



Policy Name: **First Aid Policy 2026**

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Responsibility for dissemination to new staff: Headteacher

Signed Headteacher *Date of Signature:*
.....

Signed Chair of Governors *Date of*
Signature.....

We are walking in the Footsteps of Jesus with Love Trust and Forgiveness

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Vision Statement

Walking in the footsteps of Jesus with Love, Trust and Forgiveness

Children Flourish

Romsey Abbey Church of England Primary School will be a distinctive community, deeply rooted in Christian values, whose culture has limitless ambition, professionalism, engagement and caring at its heart.

Staff, parents and governors will work together closely to give every child the best possible education and life chances.

The school will make a positive contribution to the local community and beyond.

"Life in all its fullness" John 10:10

Our Mission

At Romsey Abbey CE School we believe that a world of opportunity lies at our feet. We see our role as a school as instilling in learners the confidence to enable success and relish challenge. We help children, families and staff to learn how to demonstrate love and grow in our ability to forgive each other, to aspire to be the best we can be. We feel it is important to both rejoice in our own success and equally in the success of others. As a church school our whole school life is based around our common values of, "walking in the footsteps of Jesus with love, trust and forgiveness."

Our Aims

Build a culture and ethos of support and respect, inclusive of language, ethnicity, ability and gender.

Create a healthy, safe environment through relationships, resources and opportunities which are accessible to all.

Provide an outstanding curriculum and learning environment that inspires, achieves the highest standards, creates a spirit of adventure, reflects culture and community and builds confident and independent learners.

Strive to build systems of communication that ensure all members of the school family have opportunities to contribute ideas and knowledge that will be valued.

Purpose of Policy

Romsey Abbey Church of England Primary 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 Romsey Abbey Church of England Primary is held by Mark Harris who is the Headteacher/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 and 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 Headteacher/Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and paediatric first aid 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 Romsey Abbey Church of England Primary School there are 3 Appointed Persons who are as follows:

- Headteacher
- Business Manager
- Deputy Headteacher

Where the First Aid Needs Assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide Appointed Persons with some level of first aid training. Such training does not require HSE approval.

School First Aid Trained Staff

At Romsey Abbey Church of England Primary School there are 11 school first aid trained staff who are as follows:

Angelina New (Paediatric)
Sharon Wheeler (Paediatric)
Louise Lambert (Paediatric)
Sue Bennett (Paediatric)
Kerrie Lovell
Sharon Reeves
Dawn Hayes
Michelle Lambert
Jessica Goodman
Nicola Butcher
Emma Birkenshaw
Caroline Badminton
Michelle Close
Tracey Clack
Tom Langford (Emergency First Aid)

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required for Appointed Persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Emergency First Aiders

At Romsey Abbey Church of England Primary there is 3 emergency first aiders who are as follows:

- Tom Langford
- Tracey Clack

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).

Qualified First Aiders

At Romsey Abbey Church of England Primary School there are no qualified first aiders.

Paediatric First Aid Trained Staff

At Romsey Abbey Church of England Primary there are 6 paediatric first aid trained staff who are as follows:

- Kerrie Lovell
- Charlotte Crispin
- Louise Lambert
- Sue Bennett
- Sharon Wheeler
- Jessica Goodman

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:

- 2 first aid kits on the premises
 - These first aid kits will be situated in the resources room. However, every classroom has their own red first aid bag.
- 2 travel first aid kits in vehicles
 - These travel first aid kits will be located in the resources room.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are stored in the First Aid Checklist File, kept in the Medical Bay cupboard.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

First Aid Bay

The bay outside Year 1 and Year 2 classrooms is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Clean running water, first aid kit/supplies, access to telephone, plastic chair that can be easily disinfected, a fridge

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 seek medical advice or 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 a suspected fracture

- 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 significant first aid treatment
- requires attendance at hospital
- considered to be a significant headbump

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.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that the First Aider, Appointed Person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the 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 Visits

The first aid arrangements for all school managed and organised after school activities (parents' 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. This is managed by the school Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visit are included in the Risk Assessment for each trip. 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 are to be recorded with (at least) the following information:

- Name of injured person

- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date and time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- A treatment letter will be given to the child that has had a minor injury or bump to the head
- Parent will be telephoned by the person administering first aid if a child suffers a nose bleed, severely injures themselves but does not require hospital treatment or bangs their head to cause concern.

School Name:

Appendix 4

First Aid Kit Checklist

		First Aid Kit Location/Kit number									
Does the first aid kit include a minimum contents list?											
Does stock level reach minimum requirement?											
Are all items within expiry date?											
Are all items in good condition?											
Is the first aid kit container in good condition?											
Is the location of the first aid kit accessible?											
Is the first aid location sign present and in good condition?											
Is the list/sign of trained first aiders present and up to date?											

Comments/Actions	
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Name		Signature	
Date			

Further Information Sources

Links to other policies/documents

Health and Safety Policy
First Aid Needs Assessment
First Aid Guidance for Schools

Role Holders

Names of all Role holders specified in this document can be found on the school website:

<http://www.romseyabbey.school.co.uk/>