



RAVENSHEAD C OF E PRIMARY SCHOOL

FIRST AID

POLICY STATEMENT

Ravenshead C of E Primary School undertakes to ensure compliance with the relevant legislation with regards to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practical to children and others who may be affected by our activities.

Responsibility for first aid at Ravenshead C of E Primary School is held by the Headteacher.

All first aid provision is arranged and managed in accordance with advice provided by the Health & Safety Team at Nottinghamshire County Council.

All members of staff have a statutory obligation to follow and cooperate with the requirements of this policy.

AIMS AND OBJECTIVES

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements of our school. This will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there is 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.

The Headteacher will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and pediatric first aid trained staff are nominated, as

identified by the completion of the First Aid Needs Assessment, that they are adequately trained to meet their statutory duties.

APPOINTED PERSONS

- Headteacher.
- Deputy Headteacher.
- Assistant Headteacher.
- Teachers.
- Teaching Assistants.
- Senior Midday Supervisors.

Through law the minimum requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. These appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed Persons are not necessarily First Aiders and should not provide first aid for which they have not been trained.

SCHOOL FIRST AID TRAINED STAFF

Emergency First Aiders (those completing the HSE approved 1 day emergency first aid course) where possible:

- All Class Teachers.
- All Teaching Assistants.
- All Midday Supervisors.
- All Administrative Staff.

Pediatric First Aid Trained Staff:

- Three members of staff (Alex Sutcliffe (EYFS Lead), Becky Howard (Y4), Sophie Keightley (Deputy Head). To contact a pediatric first aider, phone 2318.

EQUIPMENT ORGANISATION

The main equipment store for first aid is located in the School Business Manager's Office, in the Year 2 cloakroom and is in the Hygiene Suite in KS2.

First aid boxes are located in strategic locations in the Main Building.

There are also first aid kits to be used for trips and visits.

Each pediatric first aider has their own designated first aid kit which they keep with them.

DESIGNATED AREAS FOR TREATMENT

First aid will be administered during the day in the designated area in the Year 3/4 cloakroom in KS2 (next to the Hygiene Suite) and in the Year 2 classrooms in KS1.

These areas have access to running water, first aid kits and chairs. The first aid records are also located here.

FIRST AID – SEQUENCE OF EVENTS

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency training commensurate with their training. Following their assessment of the injured person, they are able 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 will always call an ambulance on the following occasions:

- In the event of a serious injury.
- In the event of a significant head injury.
- In the event of a period of unconsciousness.
- Where there is a possibility of a fracture or where it is expected.
- Whenever the first aider is unsure of the severity of the injuries.
- Whenever the first aider is unsure of the correct treatment.

If the ambulance is called, the caller must speak to the emergency services operator and give the following information:

1. State what has happened.
2. The child's name.
3. The age of the child.
4. Whether the casualty is breathing and/or unconscious.
5. The location of the school.

The member of staff will then alert a member of the Senior Management Team (Headteacher, Deputy Head, Assistant Head) that an ambulance has been called. They will then contact the child's parents/carers and make arrangements as to who will accompany the child in the ambulance.

On occasions, it may be quicker for the child to be taken to hospital in a member of staff's car (normally the Headteacher's or Deputy Headteacher's). In this instance, two members of staff will accompany the child in the car and the child's parents will be contacted.

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

- Is considered to be a serious (or more than minor) injury.
- Requires first aid treatment.
- Injury to the head.
- Requires attendance at hospital.

NOTIFICATION TO PARENTS/CARERS

Parents and carers are notified in the following ways:

- For minor accidents, an online accident slip is completed. This details the accident and treatment received. A copy of this will be emailed to parents/carers.
- For more serious incidents parents will be contacted by telephone using emergency contact numbers. It is important therefore that parents/carers update their details if there are any changes to phone numbers or who should be contacted.
- In the event school not being able to contact parents/carers, a message will be left and other emergency contacts will be tried. If no contact can be made attempts will be made to contact the parents/carers in the interim. A first aider or an appointed person will wait with the child until parents/carers can be contacted and arrive.
- In the event that a child receives hospital treatment and parents/carers cannot be contacted prior to attendance, the first aider or appointed person will accompany the child to hospital and remain with them until parents/carers can be contacted and arrive at the hospital.
- Policy Written June 2017.
- Reviewed October, 2025.
- Review Date October, 2026.