FIRST AID POLICY

Version	6
Date of latest version	March 2026
Date to be reviewed	March 2027
Changes:	

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 Daniel Mills, 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:

Dan Mills, Headteacher

Paediatric First Aid Trained Staff

At Ropley CofE Primary School there are 8 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 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.

There is also one additional member of staff who holds the school's Emergency First Aid Certificate:

- Mr Daniel Mills

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 the mini first aid kits every month and re-stock accordingly. The office staff will maintain the first aid cabinet and ensure stocks are adequate. Ice packs are kept in the freezer in the staff room.

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. Minor injuries that have been treated on the playground are logged in the first aid book situated with the mini first aid kits at the bottom of the corridor. 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
- A first aid email is always sent to the child's parents/carers for more severe first aid highlighting the reason first aid was administered. If the child has a bumped head then a bumped head wristband and an email containing the NHS bumped head guidance is emailed issued to parents.