

Coombeshead Academy

Together we grow, together we achieve



First Aid Policy 2025-2026

Approved by Coombeshead Academy Governors:	September 2025
Version:	0.1
Author Initials:	JCH
Review Date:	September 2026

Contents

1.	Aims.....	3
2.	Context	3
3.	Trained First Aid Staff	3
4.	Location & Contents of First Aid Boxes	5
5.	First Aid Procedure - Students	5
6.	Medical Emergencies	6
7.	When an ambulance is required	6
8.	Automated External Defibrillator (AED)	7
9.	Staff Safety	7
10.	Reporting of Incidents and Accidents	8
11.	Staff Accident Reporting	9
12.	Students who are at Coombeshead Academy and feel unwell	9

1. Aims

- 1.1. Clear identification of staff who are First Aid Trained.
- 1.2. Clear First Aid procedure
- 1.3. Clear accident reporting procedure

2. Context

During school hours there are over 1000 people on site including students, staff and visitors. The school site is spread over a large area. Coombeshead Academy is approximately 5 minutes away from the Newton Abbot Minor Injuries unit and 30 minutes away from the main A&E department of Torbay Hospital.

A room is available for carrying out medical inspections and for first aid. This is located just off the main reception, adjacent to the main entrance.

3. Trained First Aid Staff

- 3.1. If a first-aider is tasked off-site, there is adequate first-aid provision on site.
- 3.2. The risk of injury associated with the activities carried out on site has been considered when determining the required first aid provision.
- 3.3. For educational visits and offsite activities, first aid needs are assessed to ensure there are adequately trained first aiders available.
- 3.4. The cover needed for annual leave and planned absences have been accounted for and a regime established. As a minimum, whilst there are people on the premises, there will be at least one appointed person who will take charge in the event of an emergency first aid situation.
- 3.5. All first aiders have attended training provided by a competent first aid training provider in line with the HSE guidance and hold a valid certificate of competence.
- 3.6. The following staff are **appointed persons**:
 - Jo Chappell

3.7 The following staff are first aiders:

Claire Crews	Emergency First Aid at Work	21 October 2022	20 October 2025
Joe Baxter	Emergency First Aid at Work	18 September 2025	17 September 2028
Nicky Archard	Emergency First Aid at Work	20 March 2023	19 March 2026
Alison Massey	Emergency First Aid at Work	28 September 2024	14 October 2027
Beth Griffiths	Emergency First Aid at Work	18 September 2025	17 September 2028
Natalie Beeks	Emergency First Aid at Work	14 June 2024	13 June 2027
Kim Routledge	First Aid at Work level 3	04 June 2023	03 June 2026
Natalie Macfarlane	Emergency First Aid at Work	13 December 2023	12 December 2026
Ellie German			
Tom Graham	Coastguard Emergency responder	2 September 2025	2 September 2026
Chris Wannell	Emergency First Aid	20 March 2023	19 March 2026
Gordon Stevenson	Emergency First Aid		13 June 2027
Hannah Dawe	Emergency First Aid at Work	18 September 2025	17 September 2028
Sarah Lane	Emergency First Aid	10 July 2023	09 July 2026
Andy Balsdon	Emergency First Aid	10 July 2023	09 July 2026
Emily Steel	Emergency First Aid	10 July 2023	09 July 2026
Carly Swann	Emergency First Aid	10 July 2023	09 July 2026
Jamie Tripcony	Emergency First Aid	10 July 2023	09 July 2026
Ryan Hanauer	Emergency First Aid	10 July 2023	09 July 2026

- 3.7. The PE department are responsible for organising re-qualification training within the department. All PE staff are trained first aiders. Training is completed annually.
- 3.8. Jo Chappell and the ESW Risk Team arrange courses for the other staff.
- 3.9. First Aid training records are kept by appointed persons and the ESW Risk Manager.
- 3.10. Hirers of Coombeshead Academy premises are instructed to ensure that they have their own first aid provision.

4. Location & Contents of First Aid Boxes

- 4.1. First aid boxes will be marked with a white cross on a green background and are provided throughout the establishment.
- 4.2. There are first aid boxes located in reception, student services, within PE, in most departmental offices, within the school minibuses and there are several grab and go first aid kits.
- 4.3. There is no mandatory list of items required for a First Aid box dictated by the Health & Safety Executive but all First Aid kits within the school site have a specified minimum list of items.
- 4.4. Team Leaders check the boxes in their areas and ascertain that all items are still in date and fill them up regularly.
- 4.5. Only first aid supplies are kept in the first aid box. No medication is kept in the box. Separate arrangements for medication are in place.
- 4.6. In areas where there is a higher risk of a specific type of injuries e.g. Science, D/T, the First Aid box is equipped accordingly e.g. Eye wash pods.

5. First Aid Procedure – Students

- 5.1. There are over 1000 staff/students that attend the site.
- 5.2. First aid for service users, visitors and contractors is available and appropriate incident reports are completed.
- 5.3. Students with specific care needs are accounted for within individual care plans should the need arise.
- 5.4. First aid needs are considered on any risk assessments conducted for the activities undertaken by Coombeshead Academy.

- 5.5. All injuries during the school day are treated by one of the named first aiders. This includes assessment of the injury and appropriate action taken.

6. Medical Emergencies

- 6.1. This is when an injury/illness requires immediate medical help or further assessment by a doctor.
- 6.2. When a student requires further hospital treatment but it is **not** an emergency, the parents will be contacted and asked to take their child to hospital. If the parents are not available, then a member of staff will escort the student to hospital.
- 6.3. If the student is unwell and needs caring for or at risk of deterioration then two members of staff should accompany them, one to drive and one to look after the child.
- 6.4. A member of staff must stay with the student at the hospital until the parent has arrived.
- 6.5. Senior Leadership Team needs to be informed.

7. When an Ambulance is required

When an ambulance has to be called other people also need to be contacted:

- Ideally the person who is at the scene of the accident should contact 999 and Reception
- Reception should let the DSL know about the incident.
- Reception need to know where the ambulance is required.
- Keep reception up to date with what is happening/outcomes i.e. has casualty left in the ambulance
- Parents to be alerted
- Head Teacher to be alerted.

Parents must be contacted once the ambulance is on its way to ascertain when they can join their child and their wishes with regard to treatment should they be delayed.

- 7.1. A member of staff must accompany and stay with the student until the parent(s)/guardian arrives if they or a family member are unable to accompany the student to hospital.**

- 7.2. Contact details, medical conditions and allergy information must be taken to the hospital.
- 7.3. Once at the hospital, and the student is registered it is then the hospital's responsibility for further medical contact with the parents.

- 7.4. If an ambulance is required for an incident on the All-Weather Pitch, premises or member of SLT need to be contacted to unlock the gate to give ambulance/paramedic vehicle access.
- 7.5. If there is a first aid incident such as sprains, knocks, twisted ankles, the injured student may be transported to reception or student support using the allocated wheelchair.
- 7.6. Coombeshead Academy has a wheelchair to be used for the safe transporting of students across site to student support/reception. First aiders and staff must employ correct manual handling and safe system of operating the wheelchair i.e. lifting person in to and pushing across site. The wheelchair is stored in the first aid room in main reception.

8. Automated External Defibrillator (AED)

- 8.1. It is designed to be used by anyone and doesn't require any specific training as it provides automated verbal and visual commands during usage.
- 8.2. The AED is located in the sports centre and in the main staff room.
- 8.3. For relevant staff, the three yearly Emergency First Aid at Work qualification includes training on how to use a defibrillator.

9. Staff Safety

- 9.1. There are approximately 100 staff on site. Staff, volunteers and work experience placements are notified of the first aid arrangements in place through displayed notices.
- 9.2. First aid arrangements are covered on induction training, detailed in the staff handbook and subsequent changes brought to their attention.
- 9.3. Kitchen, cleaning staff and contractors, when working outside core hours/holidays, know what the process for first aid provision is whilst on site.
- 9.4. Where there are members of staff with special health needs, the first aid provision or additional training accounts for these specific needs.
- 9.5. Where the health needs of a member of staff have changed, they have a responsibility to inform Coombeshead Academy of the changes if deemed appropriate.

- 9.6. Lists of all first aiders and appointed persons are displayed in the staff handbook.

10. Reporting of Student Incidents and Accidents

- 10.1. Coombeshead Academy has a legal responsibility to ensure that all accidents whether occurring on the School's site, or to students and staff involved in school activities outside the School, are recorded.
- 10.2. An accident form should be filled out as soon as possible and certainly within 24 hours or nearest working day and given to Reception for the following events:
- *When a student has a significant injury that requires further medical intervention.*
 - *When a student has sustained a head injury.*
 - *When a student has been injured by an item of equipment, machinery or substances.*
 - *When a student has been injured by the design or condition of the premises.*
 - *When an accident occurs doing a school activity when off site. If at another premises, then a copy of their accident form also needs to be completed. A school accident form will also need to be completed.*
 - *When a visiting student sustains at Coombeshead Academy.*
 - *When a behavioural incident has happened and another student has been injured.*
- 10.3. All appropriate accidents are reported via the accident reporting procedure OSHENS.
- 10.4. All incidents that require First Aid treatment but do not require an accident recorded on OSHENS should be recorded on the First Aid Reporting Form located in main reception
- 10.5. All incidents and accidents involving a student must be logged on the Coombeshead Academy safeguarding system on Bromcom with a copy of the scanned copy of the accident form.
- 10.6. Accident information is reviewed regularly in order to minimise future accidents.
- 10.7. Hirers report accidents to ESW Catering and Events Manager.
- 10.8. Coombeshead Academy must keep a record of all accidents and incidents for the prescribed minimum length of time.

11. Reporting of Staff Accident and Incidents

- 11.1. ALL staff accidents must be recorded on an accident form and must then be handed in to the Coombeshead Academy Main Reception.
- 11.2. All staff accidents are recorded on the OSHENS accident reporting system.
- 11.3. As above, an accident form should be filled out as soon as possible and certainly within 24 hours or nearest working day.
- 11.4. The ESW Risk Manager must be informed if the staff accident has resulted in time off work as a result and that the absence is more than 7 days. This is due to the statutory requirement to RIDDOR report.
- 11.5. All incidents that require First Aid treatment but do not require an accident recorded on OSHENS should be recorded on the Coombeshead Academy First Aid Reporting Form located in main reception.

12 Students who are at Coombeshead Academy and feel unwell

12.1. If a student reports being unwell, the teacher/support member of staff must make a risk assessment on if the student should remain in lessons. Typical examples of where a student might feel unwell but should stay in lessons include:

- Stomach aches
- Feeling nauseous but not being sick
- Sore heads
- Small cuts or scratches that need a plaster
- Periods pains
- Thirsty
- Hay fever

If a teacher needs support with these situations they should call for the duty member of staff.

12.2. If a student reports feeling ill during tutor time or there is a first aid emergency within your lesson or department, please press the green medical alert button on Bromcom to alert the member of staff on duty. This will alert the member of staff to come to your room and escort the student to the first aid room.

Linda Clark/ reception staff will then call for one of our first aid trained members of staff who will be able to assess the situation for the student.

Do not email Linda Clark directly because if she isn't in reception the person covering will not pick up the email.

In case of a serious medical situation, student collapse, diabetic hypo etc then send a student runner immediately to reception so that a first aider can be called. In addition, press the Urgent Medical Alert button on Bromcom.

If there is a serious accident (especially if this involves a head injury) or the student needs urgent attention, then call Reception who will send immediate assistance. The duty member of SLT must also be informed.

Before school, break times and lunch times - duty staff will escort the student to the first aid room and Linda Clark/ reception staff will call for first aid.

Linda Clark will contact home if the student needs to be collected

12.3. If the student's medical issue is a regular barrier to learning and/or a concern then the member of staff should log this on the Coombeshead Academy safeguarding system on Cpoms and assign the incident to the Student Support Officer of the year group.

12.4. All incidents that require First Aid treatment must be recorded on the Coombeshead Academy First Aid Reporting Form located in main reception.