

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 : Spring 2026

Next review :Spring 2027

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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We are a UNICEF Rights Respecting School. This policy is linked to Article 24, 'Children have the right to good quality health care.'

Statement of Intent

Coombe Connections is committed to providing emergency first aid provision 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 first aid needs assessment carried out by the school regarding 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
- Relationship and Behaviour Policy
- Safeguarding and Child Protection Policy
- Medical Conditions Policy
- Food Hygiene Policy and Procedures

This first aid policy forms part of our overall health and safety arrangements and should be read in conjunction with our Health and Safety 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
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- The Education (Independent School Standards) Regulations 2014
- DfE guidance on first aid in schools (2022)
- Keeping Children Safe in Education (2025)

The DfE guidance on first aid for schools states that schools must:

- Provide proper first aid materials, equipment and facilities, including suitably stocked first aid boxes
- Appoint a person to take charge of first aid arrangements
- Provide information to staff about first aid arrangements
- Ensure first aid provision is available at all times while people are on school premises and on school visits
- Have accommodation for medically examining and treating pupils

For Early Years Foundation Stage (EYFS) settings, additional requirements apply as set out in the EYFS statutory framework, including specific paediatric first aid requirements.

Links to Safeguarding

All staff have a responsibility to provide a safe environment in which children can learn. [Keeping Children Safe in Education](#) First aid provision is an integral part of our safeguarding arrangements.

All staff should be aware of systems within their school which support safeguarding, and these should be explained to them as part of staff induction. This includes the:

- Child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
- Behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- Staff behaviour policy (sometimes called a code of conduct) which should amongst other things, include low-level concerns, allegations against staff and whistleblowing
- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

All staff should receive appropriate safeguarding and child protection training (including online safety) at induction. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

How first aid relates to safeguarding

Staff should be aware that:

- First aid incidents may reveal safeguarding concerns (e.g., unexplained injuries, patterns of injuries, disclosures during treatment)
- Any concerns about a child's welfare identified during first aid treatment should be reported immediately to the designated safeguarding lead or a deputy
- Staff should know what to do if a child tells them they are being abused, exploited, or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and local authority children's social care.
- All first aid records should be reviewed regularly by the designated safeguarding lead to identify any patterns or concerns

The designated safeguarding lead for Coombe Hill Infants' School is available to Coombe Connections staff for consultation regarding any safeguarding concerns that arise from first aid incidents.

First Aid Needs Assessment

We carry out a first aid needs assessment to help us decide how much provision we need. This assessment identifies the number of first aid containers and the contents required for our setting.

Assessment process

The Headteacher, in consultation with the Connections Manager and Site Manager, will conduct a comprehensive first aid needs assessment at least annually, and particularly after any changes in circumstances such as:

- New premises or changes to the layout
- Staff changes
- Changes in the number of children attending
- Changes in the age range of children
- New activities or equipment

Factors considered in the assessment

We consider:

- The size of our school and whether it is on split sites and/or levels
- Our school's location
- Our school's layout
- Any specific hazards or risks on site
- The specific needs or disabilities of our pupils and staff
- The age range of our pupils
- The number of first aid personnel required

For Coombe Connections specifically, we also consider:

- The times of operation (before and after school)
- The number of children attending breakfast club and afterschool club
- The activities undertaken during these sessions
- The supervision ratios required
- The proximity to the main school first aid facilities
- Staff absences and holiday cover arrangements

Assessment outcomes

The assessment determines:

- The number of qualified paediatric first aiders required (ensuring coverage at all times when children are present, with additional staff to cover absences)
- The number and location of first aid boxes
- The contents of first aid boxes
- Any additional equipment needed (e.g., defibrillator access, emergency medication)
- Training requirements for staff

The first aid needs assessment is documented and reviewed annually as part of our health and safety review process. A copy is kept by the Headteacher and Connections Manager.

Consent

Obtaining consent for first aid

For children attending Coombe Connections, staff will administer routine first aid (such as cleaning cuts or grazes, applying plasters or ice packs, or providing reassurance) without seeking prior parental consent, acting in loco parentis and always in the best interests of the child.

Where appropriate and practicable, staff will explain to the child what they are doing and seek the child's cooperation before administering first aid.

Implied consent

Consent for first aid may be given verbally or implied at the time treatment is required.

Implied consent is where an individual indicates agreement to treatment through their actions (for example, holding out an injured limb).

In circumstances where a child is unable to give consent (for example, due to age, distress, or unconsciousness), staff will act in good faith and provide necessary first aid in the child's best interests.

Parental consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes:

- Emergency contact numbers
- Details of allergies and chronic conditions
- Consent for the administration of emergency first aid
- Consent for the administration of specific medications (e.g., Piriton, Calpol) in appropriate circumstances

This information is shared with Coombe Connections staff as necessary and reviewed periodically.

Acting in loco parentis

Where urgent action is required because a child needs immediate medical attention, staff may act *in loco parentis* in accordance with the Children Act 1989. Staff will always act reasonably, proportionately, and in good faith, prioritising the child's health, safety, and welfare. Emergency services will be contacted where required.

If consent is refused

If a parent/carer indicates that they do not consent to certain aspects of first aid, the school will meet with them to discuss their concerns and agree appropriate arrangements where possible.

In such cases, the school will:

- Record the refusal and the reasons provided
- Explain the school's duty of care
- Clarify that in a life-threatening emergency, staff will act in the child's best interests and contact emergency services

Informing parents

Parents/carers will be informed of any significant injury or illness as soon as reasonably practicable. All head injuries, however minor, will always be reported to parents/carers on the same day, with appropriate advice provided.

Aims

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

The aims of this policy are 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
- Meet all statutory requirements for first aid provision, including EYFS requirements for paediatric first aid

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 endeavour to do their best 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.

First Aiders and Paediatric First Aid Requirements

Appointed persons and first aiders

We use our needs assessment to identify if we need a designated first aider. The majority of schools will have at least 1 first aider to meet the needs of employees, pupils and visitors. There is no rule on the

number of first aiders required, as it depends on the specific needs of your school.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes and sufficient qualified paediatric first aiders.

Current first aiders for Coombe Connections

The current first aiders are:

Breakfast Club:

- Jayne Cottee (Paediatric First Aider & Emergency First Aid at Work)
- Alex Bond (Paediatric First Aider)
- Justyna Mieszkowicz-Adamowicz (Paediatric First Aider & Emergency First Aid at Work)

After School Club:

- Jayne Cottee (Paediatric First Aider & Emergency First Aid at Work)
- Gillian Bardhi (Paediatric First Aider & Emergency First Aid at Work)
- Justyna Mieszkowicz-Adamowicz (Paediatric First Aider & Emergency First Aid at Work)
- Alex Bond (Paediatric First Aider)
- Karen King (Paediatric First Aider)

Paediatric First Aid (PFA) requirements for EYFS

We must have at least 1 person with a current paediatric first aid (PFA) certificate. This must be from a full course that covers training for young children and babies, where relevant. We have more than 1 person, in case of illness.

The person must:

- Be on the premises and available at all times when children are present
- Accompany children on outings

Our first aid needs assessment considers our school's layout, the number of staff and the number of children to ensure a first aider will be able to respond to emergencies quickly.

Display of PFA certificates

We make available to parents/carers staff PFA certificates or a list of staff who have a current PFA certificate.

A list of current PFA-qualified staff is displayed:

- In the Coombe Connections area (Coombe Connections Room located in the Year 3 bay)
- In the school office

This list is updated whenever certificates are renewed or new staff are trained.

Qualifications and training

First aiders receive 'appropriate' training from a competent first aid training provider. As our first aider(s) will need to help children, we make sure they get training in paediatric first aid (as standard training

courses for first aid at work don't include resuscitation procedures for

Any emergency or full PFA training must meet certain criteria, such as:

- Emergency PFA courses should be face-to-face and last for a minimum of 6 hours
- Full PFA courses should last for a minimum of 12 hours
- Certificates must be renewed every 3 years
- First aid qualifications are usually valid for 3 years. We arrange refresher training, ideally annually, but at least before the certificate expires. If a certificate expires before refresher training takes place, the person will have to take the full course again to be reinstated as a first aid provider.

The Connections Manager is responsible for:

- Monitoring first aid certificate expiry dates
- Arranging refresher training at least 3 months before certificates expire
- Ensuring sufficient PFA-qualified staff are available at all times
- Maintaining the displayed list of qualified first aiders
- Ensuring new staff receive appropriate first aid training as part of their induction

Responsibilities of the lead first aider

The Coombe Connections Manager acts as the lead first aider. The Lead First Aider will:

- Line manage the team of first-aiders, monitoring their training and competences
- Look after the first aid equipment, restock first aid containers when required and replace 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
- Review first aid records for any safeguarding concerns and report these to the designated safeguarding lead

First aid boxes

First aid boxes are marked with a white cross on a green background.

First aid boxes are located in the following areas:

- The Infant hall – includes a salbutamol inhaler and adrenaline auto-injector
- Lower bay
- ICT suite
- Infant School office – burns kit, eye wash, salbutamol inhaler, and adrenaline auto-injector
- Junior School First aid room (located opposite the school office – burns kit, eye wash, salbutamol inhaler, and adrenaline auto-injector)
- Outside Infant school staff room - defibrillator
- In the Junior school office - defibrillator