



Be the Best You Can,  
Guided by God

Our four Christian values that guide us

**LOVE**  
**HONESTY RESPECT**  
**RESILIENCE**

# **BOLNEY CEP SCHOOL**

## **First Aid Policy**

<b>Reviewed</b>	<b>Summer 2025</b>
<b>Next Review</b>	<b>Summer 2026</b>

### **Our Whole Child Vision:**

**Each child is unique. We partner with families to nurture the 'whole child' – by understanding their specific emotional, spiritual and learning needs – so children flourish.**

**Children leave us as fearless lifelong learners, ready to meet the world with self-confidence, curiosity and resilience.**

This vision has grown from our belief in the Bible verse:

***"Do for other people what you want them to do for you."***

Luke 6:31 International Children's Bible

# **Bolney CE Primary School**

## **First Aid Policy**

Bolney C.E. Primary School is committed to creating a safe and secure environment for all. The school provides first aid to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

To ensure that the arrangements are appropriate for a specific establishment, the head teacher must undertake a first aid needs assessment. This assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval.

### **First Aid Cover**

The school has appointed First Aiders who will undertake responsibility for:

- Administering first aid as and when appropriate
- Maintaining first aid records
- Replenishing first aid boxes from the central supply when necessary
- Any other duties in connection with first-aid as directed by the Headteacher

A Designated First Aider has been appointed to undertake responsibility for the day-to-day management of first aid within the school. This will include:

- Reviewing the first aid risk assessment whenever necessary
- Providing letters of appointment to first aiders
- Liaising with Office Staff to co-ordinate first aid training to ensure continuation of competency
- Ensuring that first aid supplies conform to the current standard, are replenished, kept in date and correctly stored

A list of those currently certified to administer first aid is to be found in the school office and in each classroom.

Dispensing of medicines is not normally carried out as part of first aid function nor will medicines be kept as part of a first aid box.

A list of children with known medical conditions will be kept in the staff room and displayed discreetly on the First-Aid noticeboard in the office.

## **Who can help**

Health and Safety Service - [healthandsafety@westsussex.gov.uk](mailto:healthandsafety@westsussex.gov.uk), 01243 752025

The Point – [Health, Safety, and Wellbeing Zone](#)

[West Sussex Services for Schools](#)

Facilities Management – [Home \(concerto.co.uk\)](#)

If you require this document in an alternative format, then please contact the HR Policy Queries email: [HRPolicyQueries@westsussex.gov.uk](mailto:HRPolicyQueries@westsussex.gov.uk).

## **First Aiders**

In accordance with DfE and West Sussex LA guidelines for schools with 100-299 pupils the school has a minimum of staff who have undertaken the following training: 1 with First Aid at Work, 2 with Emergency First Aid at Work and 2 with Paediatric or Early Years First Aid. Only first aiders and appointed persons should administer first aid. Training for first aiders and appointed persons is formally updated by attending appropriate courses when required (at least every 3 years).

## **Qualifications and training**

A First Aider refers to an adult who currently holds a First Aid certificate issued by a recognised organisation whose training and qualifications are approved by the Health and Safety Executive.

All appointed first aiders, hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation. Depending upon their role in the school, appointed first aiders are trained at different levels. A list of first aiders with up to date training is found in the school office.

### **Current courses:**

First Aid at Work (FAW) - A 5-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

Emergency First Aid at Work (EFAW) - A 1-day course in first aid delivered by a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.

Paediatric or Early Years First Aid (EYFA) - A 2-day course specialising in first aid for children aged up to 5 years, delivered by a provider approved by the Local Authority (LA). This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of

care for children up to the age of 5 years. Certificates are valid for 3 years.

### **First Aid Kits**

The First Aid kits are located in the office and contain only those items which First Aiders have been trained to use. These are taken out to the playground for break times. There is a sufficient quantity of suitable first aid materials including:

- A set of suitable guidance notes
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads, with attachment
- Individually wrapped triangular bandages
- Large/medium sized individually wrapped sterile unmedicated wound dressings.

### **Travelling First Aid Kits**

The contents of travelling first-aid kits are appropriate for the circumstances in which they are to be used and include the following:

- Card giving general first-aid guidance
- Individually wrapped sterile adhesive dressings
- A large sterile unmedicated dressing
- A triangular bandage

SBM and first aiders are responsible for keeping these fully stocked with in-date equipment. First aiders to request replacement items to be ordered by SBM if they are used and stocks are low.

### **First Aid Room**

Children in need of first aid will go to the office but there are other small rooms around the school that can be used by professionals for medical/dental/ENT examination if required.

### **Defibrillator**

There is a defibrillator kept in the school office. In deciding whether your workplace/site needed an Automated External Defibrillator (AED), managers considered the following as part of their first aid needs assessment:

- the health of their employees and whether there are people with known heart conditions.
- the ease and speed with which the workplace can be reached by emergency services.
- the layout and orientation of the workplace, such as split sites and separate offices.
- whether your service is such that members of the public are likely to be present during the working day that could also have heart conditions.

This is annually serviced and maintained following manufacturer's guidance.

### **Swimming**

A First-Aider will accompany children to swimming lessons.

## **School trips and visits**

A First-Aider will be available at a venue for school trips and visits and to accompany the pupils when travelling by coach.

## **Appropriate Practice**

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty, if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual which is kept in the school office, call 999 or phone NHS 111. **Urgent treatment should not be delayed in order to consult with parents or carers.**

If an ambulance is called an adult needs to go to the end of the drive and to the church steps to direct the ambulance to the school.

## **Accident Log Book**

Minor injuries, such as scratches, bruises, head bumps experienced by pupils will be recorded in the accident log book in the office or the accident log book on the playground/field.

All other injuries or ill health resulting from accidents or work activity (including calling an ambulance) are recorded using the online accident reporting system using:

<https://wscc.info-exchange.com/SchoolIncident>

## **Record keeping**

Accident log books are located in the Office and in the playtime first aid bag where incidents can be recorded if necessary, and as set out below:

- the date, time and place of incident – with sufficient detail to monitor any recurring issues;
- the full name of the injured or ill person;
- details of the injury/illness (and location on body) and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital, etc)
- name of the first aider or appointed person;
- teacher advised of incident.

**Add 16**

## **Injuries to heads**

All incidents of injuries to heads must be recorded and parents/carers notified via an email or phone call during, or immediately after, the school day. **The first aider is responsible for ensuring that they**

**report this to the school office in order for parents to be contacted.** Class teachers and TAs are also advised for monitoring purposes.

*These written records of incidents requiring first-aid must be kept for a period of years – even when a child has left the school, for accurate evidence of any incidents.*

### **Asthma**

- Inhalers are kept in the children's classroom and if they are required, the number of puffs is recorded by an adult and parents informed (as per the Asthma toolkit).
- Inhalers are taken on all off-site visits.
- The class teacher will inform parents/carers if a child is using his/her inhaler more than usual, seems tired because of asthma, or is falling behind with his/her work

### **Off –site visits**

A first aider accompanies parties on off-site activities. Individual medical records of each child, with a diagnosed medical condition, are taken by the teacher for school trips. It is the responsibility of the class teacher to ensure asthma inhalers and other essential medication is taken on school trips. Staff mobile phones are always taken on school trips.

### **Indemnity**

West Sussex County Council employees who hold a valid first aid qualification are indemnified by the County Council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.