



Coombe Wood School

First Aid Policy

Coombe Wood School is part of the Greenshaw Learning Trust.

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COOMBE
WOOD
SCHOOL

First Aid Policy

Policy Area

Key Document

Author

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1.0 Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2.0 Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of Association

3.0 Roles and responsibilities

3.1 The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for students and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

3.3 The headteacher

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all students and staff are aware of the identities of the school first aiders and how to contact them if necessary.

3.4 Staff

In addition to designated first aid trained personnel, and in providing additional coverage and flexibility over the school week including extra-curricular and off-site activities, the majority of remaining teaching staff have completed Basic First Aid for Schools training during school INSET. This is arranged through the Trust's Health & Safety consultants in Sutton or other local providers available to the school.

- Ensuring that they have sufficient awareness of this policy and the outlined

procedures, including making sure that they know who to contact in the event of any illness, accident or injury.

- Securing the welfare of the students at school.
- Making students aware of the procedures to follow in the event of illness, accident or injury.

Lists of first aid trained staff, with Designated First Aiders highlighted in bold green type, are displayed in all communal staff areas across the school premises including the main staff room, departmental workrooms as well as the school office.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Pediatric first aid.

First aiders and appointed persons

- The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.
- The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid

personnel where this has not already been obtained.

- First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Office Manager.
- Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.
- First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that students and staff know who they must contact in the event of illness or injury.
- The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.
- All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.
- When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:
 - Reliability and communication skills.
 - Aptitude and ability to absorb new knowledge and learn new skills.
 - Ability to cope with stressful and physically demanding emergency procedures.
 - Availability to respond immediately to an emergency.
- The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. students will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

3.5 Defibrillator

The school has 3 defibrillators on site which are at the following locations:

- Main School Office
- HRF Reception
- Folio Office

Designated first aiders have been trained in the use of this equipment.

4.0 Procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the relevant member of staff will contact parents immediately
- The first aider/relevant member of staff will complete an Accident/Incident Form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A mobile phone so they can be contacted
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits.

5.0 First Aid Boxes

5.1 First Aid Kits

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

- 5.2** The appropriate number of first aid boxes required for the size and composition of the school is established following the annual review of the school's First Aid Needs Risk Assessment. The existing number of first aid boxes is reviewed, increased if necessary and all boxes installed in the appropriate areas. A visual of the school identifying the location of all first aid boxes is attached as an appendix to the school's First Aid Needs Risk Assessment which is shared with all staff. Particular attention is paid to ensuring there is a higher concentration of first aid boxes in the vicinity of higher risk areas, such as DT, Science, HRF and the school kitchen.
- 5.3** All first aid kits will be checked on a termly basis to ensure that all listed items are present and in date.

6.0 - Reporting

6.1 First aid and accident/incident recording

- All minor medical ailments that occur during the school day (headaches, sickness, minor bumps, scratches and grazes, and general cases of feeling unwell) will be recorded in the electronic medical logbook by a member of school staff
- All accidents or incidents resulting in a person suffering harm or injury will be recorded by the attending first aider/member of staff using the school Accident/Incident Form. This form should be completed as soon as possible after the accident or incident resulting in harm or an injury
- As much detail as possible should be supplied when reporting an accident or incident, including all relevant parts of the Accident/Incident Form
- A copy of the Accident/Incident form will be available on the student profile of medical tracker and easily accessible.
- Records held in the electronic medical log book or Accident/Incident Reports for adults will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979. Accidents/Incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g., child protection and SEN students). All records and reports forms will be destroyed and securely disposed of after these time scales
- Accidents are periodically reviewed by the Governor holding H&S responsibility for the school during routine termly visits.

6.2 Reporting to the HSE

The school office will keep a record of any accident/incident/case of violence or near miss which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The school office will report these to the Corporate Health and Safety Unit in Sutton as soon as is reasonably practicable and in any event within 7 days of the accident or incident occurring using the online accident management system.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Reporting to parents / carers

Parents / carers will be notified if their son / daughter has been injured and/or is unwell and unable to be in lessons. If a student has received a head injury, the parent / carer will be notified by telephone in the first instance. If required parents will be provided with notification of bump to the head, detailing helpful advice about the symptoms to be aware of once the student has left school and the further action to take should this become necessary.

7.0 Training

All school staff are able to undertake first aid training if they would like to. All designated first aiders must have completed a comprehensive training course, and must hold a valid certificate of competence to show this. The school office will keep a register of all trained first aiders, what training they have received and when this is valid until. Designated first aiders wear a lime green lanyard which can be easily identified.

Staff are encouraged to renew their first aid training within three months of it being due to expire.

8.0 Water Fountains

Water fountains are located in key areas around the school to ensure that students are able to stay hydrated. Students are allowed to drink water during lessons.

9.0 Mental Health First Aid

Select members of the Pastoral and teaching support teams are mental health first aid trained. Education and support is provided to all students, staff and parents / carers on mental health and the school currently employs a school counsellor to assist in delivering this support.

THIS POLICY SHOULD BE READ IN LIAISON WITH THE FOLLOWING OTHER SCHOOL POLICIES:

- Medical Policy
- Health & Safety Policy