



# **FIRST AID POLICY**

<b>Version</b>	<b>5</b>
<b>Date of latest version</b>	<b>March 2024</b>
<b>Date to be reviewed</b>	<b>March 2025</b>
<b>Changes:</b>	
<b>Updated names of Paediatric First Aid Trained Staff</b>	

## **Policy Statement**

Ropley CofE Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. Responsibility for first aid at Ropley CofE Primary School is held by Sarah Vittle, Headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

## **First Aid Training**

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

## **Appointed Persons**

At Ropley CofE Primary School the appointed person is as follows:

Sarah Vittle, Headteacher

## **First Aiders**

At Ropley CofE Primary School **all support staff** have completed the 3 hour on-line training 'First Aid Essentials'.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

## **Paediatric First Aid Trained Staff**

At Ropley CofE Primary School there are 9 qualified Paediatric first aiders who have completed the blended 12 hour training course and are as follows:

- Miss Kayleigh Brown
- Mrs Ellie Duddridge
- Mrs Camilla Howling
- Mrs Vicky Howard
- Mrs Kim Brown
- Mrs Melanie Hill
- Mrs Sarah Harry
- Mrs Bex Charlton
- Mrs Tracy Berry (Extended Day)

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

## **First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 1 full first aid kit on the premises plus 3 mini first aid kits for use by playground supervising staff
  - These mini first aid kits will be situated on the hanging pegs at the rear door onto the playground.
  - The full first aid kit is in the first aid cabinet near the reception desk in the entrance hall.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every 3 months and re-stock accordingly. The first aid cabinet will be monitored monthly and the First Aid Kit Monitoring Sheet will be completed and filed in the school office.

The seating area next to the front reception desk is designated as the first aid area for treatment, sickness and the administering of first aid. The first aid area will have the following facilities:

- First aid materials, telephone, chairs, PPE

## **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

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

- In the event of a serious injury

- In the event of 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

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### **Out of Hours and Trips**

The first aid arrangements for all school managed and organised after school activities (Extended Day, parent's evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there needs to be arrangements in place to co-ordinate the first-aid arrangements with the hirer and these arrangements will be recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the trip risk assessments. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

### **Records**

All accidents requiring first aid treatment during the school day are to be recorded in Arbor. Any accidents requiring first aid treatment at Extended Day are written in the first aid book in the Extended Day folder.

The following information (at least) should be recorded:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- All children are issued with a sticker to highlight to their parent/carer that they have received first aid or bumped their head. A first aid letter is always sent home with the child highlighting the reason first aid was administered. NHS bumped head guidance is also issued to parents.

## Appendix 1

### CHILDREN'S SERVICES ASSESSMENT FORM

#### First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist				
Location of First Aid Kit/Box				
Vehicle & Registration No. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box <i>(if applicable)</i>				
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		

