

FIRST AID POLICY

Coombe Connections

Value Statement (who we are):

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.

We provide an outstanding education for all children.

Vision Statement (what we strive for):

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Statutory

Responsibility:FGB

Reviewed : Autumn 2021

Next review :Autumn 2022

Governor Committee: Children, Communities and Safeguarding

“Safeguarding is everyone’s responsibility”

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

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Statement of intent

Coombe Connections is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors. Coombe Connections will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

Health and Safety Policy
Behaviour Policy
Safeguarding and Child Protection Policy

Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work Act 1974 and subsequent regulations and guidance

Additionally, the Guidance on first aid for schools from the DFE suggests the minimum requirement for first aid provision is a suitably stocked first aid kit, and an appointed person to take charge of first aid arrangements.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically. These forms will be shared with Coombe Connections.

Where a school requires urgent consent because a child needs emergency medical treatment, The Children Act 1989 allows schools to act in place of a parent (in loco parentis) or to seek consent from a parent that does not have parental responsibility. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

Risk assessment Procedure

On behalf of the Governing Body the Site Manager will conduct ongoing assessments of all school buildings, outdoor areas, including the play equipment and facilities, paying particular attention to:

- practical activities;
- the use of machinery;
- storage of hazardous substances;
- the use of equipment for sports and physical education.

The risk Assessment will inform the number of trained first-aiders required to provide an effective and safe response to accidents and injuries. A judgement will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the Headteacher and the Governing Body will consider:

- the adequacy of the provision to account for staff absences

- the provision for practical activities, e.g. science, technology, cooking and physical education
- the provision for food preparation including cooking

Aims

As part of school provision, Coombe Connections adopts all Coombe Hill Infants School's policies and practices.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

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To achieve the aims of this policy, the school will have suitably stocked first aid boxes.

The lead first aiders are

Breakfast Club

Jayne Cottee

Alex Bond

Mercedes Ramon

Mandy Goddard

After school club

Gillian Bardhi

Sun Choi

Karen King

Laura Hughes

They are responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be

discarded safely after the expiry date has passed.

First aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary. First aiders are to ensure that their first aid certificates are kept up-to-date. First aid boxes are located in the following areas:

Infant school

- The Infant hall – includes a salbutamol inhaler and Adrenaline Auto injector
- Lower bay
- ICT suite
- School Office – defibrillator, burns kit, eye wash, salbutamol inhaler and Adrenaline Auto Injector
- Portable first aid kit on the Adventure Playground

Junior school

- Connections kitchen
- Junior school medical room
- Junior school office (Inhaler only)

Qualifications and training

All school first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years. Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The Lead First aider will:

- line manage the team of first-aiders, monitoring their training and competences;
- look after the first aid equipment, restocking first aid containers when required and replacing out-of-date materials;
- ensure that an ambulance is summoned when appropriate;
- undertake regular risk assessments and liaise with the Governing Body and Headteacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded and reviewed regularly
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

Procedure in the event of an accident, illness or injury

If an accident occurs the member of staff present will assess the situation and decide on the appropriate course of action. If a more serious injury occurs, the child must be escorted to the Kitchen area (Infants) or Junior hall (Juniors) by a member of staff – **THE INJURED CHILD MUST NOT BE ACCOMPANIED BY ANOTHER CHILD.** If an adult is unable to escort the child, or is greatly concerned about moving the child, ring

or send another adult to the hub for help.

Minor injuries should be dealt with by the nominated qualified first paediatric aider on duty and be recorded in the first aid log book, complete behaviour log if appropriate.

Connections staff have three dedicated mobile phones shared between Infant and Junior staff

This number is used to contact parents and for use in an emergency 07745 046121

These numbers are used mainly for internal communication between staff and for use in an emergency.

07745046125 / 07541 272577

Injuries are categorized into three levels and this level will determine how first aid will be sought:

Low Risk	Moderate Risk	Serious/ Life Threatening Risk
Treat the injury in situ	Staff member to accompany child to the kitchen or Junior hall , or telephone for help	Call for immediate assistance. Do not move an unconscious child or if you suspect a serious fracture.

Following the initial assessment in the first aider, one or more of the following actions will be taken depending on the significance of the injury. A flow chart of the actions below can be found in Appendix 1. This flowchart will be displayed with all first aid boxes, in the kitchen /hall and with the first aider.

Low Risk Injuries	Moderate/ High Risk Injuries	Serious/ Life Threatening Injuries
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e.g. graze or slight head injury	e.g. head injury with bump	e.g. possible fracture or unconscious
ACTION: Ice, plaster, TLC, Head injury stamp	ACTION: Contact parents Green card After contacting the parents, if the child remains in CC, they will be reassessed after 30 minutes. If their condition has not improved or has deteriorated, parents MUST collect their child immediately.	ACTION: 2 nd opinion Call 999 Take to A&E if safe to do so Inform parents immediately
	Following a discussion with parents, if the child remains in CC, and falls asleep, or is drowsy or disorientated – parents MUST collect their child immediately. After informing the parents of the injury and a decision taken that the child can remain in CC, if the child is unwell or remains in pain, the child must be escorted to the kitchen/hall by a member of staff and parents are informed.	
When assessing an injury, the whole injured area must be exposed. This includes removing both arms from jumpers when an arm injury is suspected.		

Recording accidents and injuries

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first aid treatment given by first-aiders and other appointed persons will include:

- the date, time and place of the incident;
- the name and class of the injured or ill person;
- details of the injury or illness and what first aid was given;
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to group or went to hospital);
- the name and signature of the first-aider or person dealing with the incident.

Reporting to parents

Low-risk incidents will not necessarily be reported to parents. In the event of a moderate or high-risk incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as possible. In the event of serious or life-threatening injury the parents will be contacted

immediately.

Any child who has sustained a head injury will receive a hand stamp to notify parents of the injury. A green card will be sent home via the blue bag for any injury considered more than low risk. Green cards will also be sent home for nose bleeds, significant bumps and grazes, or when an asthmatic child has required their inhaler. Class teachers must hand any green forms issued during the day to Connections staff at the start of the session.

Reporting accidents to the HSE for all children, staff, visitors and volunteers

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal work for more than three days.

Medication administration and storage of medication

Coombe Connections staff will administer medicines to pupils under special circumstances. In cases where prescribed medicines need to be administered during school hours, parents must complete a medicine administration permission form.

All inhalers are stored in the Coombe Connections cupboard, located in the Infant school kitchen. Non prescribed medicines are not permitted within school. The school holds a supply of Piriton and Calpol – which will only be administered if parental consent has been given, or directed to do so by London Ambulance Service.

Medicines are always securely stored in accordance with individual product instructions. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

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Medicines for administration during the school day must not be left in the child's blue bag or taken to CC .

Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

information for Adults – Staff, volunteers and visitors

The first aid policy provides comprehensive guidance for all injuries or illness at Coombe

Connections.

Should an adult become ill or suffer an injury on the school site, in addition to the policy the following guidance should be followed:

- Any adult who sustains an injury must report this to the CC Hub and complete an AfC incident form.
- If a member of staff becomes unwell during the day, they should notify their line manager
- Any member of staff taking long term medication, must notify the Connections manager in confidence.

Illness

When a child becomes ill during the day or in CC club, the parents/carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time. Any child who has experienced diarrhoea or vomiting must remain absent from school for 48 hours after their last episode of vomiting or diarrhoea.

Parents are advised not to give Calpol or ibuprofen before school if their child has a fever, as they may become unwell during the day, and we will need you to collect your child.

Monitoring and review

This policy is reviewed as required by the Headteacher and Governors. Any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix 1

Low Risk

E.g. Minor graze or slight head injury

Send the injured child to the Coombe Connections Hub



Ice, plaster, HI stamp, TLC
Record in Accident book
Inform staff and monitor
Reassess where necessary

Moderate Risk

e.g Head Injury with bump or mark, pain after a fall
Staff member to accompany child to the CC Hub or call the hub for help



Contact parents
Issue green card
Record in accident book



Reassess in 30 minutes, improved?



Yes, stay in school



No, call parents to collect

Change to condition?



No, stay in school



Yes → Drowsy, sleepy or
disorientated ? Must be collected
Immediately. Must be escorted to
Hub by a member of staff and
parents contacted to collect



Continue to monitor throughout

Serious or life threatening risk

e.g. possible long bone fracture or unconscious

Call for immediate assistance. Do not move an unconscious child or if you suspect a serious fracture.



Breathing?



Yes



No → Start BLS, call 999
and parents. Collect defibrillator



999 or take to A&E if safe to do so
Call parents
Accident form and report to Kingston Council

Additional information for Adults – Staff, volunteers and visitors

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