooking workshops:

- Parents/carers must provide allergy information.
- Staff must follow relevant food safety procedures.
- Ingredients should be checked.
- Cross-contamination risks should be considered.
- Children with known allergies should be appropriately identified to relevant staff.
- Appropriate emergency medication must remain accessible.

For children within the EYFS, RTA Kids will ensure arrangements comply with applicable EYFS requirements regarding food, allergies and the presence of appropriately trained staff.

18. Choking

RTA Kids recognises that choking presents particular risks for younger children.

Staff supervising children, particularly those under five, should:

- Remain appropriately vigilant during food activities.
- Follow safe food practices.
- Ensure children are appropriately supervised.
- Know the appropriate emergency response.
- Call 999 where required.

Where RTA Kids provides food, food must be appropriate for the age and developmental stage of the children.

19. Head Injuries

All head injuries will be taken seriously.

Following a head injury:

- The child will be assessed by an appropriately trained person.
- Activity will cease where appropriate.
- The child will be monitored.

- Parents/carers will be informed.
- Medical advice will be recommended where appropriate.
- Emergency services will be called where serious symptoms are present.
- The incident will be recorded.

A child will not simply be returned to vigorous physical activity following a significant head injury without appropriate consideration of their wellbeing.

20. Suspected Fractures & Serious Injuries

Where a serious injury or suspected fracture occurs:

- Do not unnecessarily move the child.
- Keep the child calm.
- Provide first aid within the limits of training.
- Call 999 where appropriate.
- Contact the parent/carer.
- Record the incident.
- Preserve relevant information regarding how the injury occurred.

21. Bleeding & Serious Wounds

Staff will provide first aid within their level of training.

Where there is significant or uncontrolled bleeding:

- Apply appropriate pressure where safe.
- Use appropriate PPE/barrier protection.
- Call 999 where necessary.
- Follow emergency-service instructions.
- Record the incident.

22. Burns

For burns:

- Remove the child from the source of danger.
- Cool the burn with cool running water as appropriate.
- Seek medical assistance depending on the severity and location of the burn.
- Do not apply inappropriate creams or substances.
- Call 999 for serious burns or where the child is seriously affected.
- Inform parents/carers.
- Record the incident.

23. Seizures

Where a child has a known seizure condition, staff should follow their individual medical plan.

During a seizure:

- Keep the child safe from surrounding hazards.
- Do not restrain the child.
- Do not put anything in their mouth.
- Monitor the seizure.
- Follow the child's emergency plan.
- Call 999 if emergency criteria are met.
- Contact parents/carers.

24. Diabetes

Parents/carers must inform RTA Kids where a child has diabetes and provide appropriate medical information.

Where necessary, the child's individual medical plan should explain:

- Medication.
- Food requirements.
- Symptoms of hypo/hyperglycaemia.
- Emergency action.
- Contact arrangements.

Staff should not administer medication unless appropriately trained and authorised.

25. Illness & Exclusion

Parents/carers should not send children to RTA Kids if they are too unwell to safely participate.

If a child becomes unwell during a session:

- They may be removed from the activity.
- They will be supervised appropriately.
- Parents/carers may be contacted to collect them.
- Emergency medical assistance will be obtained where necessary.

RTA Kids may require a child to remain away from classes where their illness presents a significant risk to themselves or others.

26. Physical Activity & Injury

RTA Kids recognises that physical activities such as dance and acrobatics carry inherent risks.

Teachers must:

- Provide appropriate warm-ups.
- Use age-appropriate activities.
- Consider individual ability.
- Provide appropriate supervision.
- Use appropriate equipment.
- Follow relevant risk assessments.
- Stop an activity where it becomes unsafe.

Children should never be pressured to participate in an activity where they are injured or medically unable to participate safely.

27. First Aid During Performances

For performances and rehearsals, RTA Kids will ensure that first-aid arrangements are considered as part of the event planning.

This should include:

- Venue first-aid provision.
- RTA Kids first-aid provision.
- Emergency access.
- Backstage arrangements.
- Student registers.
- Emergency contact information.
- Medical information.
- Medication.
- Evacuation arrangements.
- Chaperone responsibilities.

Where another venue is responsible for first aid, RTA Kids will establish the venue's arrangements before the event.

For larger performances, RTA Kids will consider whether additional first-aid or medical provision is required as part of the event risk assessment. HSE recommends considering first-aid and ambulance needs for events, including people attending rather than just employees.

28. External Trips & Outings

Before taking children away from the usual premises, RTA Kids will consider:

- First-aid provision.
- Emergency contacts.
- Medication.
- Medical conditions.
- Allergies.
- Accessibility.
- Venue arrangements.
- Emergency evacuation.
- Transport arrangements.

Where children under five attend an outing within the EYFS, appropriate Paediatric First Aid arrangements will be maintained in accordance with the applicable EYFS requirements.

29. Confidentiality & Medical Information

Medical information is sensitive personal information and will be handled appropriately.

Information will only be shared with staff who need it to safely support the child.

Staff must:

- Keep medical information confidential.
- Not discuss children's medical conditions unnecessarily.
- Not share medical information through personal social media.
- Follow RTA Kids' Privacy Notice and Data Protection Policy.
- Ensure physical records are stored securely.

30. Medical Records

RTA Kids may maintain records including:

- Medical information provided by parents.
- Medication records.
- Individual healthcare plans.
- Accident forms.
- First-aid records.
- Emergency treatment records.
- Allergy information.
- Relevant consent forms.

Records will be retained securely and in accordance with RTA Kids' Data Protection and Retention policies.

31. Accident Reporting

All significant accidents and first-aid incidents should be recorded.

The record should include:

- Date.
- Time.
- Location.
- Student's name.
- Description of incident.
- Injury/illness.
- First aid provided.
- Name of person providing first aid.

- Witnesses.
- Parent/carer notification.
- Further action taken.

Where an incident may be reportable under RIDDOR, RTA Kids will assess the circumstances and make the appropriate report where legally required.

32. Infection Prevention

RTA Kids will take reasonable measures to reduce the spread of infectious illness.

Staff and students should:

- Wash hands appropriately.
- Cover coughs and sneezes.
- Dispose of tissues appropriately.
- Clean contaminated surfaces.
- Follow venue cleaning arrangements.
- Stay away from RTA Kids when sufficiently unwell to participate safely.

Additional measures may be introduced during outbreaks or where advised by relevant health authorities.

33. First Aid & Safeguarding

First-aid treatment must always be delivered in a manner consistent with RTA Kids' safeguarding procedures.

Staff should:

- Maintain professional boundaries.
- Use appropriate physical contact only where necessary.
- Explain what they are doing to the child where possible.
- Avoid unnecessary one-to-one situations.
- Record significant treatment.
- Report safeguarding concerns through the appropriate safeguarding procedure.

First aid does not override safeguarding responsibilities.

34. Parent/Carer Responsibility

Parents/carers are responsible for providing accurate and current medical information.

They must inform RTA Kids promptly if:

- A medical condition changes.
- Medication changes.
- Emergency medication expires.
- An allergy develops.

- A child receives a new diagnosis.
- Emergency contact details change.

Failure to provide relevant medical information may prevent RTA Kids from putting appropriate safety arrangements in place.

35. Staff Training

RTA Kids will maintain records of staff first-aid training.

Training will be selected according to role and risk.

Staff working with younger children may require Paediatric First Aid training where required by the EYFS.

Staff undertaking physical activities may also be required to hold appropriate first-aid training based on the RTA Kids First Aid Needs Assessment.

Training certificates will be monitored and renewed before expiry.

HSE advises employers to keep first-aid training up to date and use the first-aid needs assessment to determine the appropriate level and number of trained personnel.

36. First Aid During Staff Absence

RTA Kids will take reasonable steps to ensure that appropriate first-aid provision remains available when trained staff are absent.

Where the absence of a required first-aider creates a significant safety concern, management will consider:

- Reallocating appropriately trained staff.
- Adjusting staffing.
- Obtaining additional cover.
- Modifying or postponing activities where necessary.

37. Review of First Aid Arrangements

The First Aid Needs Assessment and this policy will be reviewed:

- At least annually.
- Following a serious accident.
- Following a significant medical incident.
- Following changes to activities.
- Following changes to premises.
- Following changes to staffing.
- Following significant changes to the number or ages of children.
- Following changes to legislation or official guidance.

38. Policy Review

Health & Safety Officer: Mikki Rom

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Policy: First Aid & Medical Policy

Policy period: 2026–2027

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This policy will be reviewed sooner if legislation, statutory guidance or RTA Kids' operating arrangements change.