



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Nursery**

PREP SCHOOL and EARLY YEARS

FIRST AID POLICY

The first aid procedure at The White House & Woodentops Kindergarten and Day Nursery is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the *team* consists of qualified First Aiders and not trained doctors or nurses. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- to provide effective, safe First Aid cover for pupils, staff and visitors.
- to ensure that all staff are aware of the system in place.
- to provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term First Aider refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent, which adheres to current recommendations.

All staff involved in EYS are trained as Paediatric First Aiders. The aim of the school is that as many other staff as possible are trained to a similar standard and this is reviewed termly.

The Principal, Headteacher and Managers will:

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- monitor and respond to all matters relating to the health and safety of all persons on school premises.
- ensure all new staff are made aware of First Aid procedures in school.





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- that first aiders qualifications are always up to date.
- that first aid cover is available throughout the working hours of the school week and Day Nursery opening hours.
- that first aiders will attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- will ensure that portable first aid kits are adequately stocked and always to hand.
- that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- ensure that a child who is sent to hospital by ambulance following an injury or illness at school is either: accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted. Liaison **must** occur with the Head teacher to ensure that lessons are covered in the event of an absent teacher.
- ensure that if child is sent to hospital by ambulance following an injury or illness at school that Ofsted or relevant body (RIDDOR) is informed of the event.
- keep a record of each student attended to, the nature of the injury and any treatment given, on the accident sheets provided in the office and at the entrance. In the case of an accident, the Accident Sheet must be completed by the appropriate person, signed by staff member and parents and added to children's files.
- monitor termly the incident of accidents and need for first aid via the Accident Sheet log, to determine if any further action is required to reduce the risk of accidents or/and improve provision.

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- that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Teachers and Key Workers where appropriate will:

- when taking the afternoon register, check with the children and ask if anyone has suffered a head bump/injury that was not reported also to check on any child who has experienced a head bump/injury. Information will be placed on a sheet in the register.
- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- be aware of specific medical details of individual students as publicised by the Headteacher.
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- reassure, but never treat, a casualty unless staff know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- take a pupil who has minor injuries or who feels unwell to the office if they are able to walk where a First Aider will see them.
- ensure that they have a current medical information for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- have regard to personal safety.
- ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- at the start of each academic year, provide the whole staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.





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The school office staff will:

- call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- support the First Aiders in calling for an ambulance or contacting relatives in an emergency.

Accident Forms

- Accident forms are completed for each and every accident. They are completed by the staff member who witnessed the accident or by the first aider (especially if staff did not witness the accident).
- Accident forms are copied.
- When the child is collected, the staff member handing over the child (e.g. class teacher, sports teacher, club leader, homework club leader) will ask the parent/carer to sign both copies.
- The original is retained by the school and should be given to the school office.
- The copy should be given to the parent/carer.

A record of accidents is kept by the school office and reviewed termly so that any trends or problems can be identified and addressed.

Additionally:

1. The School or/and Day Nursery will notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
2. The School or/and Day Nursery will notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and will act on any advice from those agencies.

Therefore:

1. First Aid kits are positioned around the school (see below) to be easily accessible however the school office is a key point of reference and contact. A First Aid kit travels with all visits and alongside all sporting activity off site, there is one on the Minibus.





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2. The school aims to train as many staff members as possible as Paediatric First Aiders, see below for most current provision.
3. All EYFS staff are trained as Paediatric first Aiders, one of whom will always be on site whilst EYFS children are present. However there is always a First Aider on site when children are present.
4. All accidents are recorded on the school form, a copy of which is provided to parents/carers who are asked to sign to acknowledge receipt.
5. Many of the children have medical or/and dietary requirements and the school holds a list centrally which attaches to school trips and a further copy is held in the Hall where lunch is served. This is regularly reviewed and updated to ensure the school meets the needs of these children.
6. First Aiders are there to provide immediate support and advice. However if there is any concern contact should be made with the School Office who will advise further. Whilst the School Office would normally call for an ambulance if one is required, all staff should respond appropriately and call for an ambulance first and notify the school office second if that is appropriate to the needs of the incident.
7. The school follows all RIDDOR advice and will report as appropriate to that guidance.

Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Headteacher
Policy reviewed:	Sept 17	By:	Headteacher
Policy reviewed:	Sept 18	By:	Headteacher
Policy reviewed:	Sept 19	By:	Headteacher
Policy reviewed:	Feb 20	By:	Headteacher
Policy reviewed:	Sept 20	By:	Headteacher
To be reviewed:	Sept 21	By:	Headteacher

Location of First Aid Kits:

- 1: School Office
- 2: Staffroom
- 3: EYS Downstairs





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- 4: Head's office
- 5: Sport
- 6: Minibus
- 7: Day Nursery

All First Aid kits are checked weekly to ensure they are fully equipped.

List of First Aiders

School Staff	Course
Laura Randall	Paediatric First Aid
Shan Simpson	Paediatric First Aid
Leonie Chacksfield	Paediatric First Aid
Michael Davison	Paediatric First Aid
Phoebe Cowen	Paediatric First Aid
David Funston	Paediatric First Aid
Olivia Palmer	Paediatric First Aid
Juliette Watson	Paediatric First Aid
Naomi Campbell	Blended Paediatric First Aid
Claire Leonard	Paediatric First Aid
Jackie Crawford	Paediatric First Aid
Natalie Beckford	Online First Aid
Laura Burton	Paediatric First Aid
Arantza A Emaldi	Paediatric First Aid
Elia Gil	Paediatric First Aid
Danielle Sasson	Paediatric First Aid
Isabelle Gulliver	Emergency first aid at work
Estrella Martin F.	Paediatric First Aid

