



## COOMBE DEAN FIRST AID POLICY

### Aim

First Aid must be provided to any person that we owe a duty of care if they are injured or become ill while on school premises or involved in an off-site activity. First-aid provision must always be available while individuals are on School premises, and off site on School visits.

Coombe Dean School will endeavour to have appropriate and suitably qualified first aiders and adequate first aid operations to ensure assistance will be provided quickly to someone requiring Emergency First Aid and contacting emergency services when appropriate. Ensure adequate and appropriate equipment and operations for First Aiders to provide first aid assistance in the workplace.

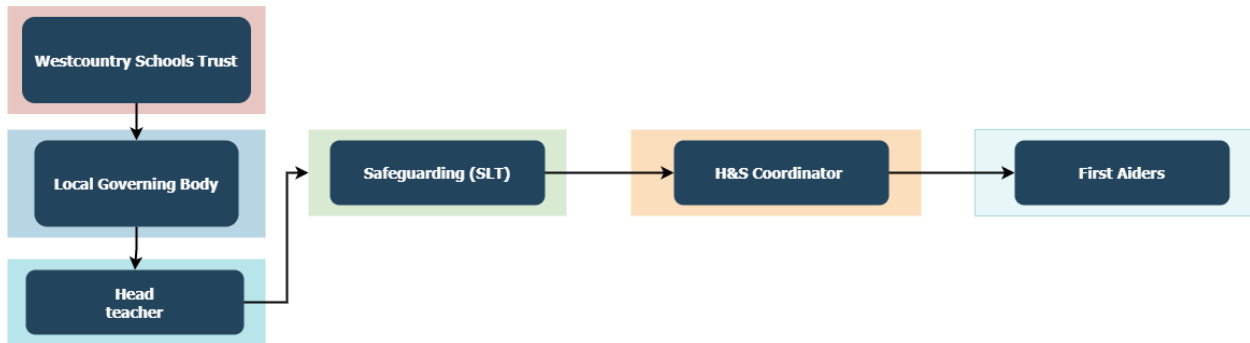
*The commitment of the school to basic first aid is reiterated in its aim for all students to receive basic first aid training as part of the curriculum. This may be provided by staff using the St John's Young First Aiders Award Program and the British Heart Foundation Heart Start Program.*

### Conditions

To ensure that First Aid in the workplace is provided at Coombe Dean School it will have:

- A nominated Member of staff will be the school point of contact for Health and Safety related issues which includes First Aid. They will liaise with the WeST Country Schools Trust (WeST) Health and Safety Manager.
- Clear First Aid at work processes (see Coombe Dean School First Aid Procedures document)
- Clear procedures to record and monitor First Aid (see Coombe Dean School First Aid Procedures document)
- Suitably stocked first-aid containers at strategic location around the school (First Aid Risk Assessment)
- An appointed person to take charge of first aid arrangements.
- Qualified personnel to administer first aid as required, both on and off-site

## RESPONSIBILITIES:



### The Employer

The Westcountry Schools Trust (WeST) is the employer for employees at Coombe Dean School.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the School this includes responsibility for all teaching staff, non-teaching staff, students, and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure the School has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the School, and should cover:

### The Governing Body

The Local Governing Body has responsibility for H&S matters within the School, at the local level in line with and underpinning WeST H&S policy.

Coombe Dean School has confirmed WeST insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Numbers of first aiders/appointed persons – The school will ensure that the minimum number of trained first aiders are available on site based on the First Aid Risk Assessment. There will be at least two nominated trained staff within school during a School Teaching Day (08:00 to 16:30) and at least one nominated trained member of staff within school during the non-school teaching day.

The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

All staff have initial First Aid induction at the beginning of term on collective and individual responsibilities and the First Aid briefing covers First Aid updates and responsibilities. As part of their induction process new staff receive First Aid induction on collective and individual responsibilities.



## **The Headteacher**

The Headteacher is responsible for putting the WeST and Local Governing Body's policy into practice and for developing detailed procedures.

## **Teachers and other School staff.**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the students at the School in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

Coombe Dean School will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. Coombe Dean School will ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

Staff responsible for leading curriculum areas are responsible for the preparation of risk assessments for their areas.

The school will use CLEAPSS guidelines when drawing up risk assessments for Science, Design Technology and other specialist subject teaching areas.  
[www.cleapss.org.uk/](http://www.cleapss.org.uk/)

## **First Aiders**

Coombe Dean School will ensure there are adequate First Aiders on duty to support the normal day to day activities highlighted in the school First Aid Risk Assessment.

Primary access to First Aiders will be through the school reception desk. First Aiders will have capacity to treat injuries and illnesses when and where, as the situation dictates.

Signage detailing list of current first aiders, locations of nearest first aid kit and AED's In main buildings throughout the school.

## **FIRST AID GENERAL**

### **First-Aid Operations**

Employers must provide the proper materials, equipment and operations.

Coombe Dean School will provide all necessary first aid material and training to enable First Aider to carry out their role from the First Aid Risk assessment and Health and safety Executive Guidance "The Health and Safety (First-Aid) Regulations 1981, L74 (Third Edition)"

### **Risk Assessment of First-Aid Needs**

The H&S Coordinator will carry out an annual First Aid Risk assessment for the school. The risk assessment will include departments providing the operations manager with their own risk assessments for First Aid requirements. Staff will liaise with operations manager where appropriate and when advice is needed.

Staff must also consider students and potential risk to the vulnerable students that may have an Individual Healthcare Plans when carrying out their risk assessment.

The H&S Coordinator will liaise with the WeST H&S manager as per the schedule or if clarification is required.

### **Training and Qualification**

Coombe Dean School will ensure that all first Aiders are trained by an appropriate trainer as per HSE Guidance L74.

First Aid at Work Certificates and the Emergency First Aid at Work Certificates are only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire.

If a certificate expires, the individual will have to undertake another full course of training to become a first aider.

Coombe Dean School will endeavour to run annual first aid sessions for all First aiders as part of the best practice ethos.

The Headteacher's PA will keep a record of first aiders and certification dates and coordinate courses.

### **First-Aid Materials, Equipment**

First Aid Room

The School First Aid Room is situated next to the Reception Office. The first aid supplies are held in secure cupboards. No student medication is held in the medical room but secured in a secure locker in a separate room with restricted access.



## First Aid kits

The school has First Aid kits located throughout the school for immediate use when appropriate.

First aid containers are located at:

- Reception
- Medical Room
- Reception area (*Small First Aid box, AED, Disposable BVM resuscitator*)
- PE Reception desk (*Small First Aid box, AED, Disposable BVM resuscitator*)
- Science Prep Room (*First Aid box, including large eye wash x5*)
- Staff Room (*First Aid Box*)
- Food / Art room (*First Aid box, including large eye wash x2*)
- Product Design Class (*First Aid box, including large eye wash x2*)
- School Kitchen (*Catering First Aid box, including large eye wash x2*)
- Mobile kits for school trips (*20 large and 20mini, kept in Medical Room*)
- School minibuses (*Vehicle First Aid Box*)
- Catering van (*Vehicle First Aid Box*)

All first aid kits are a minimum of BS8599-1 compliant.

## **Automated External Defibrillator (AED)**

Coombe Dean School has three AED's. All First Aiders are trained in the use of AED's. However, AED's are designed for use in an emergency with no formal training.

All AED's are stored in appropriate accessible containers with an AED emergency First Kit. AED's are checked weekly for serviceability as per the manufacture's instructions.

AED's are located at:

- Main Reception, by the First Aid Room.
- PE Reception, behind desk.
- Outside Main PE entrance. (For Out of hours, Key code required)

## **Hygiene/Infection Control**

Procedure for Blood and Other Body Fluid Spillage First, Aiders must follow their training.

## **INSURANCE AND REPORTS**

### **Insurance**

In the event of a claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee. WeST insurance arrangements will provide full cover for claims arising from actions of

staff acting within the scope of their employment. The school will provide explicit reassurance to staff who volunteer to assist with any form of medical procedure that are acting within the scope of their employment and are indemnified. The accurate recording of incidents is a priority providing an evidence trail for any action taken against WeST. (see *Coombe Dean School First Aid Procedures document*).

### **Reporting Accidents and Record Keeping**

All accidents will be recorded on the electronic First Aid Accident Reporting database. All incidents of accidents and near misses will be recorded. In the first instance the First Aider providing treatment will record the details. If a member of staff has provided the initial treatment, they will be asked for a full account of the incident, the First Aider will ensure these details are recorded.

The aim is to reduce the overall incidents of accidents in school, by keeping accurate records indicating the most common injuries, times, locations, and activities enables the Headteacher and Operations manager to ensure the risk assessment is as accurate as possible highlighting areas to concentrate on and tailor first-aid provision.

The WeST H&S manager will have access to First Aid accident database as per WeST policy.

### **RIDDOR**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The following Types of are reportable injury.

- The death of any person
- Over-seven-day incapacitation of a worker
- Non-fatal accidents to non-workers who have to attend hospital (e.g. members of the public)

First Aiders should be aware of what type of accident requires reporting to RIDDOR. If they believe it should be reported to RIDDOR the Operations manager and the Headteacher should be informed.

RIDDOR reportable incidents can be found at the following address.

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Specific information for schools also available in the form of a PDF at the following address

<https://www.hse.gov.uk/pubns/edis1.pdf>

On confirmation an incident needs reporting, WeST H&S Manager and RIDDOR will be contacted.



### **Reporting accidents or injury.**

Teachers have a duty of care to report all accidents and near misses. If a member of staff is involved with an incident, they should ensure it has been recorded on the First Aid Accident Database.

First Aiders will notify parents of ANY accident or injury that occurs to their child at school or whilst on a school led activity which is work related.

Where any student has sustained a head injury, the parents/carers will be contacted after First Aid has been administered and appropriate action has been taken to ensure the students safety. In the case where the student requires professional medical care immediately the First Aider will call 999 in the first instance and then inform parents.

If a student suffers a head injury and is conscious with no physical signs or reporting any symptoms of trauma to the head the First Aider will contact parents and advise them of the circumstance of the incident. A letter will be completed by the First Aider dealing with the incident; the original letter given to the student to take home for parents and a copy filed.

### **Monitoring, Evaluation and Review**

This policy will be reviewed annually or before if appropriate.