

FIRST AID POLICY

Company Operations

ADO Services C.I.C

Incorporating ADO River Valley School

Version 3.3 ©2025

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2025-2026

1 First Aid Policy Overview

ADO River Valley School (ADO RV School) recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

The policy is valid for any stakeholder whether inside or outdoor at the time. This may include individual or group sessions.

2. General Guidance and Expectations

In particular, the following rules and procedures will be applied in relation as a guidance:

- The Company will ensure that adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work;
- The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved;
- When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
 - ✓ Any significant risks present as identified within a risk assessment;
 - ✓ Any specific risks present e.g. hazardous substances, dangerous machinery;
 - ✓ Areas where different levels of risk have been identified;
 - ✓ Records of accidents or ill health (**Incident Form**);
 - ✓ Numbers of employees;
 - ✓ Employees with disabilities;
 - ✓ Special site location issues;
 - ✓ Shift work or out-of-hours working;
 - ✓ Employees who travel or work alone;
 - ✓ Employees on sites occupied by other employers;
 - ✓ Work experience trainees;
 - ✓ Access by members of the public.

In addition;

- Suitable and sufficient first aid boxes will be provided in multiple areas upon both sites;
- All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment; Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance;
- First aid boxes will be located in conveniently accessible positions in workplaces and these locations will be clearly marked;
- First aid resources are date checked periodically with stock counts (**CORS**);
- Travel first aid kits are on site and must be taken on all visits (irrespective of distance);
- When trips are being carried out, the emergency mobile phone is taken to ensure that those who are out on the trip are able to make contact back with the main site for back up support;
- We have risk assessments for all students in ADO River Valley and for specific trips and activities;
- Accident books are separated between staff and students, with the student accident book being kept within the medical zone;
- The company will ensure the appointment of suitable and adequate appointed persons and first aiders for every workplace;
- The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance;
- A list of current first aiders and appointed persons will be brought to the attention of employees and students;
- All appointed persons and first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required;
- The duties of appointed persons and first aiders will be as indicated below.

3 Duties of First Aiders

ADO RV School has more trained first aiders than is required by law. First aiders are identified on information at various key points throughout each school site, and the date of their most recent training date is listed on our Single Central Record (SCR) (training tab).

- Ensure the first aid facilities are available and boxes are stocked according to the issued instructions;
- To maintain records in all of the cases that they treat;
- To inform their line managers of any matter relating to the provision of first aid that they deem necessary;
- To carry out the duties of an Appointed Person as appropriate;
- To maintain a current first aid certificate;

Duties of Appointed Person

- To take charge of situations where someone is injured or falls ill;
- To ensure a first aider is summoned (if available);
- To call an ambulance and or other emergency service;
- To give any emergency first aid treatment to the level for which they have been trained;
- Maintain the First box and replenish as necessary.
- In the case of administering medicines, the **Administering Medicines Policy** addresses a procedure to deal with children, young people and adults in our care that may require medication during their stay with us.

The persons responsible for overseeing our First Aid arrangements is the Headteacher.

4. Emergency Procedure in First Aid

In the event of an accident, illness or injury that occurs on site or during school hours, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a first aider.

If summoned, a first aider will assess the situation and take charge of first aid administration.

5. Emergency Services

The first aider- appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury and or any significant head injury.
- In the event of a period of unconsciousness.
- Whenever there is the possibility of a fracture or where this is suspected.
- Whenever the first aider is unsure of the severity of the injuries.
- Whenever the first aider is unsure of the correct treatment.
- Where there are open wounds requiring further medical attention.

If an ambulance is called, then the first aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any student is accompanied in an ambulance by a member of staff until one of the parents or carers is present.

Poets Corner Centre has a main wide gate through the car park (Zone A). This large gate is a designated emergency vehicle entrance. An emergency vehicle can then gain access as far as the end of Zone F and L.

6. Illnesses and Diseases

This section follows the advice given in the original **Illness and Infectious Disease Policy**.

We follow the guidance of Public Health England for specific infectious diseases exclusion therefore please do contact the main office if your Children and Young People (CYP) has been to the doctors and has a confirmed disease or infection and we can advise according to each case. If a contagious infection is identified on our site, depending on the level and type we will inform the parents or carers of other students on that particular day to be aware and informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagion will be cleaned and sterilised thoroughly to reduce the spread of infection.

If a student becomes ill during their time with us, their emergency contact, filed at the time of registration, will be contacted and asked to pick them up as soon as possible. During this time they will be cared for in a quiet, calm area or if requiring rest, will be located to the medical room with a support member of staff. Should they have an infectious disease, such as an eye or ear infection or sickness and diarrhea, they should not return to site until they have been clear for at least 24 hours to enable them to recover at home or within residence with their main carers and ensure we avoid further infection spread.

Other common illnesses can include:

- Chicken Pox - should be assessed by GP and the student should not return to school until all vesicles have crusted over.
- Measles - a student may return to school after four days from the onset of the rash.
- Ring Worm - a health care provider will prescribe antibiotic medication, and the student should stay home for 24 hours after starting treatment. Ringworm is contagious as long as the rash is there, but CYP With this condition may return to school if the area can be covered.
- Head Lice parent-carers are to be contacted and encouraged to collect their CYP as soon as the head lice are noticed. Students can return to school as soon as the lice are treated, this can be the following day if treated immediately.

For the welfare of the students, we would not disclose the name of those who are suffering from the illness. We would give parents or carers as much information on spotting the signs and symptoms. In any case the infected student would have been excluded for an advised period. Our standard policy is to exclude students on antibiotics for the first 48 hours of the course dependent on the nature of the illness. If you need guidance, please do call the main office with further information and we will review each case accordingly. The school management has the right to refuse admission to any student who is unwell. This decision will be taken by the headteacher and is non-negotiable.

7 Administering Medication - First Aid

ADO RV School will automatically provide first aid to any stakeholder that requires it. For any family who do not wish for their CYP to receive first aid will need to put this in writing with their reasonings and sent this to education@adorivervalley.co.uk.

Prescription medicine will only be given to the person named on the bottle for the dosage stated. Medicines must be in their original containers. Those with parental responsibility of any CYP requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details. Those with parental-carer responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.

Parents should notify us immediately if the CYPs' circumstances change, for example, a dose has been given at home, or a change in strength or dose needs to be given. The staff will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter. The parent-carer must be asked when the CYP had last been given the medication before coming to their session, event or club; this information will be recorded on the medication form. Similarly, when the CYP is picked up, the parent-carer must be given precise details of the times and dosage given throughout the day. The parent-carer signature must be obtained at both times.

At the time of administering the medicine, a senior member of staff will ask the CYP to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff members working with CYP are not legally obliged to administer medication). If the CYP refuses to take the appropriate medication, then the parent-carer will be contacted to query if they would like to attend to give the medication and a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent-carer will take place to establish the appropriate response. Wherever possible we ask parents to request that GPs prescribe the least number of doses per day, i.e. 'three x daily', rather than 'four x daily' to ensure effective and timely management by a supportive staff team at the school.

8. Non-Prescribed Medicine

ADO RV School will not provide any non-prescribed medicines to CYP at any time during their stay with us. If they need liquid paracetamol or similar medication during their time with us, such medication will be treated as prescription medication with the onus being on the parent-carer to provide one specific type of medication should they wish this to be administered. Staff will only administer non-prescription medication with signed permission for a short initial period, dependent on the medication, the CYP situation and reason. After this time medical attention should be sought. As with any kind of medication, staff will ensure that the parent-carer is informed of any non-prescription medicines given to the student whilst in their care or session, together with the times and dosage given. If the headteacher feels the student would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse them entry until the CYP is seen by a medical practitioner. For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent-carer and the onus is on the parent-carer to provide the cream which should be clearly labelled with the student's name. To be clear, staff will not administer any medication unless prior written consent is given for each and every medicine.

The administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training

is given to each member of staff caring for this CYP. This training would be specific for each student and not generic.

9. Staff Medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of the students. At ADO RV School we have several first aid boxes located in several key areas of our sites. First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

9. Storage

All medication must have the student's name clearly written on the original container and kept in a locked box, which is out of reach from all students. Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of student reach. Any antibiotics requiring refrigeration will be kept in an area inaccessible to CYP. All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff members agree to administer medication.

10. Review

All ADO River Valley policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO River Valley procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, management committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO River Valley Library is part of our Release Management.

11. References

Internal ADO References include:

Health & Safety Policy

All these documents can be found in the ADO Library at:

[Policies and Procedures \(adorivervalley.co.uk\)](http://adorivervalley.co.uk)

Government Guidelines can be found at:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

12. Contact

This document was produced by the ADO River Valley Operations team (Kylanja Ltd). This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO River Valley by e-mailing education@adorivervalley.co.uk or calling 0208 855 6778, requesting to speak to the School Business Manager or in writing c/o School Business Manager, ADO River Valley School, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.