



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 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.

Managing a Medical Incident

- Any child involved in a medical incident must be assessed by a first aider who will advise on any response, treatment etc.
- Medical Tracker must be completed and sent in every situation, no matter how minor and with out fail for any head or facial issue.





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- Parents must be contacted about any significant injury and especially any facial or head injuries and most normally this is by the class teacher, in the absence of the class teacher a senior member of staff will make the call.
- At collection there should be a handover and verbal update given on the child.
- **Emergency response:** if the attention of the emergency services is required ideally the office should be notified and they will make the call and liaise accordingly. However, should the first aider or witnessing adult assess an immediate call is required they should do so first then notify the office.

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.
- 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.
- That a first aider assesses any head or face bump to assess the need for any further action. As with all accidents Medical Tracker will be used to notify the parents but the first aider will assess, with reference to the School Office, whether a phone call notification is appropriate for the parents.
- will ensure that portable first aid kits are adequately stocked and always to hand.
- that **any** child 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





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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 Headteacher 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 Medical Tracker (online) must be completed by the appropriate person and actioned so parents receive a notification.
- 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.

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
- 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.
- assess any every head or face bump to assess the need for any further action. As with all accidents Medical Tracker will be used to notify the parents but the first aider will assess, with reference to the School Office, whether a phone call notification is appropriate for the parents.

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





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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.

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.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

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Informing Parents: Medical Tracker

- The appropriate person (always a member of the teaching staff as either witness, class teacher or first aider) will complete the Medical Tracker appropriately and ensure this is actioned so parents receive a notification together with details.
- When the child is collected, the staff member handing over the child (e.g. class teacher, sports teacher, club leader, homework club leader) should speak to the parent and guardian to provide an update on the child.

Medical Tracker retains records of all reported accidents and is reviewed regularly (at least once a term) to identify any common issues and any actions that might be appropriate.

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.
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 and stored in the Medical Tracker,
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





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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
Policy reviewed:	Sept 21	By:	Headteacher
Policy reviewed:	Sept 22	By:	Headteacher
Policy reviewed:	Sept 23	By:	Headteacher
Policy reviewed:	Sept 24	By:	Headteacher
To be reviewed:	Sept 25	By:	Headteacher

Location of First Aid Kits:

- 1: School Office
- 2: Staffroom
- 3: EYS Downstairs
- 4: Head's office
- 5: Sport
- 6: Minibus
- 7: Day Nursery





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

List of First Aiders (current Sept 2024):

School Staff	Course	Date	Renewal date
Laura Randall	Paediatric First Aid	25/05/2023	24/05/2026
Shan Simpson	Paediatric First Aid	02/09/2021	01/09/2024
Juliette Watson	Paediatric First Aid	31/08/2023	30/08/2026
Claire Leonard	Paediatric First Aid	13/09/2021	12/09/2024
Natalie Beckford	Paediatric First Aid	31/08/2023	30/08/2026
Elia Gil	Paediatric First Aid	31/08/2023	30/08/2026
Bella Heald	Paediatric First Aid	16/04/2021	15/04/2024
Rob Goldsborough	Paediatric First Aid	02/09/2021	01/09/2024
Naomi Campbell	Paediatric First Aid	12/11/2021	11/11/2024
Grace McCahery	Emergency First Aid	20/04/2022	19/04/2025
Rebecca Harrison	Paediatric First Aid	22/07/2022	21/07/2025
Josh Bartlett	Paediatric First Aid	29/07/2022	28/07/2025
Shareiss Williams	Paediatric First Aid Level 3	04/03/2023	03/03/2026
Leah Nolan	Paediatric First Aid	31/08/2023	30/08/2026
Stacy Simmons	Paediatric First Aid	31/08/2023	30/08/2026
Ana Clements	Paediatric First Aid	31/08/2023	30/08/2026
Georgina Macfarlane	Paediatric First Aid	31/08/2023	30/08/2026
Imogen Erskine	Paediatric First Aid	31/08/2023	30/08/2026
Danielle Braggins	Paediatric First Aid	31/08/2023	30/08/2026
Shona Delvaille	Paediatric First Aid	31/08/2023	30/08/2026
Alex Harney	Paediatric First Aid	31/08/2023	30/08/2026





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Chloe Seddon	Paediatric First Aid	31/08/2023	30/08/2026
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