

Ferring CE Primary School		
Policy:	First Aid Policy	
Policy date:	Spring 2026	
Review date:	Spring 2028	
Person responsible	School Business Manager	

NB: The school has separate policies for the Administration of Medicines and for Asthma.

The named person with responsibility for first aid within the school is the School Business Manager (overseeing) and the administrative assistant/receptionist (daily routines and responsibilities)

Aims

The school aims to:

- Provide adequate first aid provision and medical care for all pupils, staff and visitors.
- Have in place qualified first aid personnel.
- Have in place adequate first aid equipment and supplies.
- Have in place excellent lines of communication with the emergency services and other external agencies.

Strategy

Identification and awareness:

- Parents/carers must inform the school of any medical condition their child has which may be a cause for concern.
- School personnel must report to the Headteacher any concerns they have on the medical welfare of any pupil.

Training

- The Headteacher will arrange for all nominated personnel to undertake training in first aid and/or administration of medicines.
- A record of trained personnel is kept centrally and features in the school's Emergency Plan.

Administration of Medicines – see separate policy

Reporting/Recording

- All accidents are recorded on the schools MIS – Bromcom. The administrative assistant is provided with a school accident report book. They fill in the form and place it in the student backpack. A copy is kept in the office.
- Where appropriate, parents are informed of incidents via the phone or the school's electronic communication platform (depending on the severity of the accident).
- Where appropriate, the Headteacher and/Senior Leader must be informed.
- A member of staff analyses the accident reports termly to identify any risks/hazards which need to be addressed.
- Any accident which results in hospital treatment is recorded on the West Sussex County Council reporting online platform.

Cuts & Grazes

- Staff will use surgical gloves when dealing with blood injuries.
- Wounds can be cleaned with water or alcohol-free wipes.
- Sticking plasters or gauze bandages can be used (subject to the school being advised about any allergies to these).

Head Bumps

- An ice pack will be applied.
- An accident form will be completed and parents advised via the school's electronic communication platform.
- Information about the possible effects of a bumped head and warning signs to look for are sent via Weduc.
- A bumped head wristband with the time of the accident is placed on the student wrist.
- If there are any concerns, parents/carers are asked to come and collect their child.

Splinters

- Staff can remove splinters with a pair of tweezers provided there is sufficient splinter protruding from the skin. If the splinter is deeper, it can be washed and a plaster applied. Parents/carers should be informed telephone call if they need to arrange for the removal of the splinter themselves.

Sickness and Diarrhoea

- Please click the link below to view the Public Health Poster, with full details of illnesses, the action that should/should not be taken and if time away from school is required:

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/<https://www.publichealth.hscni.net/sites/default/files/2024-10/A2%20Schools%20poster%20to%20fold%202024%20%28updated%29.pdf>

Intimate Care

- In the event of an injury/soreness in an area of the body which could be described as intimate, 2 or more first aiders/staff must be present when treatment takes place.

Disposal of Soiled Dressings etc.

- All items should be placed in the yellow clinical waste bin which is in the school office.

Anaphylaxis

Anaphylaxis kit available at the office/medical room. The kit contains:

2 x Adrenaline Auto-Injector

1 x Salbutamol inhaler

1 x Spacer delivery device

Additional security ties & supporting information/documentation

Defibrillator

A defibrillator is held in school and is located just outside the ladies' toilets. The defibrillator was purchased by SOFSA (Supporters of Ferring School Association) in October 2018.

The defibrillator needs to be checked that it is functioning every month by ensuring the power symbol is showing, the battery indicator is lit and the pads indicator is lit. This is the responsibility of the Premises Officer who will also complete a log.

Instructions are kept with the defibrillator and are also stored on the shared area. Please also refer to Automated External Defibrillators (AEDs) Guidance for schools January 2025

Emergencies

The school has an Emergency Plan which is updated annually. A copy is given to all members of staff following the annual update, and to all new members of staff. All staff will therefore be aware as to who is responsible for carrying out emergency procedures in the event of need.

If a child needs to go to hospital in the event of a serious accident/injury, an ambulance will be called and the parent/carer notified. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent/carer arrives. **Staff should not transport a child to hospital by other means** - cars may break down, get stuck in traffic, the child's condition may deteriorate en route, and staff may be liable for their actions.

Activities in school are routinely risk assessed.

Off-site Activities and Educational Visits

- The Headteacher and/or class teacher will risk assess any school activity/event taking place off the premises, and a first aider will always be in attendance.
- The appropriate person will have a first aid kit for general use plus the medication for particular children (eg. inhalers, auto-injectors etc.) and emergency contact details for the parents/carers of all the children involved in the activity/visit.
- The first aider will keep a record on the appropriate forms accompanying the first aid kit of (a) any medication administered, or (b) of any accidents/incidents. These records will be transferred into the school records by the first aider on their return to the school.

First Aid Inspection takes place half-termly checking the below:

Half-Termly First Aid Inspection						
Area	Check Item	Compliant (Y/N)	Comments	Action Required	Owner	Date of inspection
Allergies	Anaphylaxis kit				AT	
First Aid Provision	Named first aiders list current and displayed	Y			AT	
First Aid Provision	Adequate first aider coverage for school activities	Y				
First Aid Boxes	Boxes present in required locations	Y	first aid kits in classrooms have been replenished		AT	
First Aid Boxes	Contents in date and fully stocked	y			AT	
Medication	Storage secure and accessible to authorised staff	y			RH	
Medication	Expiry dates checked	y			RH	
Accident Reporting	Accident/incident records completed correctly	y	all yellow slip information is uploaded on Bromcom		RH	
Defibrillator	AED present, accessible and checks recorded	y			SB	
Training	First aid certificates in date	y			AT	

Date & Signature:		Anna Todorova	James Cox
		SBM	Headteacher

Review

This policy will be reviewed annually during the Spring Term and whenever new guidance is issued.