



First Aid Policy Date of Issue: September 2024

Amendments Made November 2024 to increase Appointed First Aider numbers.

Annual Review: September 2025

| Board of Directors: | Staff Named in the Policy: |
|---|---|
| <p>Toni Matthews <i>Toni</i> Iain Woodbridge <i>Woody</i>, James Matthews Woodbridge <i>Jameson</i>, Diana Glencross <i>DGlencross</i></p> | <p>Toni Matthews RGN, Director - Ranch Nurse Sheryl Dyer RGN Site Manager - Ranch Nurse Iain Woodbridge - Designated Safeguarding Lead and Head and Health and Safety. James Matthews-Woodbridge - Director and Site Manager</p> |

Scope: The Ranch Xtreme is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out in each of our provision settings, regarding all staff, pupils and visitors.

This policy aims to:

- Ensure that The Ranch Xtreme has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at The Ranch Xtreme when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

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Key Terms

For the purpose of this document:

- **Delegation:** is about entrusting authority to others. This means they can act and initiate independently; and that they assume responsibility with you for certain tasks.
- **Responsibility:** the obligation to answer for actions, this often means answering to some specified authority. It is also the recognition that in order to achieve one's purpose, one must act oneself (take responsibility) rather than expecting others to do something.
- **Accountability:** Refers to the liability for any acts and omissions in connection with the exercise of legal authority and execution of practical duties that are borne by an individual or post. This accountability may remain with the person regardless of whether they actually carry them out, i.e. whether their practical duties have been delegated or not. Any individual who remains accountable for a duty retains authority for it. They should therefore when delegating practical tasks to others, take steps to ensure the proper execution of these tasks.
- **Provision Setting/Site:** Refers to any of the settings which The Ranch Xtreme provides Alternative Education to young people.
- **Students/Pupils:** Refers to any young person who is attending The Ranch Weymouth as part of an inclusive alternative education.
- **Board of Directors:** Those who have implemented this Policy.
- **Staff:** Refers to all those employed by The Ranch Xtreme over three sites.

Statement of intent

The Ranch Xtreme is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out in each site regarding all

staff, pupils and visitors. The Ranch Xtreme will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the site.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- NHS Dorset/Dorset Council (2022) 'Supporting children and young people with medical conditions: Local area guidance'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

Appointed staff at The Ranch Xtreme with First Aid Training

First Aid equipment has been provided.

First Aid treatment is provided through trained First Aiders. These include:

- 3 Staff members qualified in Pediatric First Aid
- 8 Staff members qualified in Emergency First Aid at Work
- 2 Staff members Registered General Nursing Qualified and practicing with active PIN (Provider Identification Number). This is a Personal unique registration code issued by the Nursing and Midwifery Council.

The Ranch Xtreme is responsible for: • The overarching development and implementation of this policy and all corresponding procedures. • Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

Roles and Responsibility

The Ranch Xtreme

The Ranch Xtreme is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.

- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

The Board of Directors

The Directors board has ultimate responsibility for health and safety matters at The Ranch Xtreme but will delegate day-to-day responsibility to the Health and Safety Lead, Site Manager and Team Leads and RGN School (Ranch) Nurses.

The Directors board has a duty to take reasonable steps to ensure that staff, children and visitors are not exposed to risks to their health and safety.

This applies to activities on or off The Ranch Xtreme premises.

Head of Staffing and Head of Health and Safety

Toni Matthews and Iain Woodbridge: are responsible for:

- The implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of this policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the first aiders and how to contact them if necessary.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the setting based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school. Staff are responsible for:
 - Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
 - Endeavouring at all times to secure the welfare of the pupils at school.
 - Making pupils aware of the procedures to follow in the event of illness, accident or injury.

Employees

The Ranch Weymouth will ensure that all staff have suitable and sufficient training to complete the tasks required of them. The Ranch Weymouth and the Human Resources Lead will ensure all training is recorded and up date training is completed where required.

All new staff will be given a health and safety training as part of their induction process, which they are required to read through regular monthly appraisals and supervisions will take place to ensure their understanding of what is required of them in health and safety.

All child facing staff will be enrolled onto Emergency First Aid at Work training. This is mandatory.

All employees will be provided with:

- a) induction training in the requirements of this policy
- b) updated training in response to any significant change in roles and responsibilities
- c) training in specific skills needed for certain activities as identified by the relevant risk assessment
- d) refresher training where required

Each member of staff is responsible for drawing the director's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

This would ordinarily be achieved through the supervision and appraisal process and/or raising the concern with their direct Team Lead/Site Manager.

RGN School (Ranch) Nurses

The School Nurse(s) will ensure the following:

- that the Board of Directors are informed about the implementation and effectiveness of this policy;
- that arrangements are made with staff supporting pupils with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority
- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of pupils;
- liaison with directors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at The Ranch Xtreme;
- make arrangements to manage the following:
 - prescription medicines in provision hours;
 - prescription medicines on trips and outings
 - the safe storage of medicines;
 - procedures for access to medicines during emergency situations;
 - adhering to risk management procedures involving medicines;
 - that risk assessments and arrangements for off-site visits are checked.

First aid staff

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

First aiders will work within the scope of their training/practice and seek advise where required for ongoing care/assessment of the injured/unwell individual.

They are responsible for:

- Completing and renewing training as dictated by The Ranch Xtreme
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
 - Taking charge when someone is injured or becomes ill.
 - Looking after the first-aid equipment, e.g. restocking the first aid container.
 - Ensuring that an ambulance or other professional medical help is summoned when appropriate.
 - Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - o What to do in an emergency.
 - o Cardiopulmonary resuscitation.
 - o First aid for the unconscious casualty.
 - o First aid for the wounded or bleeding.
 - o Maintaining injury and illness records as required.

First Aid Provision

The Ranch Xtreme will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the settings premises, the size of the site the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the site.

The Ranch Xtreme will have suitably stocked first aid boxes in line with the assessment of needs.

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use.

Items will be safely discarded after the expiry date has passed

Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- Instant cool pack
- 2 individually wrapped triangular bandages (preferably sterile)
- 3 safety pins
- Burn dressing
- 3 Sterile eye wash
- Face shield
- 8 x sterile moist wipes
- 3 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 4 pairs of disposable gloves – Nitrile x3 vinyl x1

No medication is kept in first aid kits

First Aid

- First Aid equipment has been provided.
- First Aid treatment is provided through trained First Aiders.
- These include:
 - 3 Staff members qualified in Paediatric First Aid
 - 6 Staff members qualified in Emergency First Aid at Work
 - 2 Staff members Registered General Nursing Qualified and practising with active PIN (Personal unique registration code)

The Ranch Xtreme will ensure that a suitable number of staff are qualified to administer first aid in an emergency. The need for first aiders, their level of training required and for first aid equipment will be ascertained through a first aid assessment.

First aid boxes are situated at strategic points throughout the provisions sites and are clearly identified.

All child facing youth support worker carry portable kits on their person in a safety pack provided by The Ranch Xtreme.

The contents will be checked on no less than a monthly basis by a nominated first aider in conjunction with the Site Manager and all deficiencies made good and subject to weekly checks.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on provision premises or as part of an education-related activity.

The reporting system is held securely on The Ranch Weymouth Sharepoint 365 site.

Reporting accidents and record keeping

The Ranch Xtreme will record all accidents/incidents in accordance with the Accident

Reporting procedure. All completed forms are submitted immediately to the Health and Safety Lead, via the secure online Sharepoint365 site.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed by the Health and Safety Lead.

Reporting to the HSE

Toni Matthews will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Toni Matthews will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

Where an accident leads to someone being taken to hospital

- RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Reporting to Ofsted and child protection agencies

Toni Matthews will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in The Ranch's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Notifying parents

The Site Manager will inform parents of any accident or injury sustained by a young person and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The First aider will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

This will be done via telephone firstly and then in person.

Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts is immediately accessible to all staff members through the use of the secure SharePoint 365 and located on the attendance register.

The Head of Health and Safety and Designated Safeguarding Lead will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and what first aid was given.

- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to session.
- Name and declaration of the first aider or person dealing with the incident.

The DDSL will ensure that any injury or accident that must be reported to a dual roll school is reported in a timely and detailed manner.

Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider. If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.

- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.

- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs.

The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.

- The Ranch Xtreme will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.

- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Designated Safeguarding Lead and Head of Health and Safety Iain Woodbridge.
- The parents of the victim(s).

Storage of medication

The Ranch Xtreme will adhere to the advice contained in “Guidance and Code of Practice - First Aid at Work” and local guidance provided by Dorset County Council’s Health & Safety Team.

Medicines ideally will not be stored on site. Where practically possible only the correct single dose of medication will be stored for that day.

This will be kept in a locked metal cabinet in the staff office. Accessible only to the on site duty school nurse.

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber’s instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Asthma inhalers, adrenaline pens will be stored safely but be readily available, especially when offsite. Children should know where their medicines are at all times and be able to access them immediately.

Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available. This is particularly important to consider when outside of the setting premises e.g. on educational trips.

PRESCRIPTION MEDICINES Prescription medication will only be allowed on site if prescribed by a doctor, dentist, nurse practitioner or pharmacist practitioner and in the original container with the original dispensing label. Medicines should only be taken into The Ranch Xtreme where it would be detrimental to the child’s health if the medicine were not administered during the hours of their provision.

Parents/Carers will be asked to give their authorisation for the support of medicines to be self administered by the young person and a signed copy of this agreement will be kept on Sharepoint365 School Nurse hub.

Medicines will be stored in a locked cabinet during the day.

The Ranch Xtreme supports children with long term medical needs to ensure their condition does not have a significant impact on a child's experiences and the way they function.

This support will be outlined by way of an Individual Risk & Health Care Plan completed by the School Nurse.

The Ranch Xtreme require antibiotic course medication be completed fully, before the young person returns to the setting.

NON PRESCRIBED MEDICATIONS Under no circumstances will non prescribed medication be given to pupils during the normal provision day. We will only support the self administration of non-prescribed drugs (e.g. paracetamol) where parents have brought in the medicine and signed a consent form.

If a child suffers from regular or acute pain, parents should be encouraged to refer the matter to the child's GP.

Illnesses and allergies

When a pupil becomes ill during their allocated session, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Pupils with allergies will be dealt with in line with the provisions and supports set out in their Individual Risk & Health Care Plan completed by the School Nurse.

Consent

Parents will be asked to complete and sign a medical consent form when their child is registered with the provision, with a medical condition, which includes emergency numbers, also where a child has allergies and chronic conditions – these forms will be updated if there are changes to a medical condition.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

Monitoring and review

This Policy together with the associated procedures will be reviewed by the Board of Directors and the Health and Safety Lead on a regular basis (annually as a minimum), or as required.

Any changes communicated to all members of staff. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Active Monitoring

Daily site checklists completed by the Site Manager

Spot checks and termly site inspections will be undertaken by the Health and Safety Lead

Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed

