RYDE SCHOOL
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First Aid & Medical Conditions Policy

Policy date:	September 2026	
Date of next review:	Summer Term 2026-2027	
Owner(s):	JCH	
Approval body:	Head Master & Governors	
Intended audience:	Pupils, parents and staff	
ISI Regulatory Paragraph No:	13	
Location (tick as appropriate):	Website	✓
	Parent Portal	✓
	Staff Portal	✓
	Inspection folder	✓

This policy should be read in conjunction with the Child Protection and Safeguarding Policy and the Allergy Safety Policy.

First Aid Provision

The Health and Wellbeing Centre, situated on the north side of the McIsaac building, is staffed from 8.00 a.m. - 5.30 p.m. Monday-Friday. The School Nurse, the Health and Wellbeing Support Assistant or duty staff can be contacted there on 01983 617921 (or ext: 121). Contact numbers are published in the Telephone Directory circulated electronically to all staff. In the case where the School Nurse, the Health and Wellbeing Support Assistant or duty staff are absent from the Health and Wellbeing Centre, a notice will be displayed on the door communicating the Centre's mobile number and directing staff and pupils to the appropriate reception (Prep or main) where a list of staff with first aid training is available.

Boarding Houses

The Housemaster/mistress or duty staff will deal with medical matters as necessary. When medication, controlled prescription drugs or first aid is administered it is recorded according to the boarding medical procedures. These records are accessible to boarding staff on site and the School Nurse on the main site (Shared Drive).

First aid kits are kept in the main entrance at Centenary House and at Millfield in the back entrance. At Centenary House a list of pupils with severe allergies is displayed on the notice board outside the duty office. At Millfield a list of pupils with severe allergies is displayed in the duty office. Staff are able to keep updated by consulting the Medical Information folder, which appears in the Staff Area of the School Portal. All boarders' medical information and prescribed medication is held and accessed on the boarding Shared Drive. Parental consent to administer pain relief, vaccinations and other medication is listed on the drive and a hard copy is kept in each pupil's file. All boarding staff are made aware of these locations and procedures.

Note also that Ryde School has purchased spare AAIs for emergency use in pupils who are at risk of anaphylaxis, but only if their own devices are not available or not working (eg. because they are out of date).

These are stored in a green container, clearly labelled 'Emergency Adrenaline Pen', kept safely, not locked away and accessible and known to all staff. These are kept in the following locations:

- The Health and Wellbeing Centre main treatment room: 2 x 0.15mg AAIs (junior dose for children under 6 years) and 2 x 0.3mg AAIs (for children and adults 6 years and over);
- Centenary Boarding House (in cupboard above the sink in the main office) 2 x 0.3mg AAIs;
- Millfield Boarding House (behind the desk in the main office) 2 x 0.3mg AAIs.

If a parent/carer wishes his/her/their child to self-medicate at the boarding houses, the parent/carer must complete a 'Self-Administered Medication' form. Any such medicines (whether prescription, herbal or non-prescription items) must be shown to the housemaster/mistress who will decide whether they should be retained by staff for dispensing, or whether the pupil is able to self-medicate. Any medication retained by pupils is stored in their personal combination safe or lockable cupboard.

Boarding staff are aware of the procedures in place to carry out this function safely and effectively. Boarding medical procedures and instructions are detailed in the Boarding Log and Shared Drive.

All boarders have access to medical professionals and are registered with Tower House Surgery in Ryde.

Training

The total required number of first aiders has been identified and is revised annually in the form of a risk assessment, carried out by the Director of Health and Wellbeing, after all of the relevant factors have been taken into account, including the layout of premises, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities. The list of first aiders is updated monthly and held in the Medical formation folder in the Staff Area of the School Portal. A copy of the list is also displayed in the Health and Wellbeing Centre.

First-aiders are trained in accordance with the standards laid down by the Health and Safety Executive (Guidance on First Aid for Schools (DFEE)) and need to be certificated with refresher training every three years. The School Nurse is responsible for reminding staff and organising re-qualification.

EYFS (Nursery & Pre-Prep)

At least one person with a current paediatric first aid certificate is on the premises at all times when EYFS children are present and when accompanying children on outings. Parents/carers must be notified of any accident or injury and any first aid treatment on the same day or as soon as reasonably practicable.

Medical Information Recording, Reporting and Procedures

All staff, pupils and visitors seen by the School Nurse and Health and Wellbeing Support Assistant are recorded and reported appropriately on the School's database system iSAMS for physical complaints and CPOMS for mental health concerns.

Parents/carers are expected to complete a 'School Medical Information Form' when a pupil first starts the School. This will include details of any medical information. Parents/carers should inform the School of any medical changes in their child's medical profile either by letter and/or by completing a new medical form. The Medical Information Form can be found within the Parent Portal.

Whether pupils are on or off campus (e.g. School trips), parents/carers will be informed on the same day or as soon as is reasonably practicable of:

- all head injuries;
- injuries that may need further monitoring;
- injuries that may require further professional intervention.

Staff should inform the School Nurse and/or the Health and Wellbeing Support Assistant and then record all accidents/incidents electronically on the 'Risk and Incident Manager' tab on the School's desktop.

Medicines and Consent

Medicine cannot be administered to pupils without parental/carer consent. Consent can be given either on the back of the medical form or on a separate 'Request for Medicine to be Administered by the School Nurse' form. All medication administered is recorded on the School's 'iSAMS' database system. Nursery, Pre-Prep and Prep School parents/carers will be informed if their child is given any form of medicine. Senior School parents/carers will be informed as deemed necessary.

The School Nurse stocks a basic supply of non-prescription medication used to treat symptoms of minor ailments. Current stock consists of: Paracetamol Suspension 120mg/5ml and 250mg/5ml, Paracetamol Tablets 500mg, Piriton Syrup 2mg/5ml, Piriton Tablets 4mg and Cetirizine 10mg.

Records are kept of all medicines received from pupils and/or parents/carers. All prescribed medicines brought into the School by pupils are recorded on a 'Pupil Medication Form' in the Health and Wellbeing Centre office. All medicine is stored in the locked medication cupboard.

All prescribed/controlled medication brought into the School should be in its original packaging. If not collected by parents/carers at the end of treatment, these medicines will be returned to a pharmacy.

If deemed necessary, for minor ailments such as headaches, hay fever etc., the School Nurse or trained first aider may administer medication following guidance in the parental/carer consent forms. This is recorded on iSAMS in the pupils Health Record.

Pupils and Self-Medication

Pupils are not permitted to carry medicines around with them at School or store them in their lockers. The protocol for exceptions to this (asthma inhalers and Adrenaline Auto Injectors (AAIs)) is set out below.

Pupils who are prescribed AAIs are also required to take two with them on any school trip. Staff are responsible for ensuring the AAIs are taken.

Pupils' own medicines can only be accepted by staff if they are in the original packaging/containers and a 'Self-Administered Medication' form has been completed.

Severe allergies (Anaphylaxis) and Asthma

The School has a robust Allergy Safety Policy and severe allergy (anaphylaxis) risk assessment which has been reviewed by an allergy nurse specialist and which reflects the allergy guidance from Allergy UK. This sets out the School's actions to reduce the risk of anaphylaxis in School.

The School has an asthma risk assessment which reflects guidance from Asthma UK and The Department of Health 'Guidance on the use of emergency Salbutamol inhalers in school.' The School's risk assessment sets out how the School supports pupils with Asthma.

School staff have first aid training which includes recognising the symptoms of asthma and how to administer or help someone administer their own inhaler. A list of pupils who suffer with asthma is held on ISAMS, the staff

desktop, the staff area of the School Portal and in hard copy in the Health and Wellbeing area (kept with the emergency inhalers). Parents are asked on their child's admission to the School to make sure that their child carries (or provides for staff to carry (Nursery, Prep and Pre-Prep)) two in-date preventative inhalers. Consent is sought from parents/carers to use the School's emergency-use Salbutamol inhaler if their own inhaler is broken, empty, out of date, or has been lost.

Parents and pupils of Senior School pupils with asthma should make sure they are carrying their inhaler at all times including trips, sports fixtures and to and from school.

Trips

The school trip leader must complete documentation before the school trip clarifying any medical needs of pupils and is responsible for any prescribed medication. Please see further guidance in Appendix A.

First Aid provision for Sports

When hazardous sports are taking place, the School has a special responsibility for ensuring the health and safety not just of its own pupils but those of the opposition. For home fixtures, Ryde School will ensure that suitably trained medical assistance is available and most coaching staff at the School are Emergency First Aid trained. However, for some sports, most notably rugby, further specialist care is provided. During the school week, the School Nurse and/or the Health and Wellbeing Support Assistant is available, and at weekends, a trained physiotherapist or paramedic is employed. For serious emergencies the ambulance service will be contacted. The Head of Rugby is responsible for ensuring that appropriate medical cover is organised. The School has signed up and implements the R2P (Return to Play) service for concussion management.

On away fixtures for high-risk sports (rugby and hockey in particular), the School will ensure that there is more than one member of staff travelling to the fixture in case hospital attention is required. First aid packs are taken on away fixtures and, where appropriate, the hosting team's specialist First Aid facilities are utilised.

If an injury is sustained during a fixture, coaches are encouraged to take a cautious approach and consider that most pupils will want to play on regardless of an injury. Concussion is particularly serious and a concussion assessment must always be carried out after a blow to the head. If there is any doubt, a player must be withdrawn from play. Parents/carers and the School Nurse must also be informed so that a 'return to play' protocol can be triggered if appropriate.

If a serious injury is sustained (i.e. one requiring hospital treatment), parents/carers must be immediately informed, along with the School Nurse, Head Master and Deputy Head (Pastoral). Such an injury will also be entered electronically in the 'Risk Assessment Incident Manager' by the member of staff.

First Aid Kits

First aid kits can be found in the following areas:

LOCATION OF SCHOOL FIRST AID KITS - September 2026	
Area	Number
Nursery meadow room	x1
Nursery x1 in Woodland room	x1
Nursery first aid kit for trips out	x1
Nursery kitchen x1	x1
Ramble bag	x1
Fire grab bag	x1
Prep School reception area	X1 white box
Prep School games dept (girls)	X2 orange bags
Prep School games dept (boys)	X2 orange bags
Prep School DT Junior school science	X1 green case X1 green bag
Senior School games dept	X3 black bags X1 orange bags x1 black labeled 'first aid' bag x3 rucksacks x1 blue bag
Senior School DT	X1 green bag

Senior School science (prep room)	X1 green case
Senior School art room	X3 green cases
Domestic dept	X1 green case
Kitchen dept	X2 green bags
Pavillion	X1 green case
Smallbrook	X1 orange bag
Maintenance dept	X1 wall first aid cupboard x1 orange grab bag
CCF	X1 bags (SRS office) X2 green bags
Trips bags Spare bag Med area bag	X4 Orange bags X1 Blue bag X1 small green case X2 black bags
Minibuses	X7 bags/ cases
Pre-Prep School including their Kitchen area	X1 green case and various other trips and grab bags
CH Millfield	X1 orange bag X1 green case
Cooking club SS	X1 green case
Outdoor learning area (yurt)	X1 orange

‘Mobile’ first aid kits are provided for all trips and away fixtures and home fixtures where static first aid bags are not kept e.g. netball courts and all PE/games lessons and training sessions.

They contain at least the following, which are checked each academic year for expiry dates by the School Nurse, Sarah Baker or the Health and Wellbeing Support Assistant, Heidi Siriwardena and in their respective area, Stuart Sale, Sam Lea and Emma Cooke. Departments are responsible for keeping their first aid kits stocked as they are used. Staff are able to access the first aid stock in the medical department.

- GUIDANCE CARD
- PLASTERS
- TRIANGULAR BANDAGES
- SMALL STERILE DRESSINGS
- MEDIUM STERILE DRESSINGS
- LARGE STERILE DRESSINGS
- EXTRA LARGE STERILE DRESSINGS
- STERILE WIPES
- GLOVES
- RESCUE SHIELD
- ICE PACKS AND STERILE WASH
- SCISSORS

Infection control

The School follows guidance on infection control as set out in the series of government documents, ‘Health Protection in Schools and other Childcare Facilities'. These documents are displayed in the Health and Wellbeing Centre.

The guidance states that non-latex gloves should be worn by anyone who comes into contact with body fluids. Spill packs should be used for clearing up blood spillages and are kept in the Domestic (cleaning) Department. Disposable masks, aprons, and clinical waste bags are likewise available in these areas and should be used with hot water and detergent to clean up vomit, urine and faeces in school.

Clinical waste bins are located at the Health and Wellbeing Centre, the Senior School kitchen and in the Pre-Prep School.

In the event of a pupil or staff member receiving a needle-stick injury, the School Nurse or Health and Wellbeing Support Assistant must be notified immediately and the individual **must** attend the Island’s hospital for specialised treatment.

Head injuries

In the event of any head injury, staff should follow the head injury guidelines in the Medical Information folder, located in the Staff Area of the School Portal. In all instances parents/carers must be contacted. In the case of concussion, an assessment must be arranged. If parents/carers are not available to do so, the pupil should be taken to a hospital emergency department. Where symptoms are deemed more urgent, emergency services should

be contacted without delay. If a concussion is diagnosed, the School follows the Concussion 'Graduated Return to Activity and Sport guidance' and works with the Return2Play team, as mentioned above.

Cardiac arrest

The School has the use of two defibrillators loaned and maintained by the local ambulance service. One defibrillator is situated in the main Bembridge reception area and the other is situated inside the main entrance of Centenary Boarding House. Both are registered with the National Defibrillator Network. Staff receive regular training on using a defibrillator. The ambulance service will also give instructions on its use in the case of a cardiac arrest.

Calling an Ambulance

Remember that a casualty must never be left alone and a first aider must always be called to assist. To call an ambulance, ring 999 or 112, clearly stating the injury or condition and the location of the school entrance the ambulance should use. Return to the casualty and tell the first aider that an ambulance has been called and that you will wait at the designated entrance and bring the paramedics to the casualty.

The Reporting of Injuries, Disease and Dangerous Occurrences regulations (RIDDOR)

As the main point of contact for Health and Safety within the School, the Estates & Operations Director will report serious workplace accidents, occupational diseases and specified dangerous occurrences (or near misses) to the Health and Safety Executive as laid out in RIDDOR (1995).

Specific Medical Conditions

Students with medical conditions are effectively supported by the School according to each individual case. The government guidance for supporting pupils with medical conditions is used.

Where appropriate, the School will liaise with healthcare professionals and parents/carers in order to ensure that a pupil with a specific medical condition has full access to education, including school trips and physical education. Staff have access to pupils' medical conditions and how to manage them via ISAMS and the Medical Information folder in the Staff Area of the School Portal. This is kept up to date by the School Nurse.

Guidelines

Guidance for managing the following situations is available to staff on the school portal under 'Serious Pupil Medical Information'. NHS guidance is used to keep this guidance up to date.

- Asthma Attack
- Cardiac Arrest
- Head Injury
- Severe allergies (anaphylaxis)

Mental Health

The School is committed to promoting good mental health. The pastoral teams throughout the School ensure that pupils thrive and will offer specific support as necessary. In this endeavour, all of our teaching staff are trained in mental health awareness (level two) and a number of our School staff are trained as coaches and mental health first aiders. Both pupils and staff can request coaching and/or be offered coaching. Three members of staff in the Prep and Pre-Prep are trained as Emotional Literacy Support Assistants (ELSA) and staff can refer pupils for these interventions. The School Nurse is a registered mental health nurse and assists the Director of Health and Wellbeing in co-ordinating the provision of the right care at the right time for each pupil whose needs require it. The School works also with parents/carers to ascertain and access the right level of support for each pupil. This can include liaising with outside services, such as Community Child and Adolescent Mental Health Services (CCAMHS) and The Isle of Wight Youth Trust including other counsellors known to the School. The Health and Wellbeing Centre has a sofa area with a wellbeing library that is stocked with a range of books promoting good mental health. The Centre also has two designated coaching/counselling rooms. Pupils who are suffering with very poor mental health may be supported with an individual risk assessment so that a coordinated strategy can be put in place. Mental Health concerns and/or incidents are recorded on the School's CPOMS database and shared on a need-to-know basis.

Appendix A

Residential Trips

Trip staff will deal with medical matters as necessary. This section sets out the procedures to be followed by trip staff when dealing with medical matters.

First Aid Kits.

Sufficient first aid kits are to be taken to support the trip. The number and dispersion of kits will depend on the nature of the trip.
A register of staff and pupils on the trip should highlight:

- Those with severe allergies;
- those taking prescribed medication during the trip;
- confirmation of parental permission to administer pain relief and over-the-counter medication via the trip consent form. The following medication may be carried on a trip as part of the first aid kit[1]:

  Paracetamol suspension - 120mg/5ml and 250mg/ml
  Paracetamol tablets - 500mg
  Piriton syrup - 2mg/5ml
  Piriton tablets -4mg
  Cetirizine 10mg
  Imodium
  Dioralyte
  Bite/sting cream

- Additional relevant medical information.

Contents. First aid kits should contain at least the undermentioned items:

- GUIDANCE CARD
- PLASTERS
- TRIANGULAR BANDAGES
- SMALL STERILE DRESSINGS
- MEDIUM STERILE DRESSINGS
- LARGE STERILE DRESSINGS
- EXTRA LARGE STERILE DRESSINGS
- STERILE WIPES
- GLOVES
- RESCUE SHIELD
- ICE PACKS AND STERILE WASH
- SCISSORS

Depending on the nature of the trip, first aid kits may be supplemented with extra kits for example haemostatic dressings, burn dressings, tick remover etc.

Self Medication. If a parent/carer wishes his/her child to self medicate he / she must complete a 'Self-Administered Medication' form.

[1] No medication is kept with first aid kits. Any medication needed for a trip is stored separately in a labelled safe medication container and held by the trips leader.

Prescribed Medication. Prescribed medication must be declared to the trip leader in advance on the consent form and a decision will be taken in advance of the trip as to whether the medicines will be retained by staff, or whether the pupil will be permitted to self-medicate. In addition to the normal considerations when deciding whether or not a pupil can self-medicate, the frequency and timing/urgency[2] of administration and the proximity of staff need to be considered. Regardless of whether the medication is to be retained by the pupil or kept by staff for dispensing, it is to be kept in its original packaging, labelled with the pupil's name, the authorised dosage, frequency of administration and quantity at the start of the trip. Trip staff responsible for the custody and dispensing of medication are to be suitably trained.

Request to Self-Administer Non-Prescription Medication. Consideration to self-medicate will only be given for Sixth Formers over the age of 16 years, and with parental consent. Parental requests must be declared to the trip leader in advance on the consent form. The trip leader, in consultation with pastoral staff, will then make a decision in advance of the trip as to whether the medicines will be retained by staff, or whether the pupil will be permitted to self-medicate. In addition to the normal considerations when deciding whether or not a pupil can self-medicate, the requirement, frequency and timing of administration, and the proximity of staff need to be considered. Regardless of whether the medication is to be retained by the pupil or kept by staff for dispensing, it is to be kept in its original packaging, labelled with the pupil's name, the authorised dosage, frequency of administration and quantity at the start of the trip.

Dispensing Medication to Staff and Pupils.

Staff charged by the trip leader with dispensing medication during a trip are to have successfully completed the TES Medication Awareness (Education) training within the last 12 months.

Staff charged by the trip leader to hold the medication container should add within it a blank, paper copy of the Medical Log on Trips Sheet (located on the Evolve portal). The log is to be completed by the dispensing member of staff to account for the issue of any medication, whether supplied by the School or the pupil, and record:

Name of the Recipient
Day, Time and Date
Complaint
Medication Name
Strength of Tablet
Quantity Administered
Total Dose
Initials of the Dispensing Staff Member

On return to School forms are to be returned to and retained by the School Nurse at the end of the trip. Unused medication is to be returned to the parent/carer/pupil or the School Nurse. Parents/boarding staff are to be given the details (time/dose etc) of any over-the-counter medication given to a pupil during the preceding 24 hours.

Medical Incidents. Should there be an incident on the trip involving injury or illness an incident report should be logged on Risk Incident Manager and parents notified at the earliest reasonable opportunity. When notifying parents the trip leader should provide advice on further monitoring or medical intervention, including signposting parents to the NHS website. A decision on whether the pupil can continue on the trip will need to be made by the trip leader after consultation with parents and/or an appropriate medical professional

[2] AAIs and asthma inhalers are to be carried by the pupil at all times. If a pupil arrives for a trip without all of their auto-injectors/inhalers then they are not to be taken.