



## RTA Kids First Aid Policy

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

### 1. Statement of Intent

RTA Kids is committed to ensuring the health, safety, and well-being of all students, staff, volunteers, and visitors by providing effective first aid provision at all times. This policy ensures that first aid arrangements are in place to provide immediate assistance in case of injury or illness and that staff are trained to respond appropriately.

This policy aligns with the Health and Safety at Work Act 1974, First Aid at Work Regulations 1981, and RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

At all times during RTA Kids sessions, a trained First Aider will be present to respond to accidents, injuries, and medical emergencies.

### 2. Roles & Responsibilities

#### 2.1 RTA Kids Management Responsibilities

RTA Kids senior leadership team is responsible for:

- ✓ Ensuring adequate numbers of trained First Aiders are available.
- ✓ Providing well-stocked and accessible First Aid kits in designated areas.
- ✓ Conducting regular first aid risk assessments to identify potential hazards.

- ✓ Maintaining records of all first aid incidents and reporting serious injuries in compliance with RIDDOR.
- ✓ Ensuring all staff are aware of emergency procedures and first aid protocols.

## 2.2 Designated First Aid Officers

- ✓ Provide immediate first aid treatment for injuries and medical incidents.
- ✓ Ensure all injuries are recorded in the accident book.
- ✓ Assess whether professional medical help is needed and call emergency services if required.
- ✓ Monitor and maintain First Aid supplies in all designated areas.
- ✓ Ensure infection control measures are followed during first aid treatment.

## 2.3 Staff & Volunteer Responsibilities

All staff and volunteers must:

- ✓ Follow first aid procedures in case of an accident.
- ✓ Report all injuries or medical concerns immediately.
- ✓ Ensure students' medical needs (e.g., allergies, asthma, epilepsy) are understood and managed.
- ✓ Support First Aiders during medical incidents as needed.


 Failure to follow first aid protocols may result in disciplinary action.

## 3. First Aid Facilities & Equipment

### 3.1 First Aid Kits

- ✓ First Aid Kits will be clearly marked with a white cross on a green background.
- ✓ They will be checked and restocked regularly by the First Aid Officer.
- ✓ Kits will be located in:

- 1 Studio Reception
- 2 Staff Room
- 3 Backstage Area

 First Aid Kits must only be used by trained First Aiders.

### 3.2 Additional First Aid Equipment

- ✓ Cold compresses/ice packs for sprains and minor injuries.
- ✓ Defibrillator (AED) where applicable.
- ✓ Spare asthma inhalers and EpiPens (provided with parental consent).

## 4. First Aid Procedures

### 4.1 Responding to a Medical Emergency

 In the case of a serious injury or medical emergency:


- 1 Assess the scene for safety before approaching.
- 2 Check for a response from the injured person.
- 3 Send for a trained First Aider immediately.

4 Call 999 if necessary (e.g., unconsciousness, severe bleeding, difficulty breathing).

5 Reassure the casualty and keep them comfortable.

6 Do not move the casualty unless they are in immediate danger.

7 Record the incident in the accident book and inform parents/guardians.

 If the casualty requires hospital treatment, a member of staff must accompany them.

## 4.2 Minor Injuries

For cuts, grazes, bruises, or minor burns:

✓ Clean the wound with antiseptic wipes.

✓ Apply a sterile dressing if needed.

✓ Use an ice pack for bruising or swelling.

✓ Record the injury and inform parents.

## 4.3 Head Injuries

 All head injuries must be treated as potentially serious.

✓ Apply an ice pack immediately to reduce swelling.

✓ Monitor for signs of concussion, including dizziness, vomiting, confusion, or loss of consciousness.

✓ If symptoms worsen, call 999 immediately.

✓ Parents must be informed of all head injuries, even if minor.

## 4.4 Allergic Reactions & Anaphylaxis

 In case of a severe allergic reaction:

- ✓ Administer EpiPen (if prescribed) immediately.
- ✓ Call 999 and inform them of the situation.
- ✓ Keep the child calm and seated while monitoring their breathing.
- ✓ A staff member must accompany the child to the hospital.

 All students with allergies must have an individual healthcare plan.


#### 4.5 Asthma Attacks

- ✓ Help the child use their reliever inhaler (blue inhaler).
- ✓ Encourage slow and steady breathing.
- ✓ If symptoms persist after 10 minutes, call 999.
- ✓ Inform parents immediately.

### 5. Accident Reporting & Record Keeping


#### 5.1 Accident Book & Incident Reports

- ✓ All injuries must be recorded in the accident book immediately.
- ✓ The report should include:
  - Date, time, and location of the incident.
  - Name and age of the injured person.
  - Description of the injury and first aid given.
  - Whether emergency services were called.

 Serious injuries must be reported to RIDDOR if they result in hospital treatment or prolonged absence.

## 6. Off-Site Activities & First Aid on Trips

- ✓ All off-site activities must have a designated First Aider present.
- ✓ A portable First Aid Kit must be taken on all trips.
- ✓ Staff must be aware of any medical conditions affecting students attending.
- ✓ Emergency contact numbers must be accessible at all times.

 In case of a medical emergency on a trip, staff must call 999 and inform parents immediately.

## 7. Administration of Medication

### 7.1 Prescribed Medication

- ✓ Parents must provide written consent for staff to administer medication.
- ✓ Medication must be labelled with the child's name, dosage, and instructions.
- ✓ All medication must be stored securely and only accessed by authorised staff.

### 7.2 Emergency Medication (EpiPens, Inhalers, etc.)

- ✓ Must be readily accessible and stored securely.
- ✓ Staff must be trained in their administration.
- ✓ Emergency medication must not be locked away.


 In an emergency, staff must administer medication and call 999 if needed.

## 8. Hygiene & Infection Control

✓ Staff must wear gloves when treating injuries involving bodily fluids.

✓ Contaminated waste (e.g., used bandages) must be disposed of in yellow biohazard bins.

✓ First Aiders must wash hands thoroughly before and after treatment.

 If a child shows signs of infectious illness, they should be sent home and parents informed.

## 9. Policy Monitoring & Review

✓ This policy will be reviewed annually by RTA Kids management.

✓ First Aid provisions will be assessed regularly to ensure compliance.

✓ Training records for First Aiders will be updated annually.

 Last Reviewed: 10<sup>th</sup> April 2025

 Next Review Due: 11<sup>th</sup> April 2026

For First Aid concerns, contact:

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 Your safety is our priority – report any medical concerns immediately!