

First Aid

Document Control	
Document Title:	First Aid
Date of Last Review:	June 2025
Next Review Due:	June 2026
Person Responsible:	Appointed Person for First Aid Kerry Webb, Business Manager

Contents

Policy Statement	2
Procedure	2
Responsibilities	2
Risk Assessment.....	3
Facilities	3
First Aid Kit Locations	4
Medical Information	5
Administration of Medical Treatment – Consent from Parents/Guardians.....	5
Emergency Medication	5
Responding to a Medical Incident	6
Reporting an Accident	7
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	8
Hygiene	9
1. Document Log	9
Appendix A – Qualified First Aiders	10
Appendix 2: Coworth Flexlands School protocol for dealing with bodily fluid spillages in school	12

Policy Statement

To provide adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site activities and visits. This policy ensures:

- Sufficient numbers of trained staff as Appointed Persons and First Aiders, including Paediatric First Aid, to meet the needs of the school. A list of current first aiders appears at the end of this document.
- Sufficient and appropriate resources and facilities
- HSE regulations on the reporting of accidents, diseases and occurrences are met

The First Aid Policy refers to all staff and pupils and members of our school community, including those in our EYFS setting. In the EYFS setting the school ensures that there is at least one person on the premises and at least one person on school outings who has a paediatric first aid certificate with a minimum of 12 hours training. For the safety of all pupils, there must be at least one qualified person on each school site when pupils are present.

This policy applies to all sections of the school, including the EYFS setting. Coworth Flexlands School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the main school office. It should be read in conjunction with the following documents:

- Administration of Medicine Policy
- Supervision Policy

This document is reviewed annually by SLT or as events or legislation change requires. The next scheduled date for review is March 2026.

Coworth Flexlands School is fully committed to ensuring that the appliance of the First Aid policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the schools' Equal Opportunity Policy document.

Procedure

To ensure the implementation of the First Aid policy, as stated above, the following procedures are in place.

Responsibilities

The **School Office (Maisie Buchan and Lauren Walker)** are the **Appointed Persons** for First Aid. They will:

- Ensure that first aid needs are assessed and addressed.
- Take charge when someone is injured or becomes ill.
- Ensure supplies of first aid material are available at various locations throughout the school and that materials are checked regularly and any deficiencies made good without delay.
- Attend and discuss first aid issues at Health and Safety meetings.
- Maintain records of first aid treatment and accidents.
- Be a qualified First Aider.

- Maintain records of first aid training undertaken by staff and identifying training needs.
- The principle appointed person is the Office staff if they are absent for any reason other members of staff will stand in.

Qualified First Aiders will:

- Respond promptly for calls for assistance
- Provide first aid support within their level of competence
- Summon medical help when necessary
- Record details of treatment given

All staff will:

- Ensure they are aware of and follow the First Aid policy and procedure of the school
- Record and report any accident which happens under their care on the day the accident occurred. **All head injuries must be reported to parents, as soon as possible on the same day by the first aider or by the teacher responsible for running a trip**
- Staff members in charge of a trip carry out risk assessments and ensure adequate first aid provisions are taken in consultation with the Educational Visits Co-ordinator and the School First Aider (please see Educational Visits Policy for more information) In the event of an emergency the Critical Incident Policy will be followed. Risk Assessment A formal risk review of the school's First Aid Policy is done annually. However, risk is assessed regularly by the Site Manager and the Primary First Aiders. Departments which are classed as 'high risk' e.g. PE have their own risk assessments which are also reviewed annually.

In the event of an emergency the Critical Incident Policy will be followed.

Risk Assessment

A formal risk review of the school's First Aid Policy is done annually. However risk is assessed regularly by the Business Manager and the Primary First Aiders. Departments which are classed as high risk e.g. PE have their own risk assessments which are also reviewed annually. Relevant Risk Assessments are reviewed in light of any accident / incident.

Facilities

The school medical room is situated within the School Office.

First Aid Kit Contents

The contents of all first aid containers adhere to any of the relevant guidelines from the HSE.

First Aid containers – contain at a minimum:

- Individually wrapped sterile plasters of assorted sizes
- Individually wrapped sterile eye dressings
- Individually wrapped triangular and crepe rolled bandages, preferably sterile
- Large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- Disposable, latex-free gloves of assorted sizes
- Sealed eye wash capsules
- Disposable ice packs
- Individually wrapped alcohol free cleansing wipes

- Foil blankets

Note: The contents of the first aid kits may vary depending on the particular needs in each location.

The School Office is responsible for checking and requesting replacement stock items and this is usually carried out for the beginning of each half term.

First Aid Kit Locations

First aid boxes are clearly labelled with a white cross on a green background. Some First Aid kits are held in fixed wall cupboards these are typically white metal with a green cross. First Aid boxes are located in the following areas:

Fully Stocked First Aid Kits:

- Medical Room (Maisie Buchan)
- Kitchen (Maintained by Lexington Catering – Steven Bridle)
- Minibus (Maisie Buchan) School Office, including travel bags for school trips and off-site activities (Maisie Buchan)
- Gym, including an additional first aid kit which must be taken to all game's lessons, practices, swimming lessons and matches (Maisie Buchan – Gym, Lisa Phillips - Games First Aid kit)
- Dining Hall (Maisie Buchan)
- Staff Room (Maisie Buchan)
- Nursery (Maisie Buchan), including an extra travel bag for Forest School (Nursery Staff?)
- Designated Classroom (Maisie Buchan)
- Science Lab (Maisie Buchan)
- Art Room (Maisie Buchan)
- Playground (Maisie Buchan)
- Senior Leadership Office (Maisie Buchan)

Staff requiring a first aid kit for an external trip should collect one from the School Office.

Area Specific First Aid Kits (Plasters, Burns dressings etc)

There is fully stocked First Aid cabinet in the playground in the walled gazebo. Additional fully first aid kits are in close vicinity to all playground areas. There is a designated First Aid bum bag for PE games and Forest School activities and this is collected by a designated member of staff. Staff requiring a first aid kit for an external trip should collect one from the School Office.

Defibrillator

There is a defibrillator in the school grounds, located by the Peace Garden. This is kept securely in a locked cabinet. There are posters around the school site detailing the code for unlocking, together with instructions on use.

The Defibrillator is regularly checked and records kept. The Director of Sport is responsible for the regular service of the defibrillator.

Medical Information

All school staff should know how to contact 999 and how to contact a First Aider whether in school or in a remote setting. All staff should be familiar with all the policies in this section.

Arrangements for pupils with particular medical needs

Pupils with significant medical needs are recorded on iSAMS, with lists available for staff to access for trips and sporting events. Children with medical needs will have an IHCP completed by the School Office and agreed by their parent(s). Pupils with extreme medical needs such as a severe allergy will have a poster with their name and photo positioned in prominent staff areas, including the Medical Room and Staff Room.

Pupil medical details are recorded, where required, and highlighted with a red flag on iSAMS. All staff should check their class lists and be aware of pupils with medical conditions that they teach, these details must be included on risk assessments for trips outside of school and where appropriate on classroom risk assessments.

Pupils at risk of anaphylaxis may carry an auto-injection pen (e.g. EpiPen). Where appropriate and when supplies allow, auto-injection pens for pupils are carried by the pupils and spares are stored in the Medical Room in a clearly marked unlocked cupboard. All staff are given training in treatment required for dealing with severe allergic reaction. Each pupil with a serious medical condition has a care plan: this includes asthmatic children, epileptic children and diabetic children. Children may not leave the school site for trips or sports without their auto-injector. Auto-injectors are sent home at the end of each full school term to ensure that they are replaced if required. The School has two additional auto-injectors on site which are located in the Medical Room.

Administration of Medical Treatment – Consent from Parents/Guardians

On an annual basis, parents are required to check and confirm that the medical information we hold on their child is up-to-date, or amend if appropriate. Pupils are not allowed to go on residential trips without parents confirming the accuracy of our information. Each new school year a parent is required to complete an “Annual Trip Consent” form which asks parents to confirm that they authorise staff running the trip to arrange such medical treatment as may be deemed necessary in an emergency (including the administration of First Aid by those members of staff with a valid certificate. For residential or higher risk trips another form will be sent out asking for consent for the specific trip.

Generally, only prescribed medicine for which parents specifically give their written consent for administration may be given by a First Aider (at the School Office) to pupils. This must be in the original packaging showing the prescription label details. In exceptional cases, staff will administer over-the-counter medicine that is brought into school.

Parents are expected to give their children’s medicine to the School Office for safe storage during the day and must come to the School Office to collect in on pick up. Medicines can not be handed to children. All medicine will be kept in the Medical Room within a locked cupboard, or within the locked fridge in the School Office.

Emergency Medication

All emergency medical for individual pupils is kept with the child’s teacher and where possible a spare set of medical is kept in the Medical Office for use in school and on educational visits.

The school office keeps liquid paracetamol and anti-histamine in case of emergency, which will only be administered with parents written consent (which can be consent given in annual declaration). Refer to the Supporting Children with Medical Needs policy for further information.

Responding to a Medical Incident

If a member of staff finds a pupil in need of First Aid, they should try to assess the seriousness of the situation. The action taken will depend on the needs of the pupil and the seriousness of the injury. This procedure refers to any person in need of medical attention on the school premises or a school related activity.

If in any doubt, the person responding to the incident should contact the emergency services, as outlined in the section below on Emergency Procedures for Major incidents.

Non-Emergency Procedure for Minor Incidents

- If the pupil is unwell or has a minor injury e.g. a headache or a cut finger he/she should be initially assessed and then sent with another pupil (if appropriate) to the School Office who will then be responsible for the pupils. If the pupil is at the sports hall/sports grounds, the teacher on duty would assess the situation and either administer First Aid, contact the School office or follow the emergency procedure.
- If a casualty is not an emergency but is in need of hospital treatment, staff should call the appointed First Aider to assess the casualty, or send another pupil or another member of staff to get them. Staff should not take any pupil in their car unless on the advice of the School SLT and then only with another adult present.
- If the person is in need of immediate First Aid the member of staff should, if trained, administer First Aid or send a pupil or member of staff to mobilise a First Aider.
- If the appointed First Aider is dealing with another incident the member of staff or pupil must go to the School Office who will mobilise a First Aider. This is also the procedure after 4pm. List of First Aiders are available in key places around the school. The First Aider will then assess the situation and either administer First Aid or follow the emergency procedure.
- Pupils who visit the School Office during the course of the day and pupils who are given any kind of medical attention by a First Aider are recorded on the ARMs system. The School Office contacts parents when anything other than very minor treatment is required. Any injury to the head or face, however minor, results in an email being sent to the child's parents/carers and forwarded to the class teacher. **All head injuries must be reported by the First Aider or by the teacher responsible for running a trip.** All treatment given by first aiders is recorded.
- Accidents are reviewed including for trends and reported at the Health & Safety Committee meeting.

Emergency Procedure for Major Incidents

In the event of an emergency or if an "at risk" pupil falls is then the member of staff at the incident must:

1. Call 999
2. Summon the Primary First Aider/First Aider and get the relevant medication
3. Emergency treatment should be delivered.

- If phoning 999 the following information must be given, staff should try and speak clearly and slowly:
 - School Telephone Number: 01276 855707
 - School Address: Coworth Flexlands School, Chertsey Road, Chobham, Surrey, GU24 8TE and give precise location
 - Give your name
 - Name of the casualty and symptoms/any known medical condition
 - Inform Ambulance control of the best entrance e.g. Main Entrance or to overflow
- If an ambulance is called the School Office, SLT and Caretaker should be informed. The Caretaker or Business Manager will go to the notified entrance to give directions to the ambulance crew and ensure access is clear.
- The Appointed First Aider (or other First Aider if they are absent) and a responsible adult must accompany the casualty to hospital.
- If the emergency services are called, the parent of the casualty will be telephoned by a member of SLT, as soon as is practicable.
- It is important that staff alert SLT if an ambulance has been called. Staff should use an iPad/computer and send an **URGENT – CRITICAL INCIDENT** email to all SLT specifying: The pupil, year group, location and a very brief outline (e.g. injured leg). SLT will liaise and at least one of the team will come to the scene. This should be done AFTER medical help has been called for.

Reporting an Accident

Staff must complete a form for noting down the details of the incident. These forms should be taken to the School Office and filed in the folder. This procedure enables those witnessing the accident or offering first aid to complete the form quickly.

Any first aid treatment given on the school premises, as part of a school related activity should be reported to, and recorded using the ARMs system. There are two ways of reporting, a minor incident should be reported as a 'Bump or scrape' and a more serious injury should be reported as an 'Accident'.

A form must be completed for incidents requiring first aid by the person dealing with the incident. These forms are reviewed and entered onto ARMs by a member of the admin team.

First aid treatment given by first aiders should be recorded to include:

- Date, time and place of incident
- Name (and class) of the injured or ill person
- Full details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home/class/hospital)
- Name of the person dealing with the incident.

Early Years Foundation Stage

In addition to the main accident reporting procedure, all minor accidents, (e.g. grazes, etc.) involving children in Nursery or Reception, should be written in the class 'minor accident' book kept in the respective rooms.

For all accidents involving EYFS children, parents should be informed either by telephone, verbally at the end of the day or by 'a note home' whichever is appropriate for the severity of the accident. All head bumps should be reported to parents by telephone at the time of the accident.

In addition to reports made under RIDDOR 2013, similar reporting rules apply to pupils in the EYFS setting and reports are submitted to OFSTED – The Head of EYFS is to agree and submit all such reports. In the case of infectious diseases that appear to be spreading SHBC Environmental services can be contacted for help and advice on: 01276 707329

Any visitor to the school who has an accident will receive a follow up call as to their welfare.

Any serious accident occurring on school premises, or as part of a school related activity, and any first aid that is given, must be reported by the member of staff attending the accident with the help of any witness. This should be reported on a form and escalated to be uploaded to the ARMs system without delay. Reporting an accident will require the admin staff to upload images and witness statements which will be shared with the School Business Manager, Head and Group Health and Safety Manager who will decide whether it is a RIDDOR reportable accident and whether preventative action should be taken or repairs made. This applies to a pupil, member of staff, parent or visitor. The ARMs system will require the following information to be completed:

- Date and time of incident
- Name and class of the injured person (or staff/visitor/parent)
- Location of incident and environment
- Details of the incident and cause
- Resulting injury and what first aid was given
- Follow-up action needed
- Witness statements/Statements from School H&S Office if applicable
- Photographs

If something happens that is a "close call" this can be reported on ARMs as a 'near-miss' to help prevent an accident happening in the future.

If a RIDDOR report is required the School Office should inform the Business Manager who will complete the necessary paperwork in conjunction with the Group H&S Manager and insert the RIDDOR number onto the accident report.

The Business Manager and Governors (during the H&S Committee meetings) will review the accident system to ensure that all accidents have been investigated and followed up.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

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

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from doing normal work for more than 7 days.

The Health and Safety Policy Handbook details notifiable diseases and major injuries which have to be reported.

RIDDOR reports must be completed by School Business Manager in conjunction with the Group H&S Manager at Central Office, who is responsible for notifying the HSE.

Accidents are discussed at the H&S Committee meetings. The Business Manager is responsible for reporting serious accidents to the company insurers. Accident records are kept at Coworth Flexlands School for 7 years.

In line with the Accident, Records and Notifications procedures in the United Learning Group Health and Safety Document (page 13), the School Business will notify Central Office, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken in respect of it. For EYFS pupils, Ofsted will also be notified and will be notified of any instance in connection to medicines, which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. For pupils in our EYFS, notification will be made to Ofsted as soon as reasonably practicable, but in any event within 14 days of the incident occurring. If Coworth Flexlands School, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: www.ofsted.gov.uk or by telephone on 0300 123 4666.

These reporting procedures should be followed both during and outside term time.

Hygiene

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when administering first aid, these can be found in every first aid box. Any spillages of bodily fluid must be immediately notified to the Caretaker who will follow the procedures for dealing with bodily fluids.

Staff Support

All staff are debriefed after an incident, time off may be given to staff if it is needed after a serious incident, counselling is available via CiC details of which can be found on the United Learning Hub

NB – This policy is to be read in conjunction with United Learning's – Health and Safety Topic Policy – First Aid.

1. Document Log

Reviewed by	Kerry Webb
Role	Business Manager
Review schedule	Annually
Date Authorised	June 2025
Reason for review	Annual check
Review Date	June 2026

Appendix A – Qualified First Aiders

- At least one qualified person is on each school site between the hours of 7:30 and 18:00, The names of the First Aiders is displayed in all key areas of school.
- For all Coworth Flexlands School external events, at least one person has a paediatric First Aid Certificate, with a minimum of 12 hours training.
- The recommended number of first Aiders is one per 100 pupils and staff and Coworth Flexlands School is well within this limit.
- First Aid training is updated every three years, in accordance with the expiry dates listed below.
- Staff not First Aid trained in person are asked to complete online First Aid training.

First Aid Training Log

Paediatric First Aid by Tigerlilly Training Company (2 day course, valid for 3 years)

Paediatric/First Aid Training

SLT	Date Completed	Date Due	Notes
Nicola Cowell	Jan-25	Jan-28	Paediatric
Amanda Engley	Sep-23	Sep-26	Paediatric
Claire Glover	Jan-25	Jan-28	Paediatric
Kerry Webb	Sep-23	Sep-26	Paediatric
Joe Yates	Mar-24	Mar-27	Paediatric
EYFS & Reception			
Penny Coleman	Jan-25	Jan-28	Paediatric
Elizabeth Edwards	Jan-25	Jan-28	Paediatric
Toni Gregory	Jan-23	Jan-26	Paediatric
Vicky Harvie	Jan-25	Jan-28	Paediatric
Samantha Hickey	Jan-25	Jan-28	Paediatric
Lisa Hodges-Long	Jan-25	Jan-28	Paediatric
Catherine Igoe	Jan-25	Jan-28	Paediatric
Nicola Omid	Jan-25	Jan-28	Paediatric
Jessica Savage	Jan-25	Jan-28	Paediatric
Carolyn Stracey	Jan-25	Jan-28	Paediatric
Teaching Staff			
Alison Davey	Jan-25	Jan-28	Paediatric
Gemma Dimmock	Jan-25	Jan-28	Paediatric
Helen Fogwill	Sep-23	Sep-26	Paediatric
Melanie Fullard	Jan-25	Jan-28	Paediatric
Simran Grewal	Jan-25	Jan-28	Paediatric
Julie Luke	Jan-25	Jan-28	Paediatric
Janine Pardo	Jan-25	Jan-28	Paediatric
Lisa Phillips	Jan-25	Jan-28	Paediatric
Hollie Sandall	Sep-23	Sep-26	Paediatric
Catherine Stopp	Jan-25	Jan-28	Paediatric
Zara Younis	Jan-25	Jan-28	Paediatric
Learning Support Assistants			
Suzanne Brunskill	Jan-25	Jan-28	Paediatric

Julie Robinson	Sep-23	Sep-26	Paediatric
Support Staff			
Maisie Buchan	Oct-23	Oct-26	Paediatric
Sunny Mann	Sep-23	Sep-26	Paediatric
Thomas Moore	Sep-23	Sep-26	Paediatric
Lauren Walker	Apr-24	Apr-27	Paediatric

Schools First Aid including use of auto-injector (1 day course, valid for 3 years)

Appendix 2: Coworth Flexlands School protocol for dealing with bodily fluid spillages in school

1. General Statement

The aim of this policy is to decrease the exposure risk to blood-borne and bodily fluid pathogens. Adherence to this policy is the responsibility of all staff that may come into contact with spillages of blood or other bodily fluids. All staff should be aware of their personal responsibilities in preventing the spread of infection.

2. Legal Position

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine
- Wound drainage

3. Prevention and Preparation in case of Spillage

- Workplace to provide a suitable assessment of the health risks associated with exposure to spillages of bodily fluids
- Staff to be aware of policy and risks associated with exposure to bodily fluids
- Provision of appropriate first-aid facilities and staff
- Materials for dealing with spillages to be readily available i.e. 'spillage kits'. These are kept with cleaners and in the medical room in bio-hazard box.
- Regularly evaluate the procedure and update as necessary.

Disinfection aims to reduce the number of micro-organisms to safe level. All blood spills should be treated as a potential source of infection and dealt with according to strict hygienic principles.

4. Management

If any type of bodily fluid has been spilled onto a surface the following precautions should be made:

- Notify appropriate staff, i.e. caretaker, cleaners to secure the environment by placing warning signs.
- All staff dealing with biohazard spill to wear protection, i.e.:
 - Disposable gloves
 - Disposable plastic apron
 - Eye and mouth protection with goggles and mask, if splash or spray anticipated
- Access 'spillage kit' in order to clean up spillage promptly. This pack contains: absorbent granules, disinfectant, scoop and scraper, disposable gloves, bags.
- Sprinkle granules over the spillage, completely covering it. This will solidify a liquid in 2 minutes. Don't stand over the solution as it can be a respiratory irritant.
- Using the scoop and scraper provided, remove the now solidified residue and place in a bin bag, along with the scoop and scraper, seal and dispose of in further bin liner. Dispose of by agreed and approved means.
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths.
- Hand hygiene should be performed following management of spillage.

N.B. If a spill contains glass or other sharps, these should be picked up with disposable forceps and disposed of carefully into a sharps bin.