



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

PREP SCHOOL and EARLY YEARS

FIRST AID POLICY

1. Policy Statement & Purpose

The White House Preparatory School and Woodentops Day Nursery are committed to ensuring that every pupil, staff member, and visitor is safe and well cared for in the event of an accident or illness.

This policy operates in compliance with the **Health and Safety (First-Aid) Regulations 1981**, the DfE statutory guidance *First aid in schools, early years and colleges*, and the **Early Years Foundation Stage (EYFS) Statutory Framework**.

Key Objectives

- To provide effective, prompt, and safe First Aid cover for all pupils, staff, and visitors.
- To ensure all staff understand the first aid framework, emergency protocols, and reporting channels.
- To promote proactive health and safety risk management during school hours, in the Day Nursery, on school transport, and during educational visits.

Note: First Aiders are trained qualified responders holding a valid First Aid at Work (FAW), Emergency First Aid at Work (EFAW), or Paediatric First Aid (PFA) certificate. They are not trained medical doctors or nurses.

2. Staffing & Qualification Standards

- **EYFS / Day Nursery Provision:** In accordance with statutory EYFS requirements, at least one staff member with a valid **12-hour Paediatric First Aid (PFA)** certificate will be on site at all times when EYFS children are present, and will accompany all EYFS outings.
- **Prep School & Whole School:** The school aims to train as many staff members as possible in First Aid. Adequate First Aid cover is maintained throughout all operating hours, extra-curricular clubs, sporting events, and school trips.
- **Certification Management:** The School Office maintains a live First Aid Training Register. Re-qualification training is scheduled prior to the 3-year certification expiry date.



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3. Roles and Responsibilities

Senior Leadership & Management (Principal, Headteacher, Day Nursery Managers)

- Ensure adequate first aid provision, equipment, and trained personnel across all premises and opening hours.
- Ensure all new staff receive first aid procedure briefings during induction.
- Oversight of statutory notifications (RIDDOR, Ofsted, Local Child Protection Agencies).
- Review accident logs termly via **Medical Tracker** to identify trends, mitigate risks, and improve safety measures.

First Aiders

- Respond promptly to calls for assistance and treat casualties to the best of their ability in a safe, hygienic manner.
- Assess head, facial, and neck injuries and determine appropriate immediate care or secondary medical escalation.
- Ensure first aid kits are kept clean, correctly stocked, and readily available.
- Wear appropriate Personal Protective Equipment (PPE), including disposable gloves, when dealing with blood or bodily fluids.

Teachers, Key Workers, and Support Staff

- Familiarize themselves with school first aid procedures, key first aiders, and pupils' specific medical conditions.
- Never move an injured casualty unless they are in immediate danger.
- Contact a First Aider immediately and provide clear location details.
- Check pupils during registration (or following break times) for any unreported injuries or head bumps.
- Obtain pupil medical profiles prior to taking groups on educational visits or off-site sporting activities.

School Office Staff



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- Act as a primary communication hub to call First Aiders to a scene or assist in contacting emergency services.
- Assist in contacting parents/guardians during medical incidents.

4. Managing Medical Incidents & Emergency Protocols

Standard Incident Procedure

1. **Assessment:** Any casualty involved in a medical incident must be assessed by a qualified First Aider.
2. **Logging:** Every incident—regardless of severity—must be logged on **Medical Tracker** without fail.
3. **Parental Notification:** * Parents/guardians must be notified promptly via **Medical Tracker** for all injuries.
 - Direct phone calls must be made to parents for any significant injury, head injury, or facial injury.
 - A verbal handover update must be provided by the class teacher, key worker, or staff member at pickup.

Head Injury & Concussion Protocol

- Any head or facial injury must be assessed by a qualified First Aider.
- **Concussion Guidance:** The school adheres to current national guidance (*"If in doubt, sit them out"*). Pupils sustaining a head impact with suspected concussion symptoms will be removed from sport or active play and continuously monitored.
- If a pupil sustains a significant head injury, staff will arrange immediate professional medical evaluation at a hospital—either by calling an ambulance or requesting immediate parental collection for hospital transport.

Emergency Services & Hospitalization

- **Calling 999:** The School Office will contact emergency services upon request. However, if any First Aider or staff member assesses that an immediate 999 call is necessary, they must make the call directly first and inform the office immediately afterward.
- **Accompanying Pupils:** If a pupil is taken to hospital by ambulance without a parent present, a designated staff member will accompany the pupil in the ambulance or follow immediately to act *in loco parentis* until parents arrive.



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- **Class Cover:** Staff must liaise with the Headteacher/Senior Leadership to arrange immediate cover for any accompanying teacher.

5. Automated External Defibrillator (AED)

- **Location:** The school's Automated External Defibrillator (AED) is located in the **School Office**.
- **Access & Maintenance:** The AED is accessible to all staff during operational hours. Routine checks of the device status indicator and pads are conducted monthly and logged by the School Office/Health & Safety Lead.

6. Medical Conditions & Emergency Medication

Central Medical Register

- A central list of pupils with serious medical conditions (e.g., Asthma, Anaphylaxis, Diabetes, Epilepsy) or severe dietary requirements is maintained by the School Office.
- Copies are attached to trip risk assessments and securely held in the Dining Hall for mealtime reference.

Emergency Allergy & Asthma Management

- **Adrenaline Auto-Injectors (AAIs) & Inhalers:** Designated emergency spare AAIs and spare Asthma Inhalers are stored securely in the **School Office** for emergency use in accordance with Department of Health guidelines.
- **Prescription Medication:** Student-specific emergency medications (e.g., prescribed AAIs, inhalers) must be easily accessible to staff, clearly labeled, and carried on all off-site trips.
- **Expiry Audits:** Medication expiry dates are audited termly by the designated First Aid coordinator.

7. Hygiene, Biological Waste & COSHH

- **Personal Protection:** Disposable clinical gloves must be worn when treating blood or bodily fluid exposure.
- **Waste Disposal:** All contaminated dressings, gloves, and wipes must be disposed of in yellow clinical waste bags, sealed tightly, and placed in designated medical waste bins.
- **Sanitization:** Contaminated surfaces or ground areas must be cleaned and disinfected immediately using approved COSHH-compliant solutions. Standard hand hygiene practices must be followed before and after treating any casualty.



8. Statutory Reporting (RIDDOR, Ofsted, Child Protection)

- **RIDDOR:** The Headteacher / Health & Safety Officer will report specified injuries, fatal accidents, diseases, or dangerous occurrences to the Health and Safety Executive (HSE) under RIDDOR regulations within prescribed timeframes.
- **Ofsted Notification:** The School and Nursery will notify Ofsted of any serious accident, illness, major injury, or death of any child while in their care, and of the action taken. Notification will occur as soon as reasonably practicable, and strictly within **14 days**.
- **Child Protection:** Local child protection agencies will be notified immediately of any serious accident, injury, or death of a child on premises, and advice from these agencies will be acted upon.

Location of First Aid Kits:

- 1: School Office
- 2: Staffroom
- 3: EYS Downstairs
- 4: Art/science room
- 5: Sport
- 6: Minibus
- 7: Day Nursery

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

Policy will be reviewed annually			
Policy reviewed:	Sept 26	By:	Headteacher
To be reviewed:	Sept 27	By:	Headteacher

