



WETHERBY SCHOOL
— KENSINGTON —

First Aid Policy

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Review date: September 2025

Submission: July 2025

Policy actioned from: September 2025 – August 2026

Next review date: July 2026

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School Kensington; 'parents' refers to parents, guardians and carers.

This policy applies to all children in the school, including those in the EYFS.



Wetherby School Kensington

First Aid Policy Accident and Emergency Procedure

Aims

Wetherby Kensington aims to use first aid in response to accidents and injuries which have occurred to pupils, staff and visitors to the site. This policy applies to all children in the school, including those in the EYFS.

Personnel

Office staff and qualified first aiders are responsible for dealing with minor incidents.

During lesson time the office staff and/or a qualified first-aider will administer first aid. If an accident occurs out of school and first aid is required, then one of the trained first aider staff on duty will administer first aid.

Recording of Accidents

- Any accidents that occur are to be recorded in the Evolve accident book. These are monitored by Deputy Head and by the school office. Once completed these are signed by the Deputy Head or a member of the Senior Leadership Team (SLT)
- Once the accident form has been submitted, a notification is sent directly to the parents to inform them that First Aid has been administered and they should call the school office if they require further information. In so far as possible, the teacher tries to inform the parent/carer picking up the student who had the accident
- In the case of a serious accident an Internal Accident Investigation Report Form (A2) must be completed. Copies of these are kept in the Accident Folder in the school office or can be found on the staff shared area
- Accidents occurring at off site venues should also be recorded on Evolve Accident Book. First aid provision at such venues should always be identified but first aid kits are always taken on school trips. On returning to school further recording should take and contact made with parents if necessary. Emergency procedures are to be followed if a serious accident occurs off-site
- At Wetherby School Kensington any accident that requires a RIDDOR report will be completed correctly and in the required time
- Parents are always contacted should a student receive a bump to the head.

First Aiders

At Wetherby School Kensington there are some members of staff who are paediatric first aid trained. Staff are trained as and when is necessary and we ensure that there is a balance of first aiders within each year group. There is a rolling programme of training for first aid. First aid training will be updated at least every three years. At Wetherby School Kensington we aim to achieve paediatric first aid training for as many staff as possible, in particular Reception staff. There is a paediatric trained first aider on the school site at all times and the welfare requirements of the EYFS framework mean that a qualified paediatric first aider should accompany all EYFS off site visits.

One member of staff with first aid training must be on site until all children have left.

First Aid Boxes

At Wetherby School Kensington first aid boxes are situated:

- 1) In the basement
- 2) In the school office on the ground floor
- 3) In the school kitchen
- 4) In the SLT room on the first floor
- 5) In the learning support room on the second floor
- 6) In the staff room on the third floor

A first aid bag is to be taken on all school trips and to all games/gym sessions, including matches.

First Aid Supplies

Each class is responsible for checking the contents of the first aid resources in their class bags on a regular basis. The school office is responsible ordering all first aid supplies. These supplies are stored in the first aid cupboard in the school office. The school chef is responsible for reporting her requirements to the catering manager for replenishment. All staff are responsible for notifying the school office if the supplies in any of the first aid boxes are running low. The designated member of staff will then order more supplies to ensure that all first aid boxes meet the legal requirements. First aid boxes must not contain any soiled goods.

First Aid Kits

The suggested minimum contents of the first aid boxes from the HSE Publication Approved Code of Practice The Health and Safety (First Aid) Regulations 1981 First Aid at Work are:

- A leaflet giving general guidance on first aid
- Twenty plasters individually wrapped, assorted sizes. Blue waterproof for food handlers
- Two sterile eye pads
- Four individually wrapped sterile triangular bandages
- Two large individually wrapped, sterile, unmedicated wound dressings
- Six medium sized individually wrapped sterile dressings
- Disposable gloves (at least three pairs)
- Six safety pins

Hygiene

To prevent the spread of infection, adults will ensure that the following good practices are observed:

Any spills of blood or vomit will be wiped up and disposed of using the biohazard kits provided on each floor. Excrement will be flushed down the loo. Disposable gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are cleaned as necessary using manufacturer's instructions. All cleaning equipment has been COSHH assessed and is kept out of reach of the children.

A member of staff and the premises manager are responsible for cleaning up after a child has been ill, ensuring that hygiene procedures are followed.

When treating any accident, protective clothing (gloves) must be worn.

Sickness

If the child has any of the following, he must be sent home:

- Temperature
- Sickness or diarrhoea
- Unexplained rash
- Conjunctivitis
- Any infectious condition

If a child needs to go home his parent/carer will be contacted and asked to come and collect him. Whilst the child waits for his parent/carer to arrive the students will either wait in the first aid room or in the school office with a member of staff from the school office.

Please note that a child cannot be sent home until the Head has been consulted, if required.

Pupils with Particular Medical Conditions

Pupils who have particular medical conditions (i.e. asthma, epilepsy, diabetes etc) have all information pertaining to their condition held on a medical form in their personnel file. This will cover medication required in school as and when appropriate including information if appropriate for ambulance crew to attend the child in an emergency. An individual care plan will also be written for the pupil and shared with both the parents and the staff.

Accidents and Incidents

At Wetherby School Kensington the reporting of accidents and incidents falls into four categories:

- Minor accidents
- Major accidents
- Near miss accidents
- Accidents reportable to RIDDOR

If the accident is more than a minor one for child or adult, it is reported immediately to the Head or the school office who sends for an ambulance, if needed and the parents are contacted.

1. MINOR ACCIDENTS

Minor Accidents to a child

If a minor accident occurs the procedure is as follows:

- The child is taken to the school office
- The injury is assessed by a first aider and, if necessary, the Head or Person in Charge, if the Head is not available, is called
- A first aider treats the injury
- The child is resettled into their classroom and observed closely
- The accident record is completed via Evolve.
- Once completed these are reviewed by the Head or a member of the SLT

- The incident is reported to the parent/carer via Evolve notification and/or when the child is collected at the end of the school day (where this has not proved possible the parent is telephoned at home or work). When in doubt always contact the parents/carers
- Parents are always contacted should a student receive a bump to the head

If a child is sent home for any reason this must be recorded in the Evolve accident book.

Reporting Minor Injuries to Parents

Communicating with parents regarding minor injuries is done as follows:

- Via an Evolve notification sent to parents
- Via personal contact with the parent or carer when the child is collected at the end of the school day (where this has not proved possible the parent should be telephoned at home or work)

PARENTS MUST BE INFORMED OF ANY INJURY THAT THEIR CHILD RECEIVES TO HIS HEAD. The school office will contact the parent or carer concerned. If the head injury is severe parents will be asked collect their child to seek medical advice.

Minor Accidents to Adults

Minor accidents will follow the same procedures as outlined above for a child.

2. MAJOR ACCIDENTS

Major accidents to a child

If a major accident occurs the procedure is as follows:

- If able to be moved, the child is taken to the first aid room on the first floor
- The Head or, in her absence, a member of the SLT must be contacted immediately
- The Head or, in her absence, a member of the SLT will assess the situation with another first aider and decide whether the child needs immediate hospital attention or whether the child can wait for the parent to come
- If the child needs to go straight to hospital either an ambulance will be called or the child will be taken by taxi. The parent/carer will be called and arrangements will be made to meet the parent/carer at the hospital. The Head or, in her absence, a member of the SLT will accompany the child to hospital and stay with them until the parent/carer arrives
- If the child can wait for the parent/carer to come then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff must be with the child at all times until the parent/carer arrives
- It will then be the parent/carer's decision whether or not to take the child to hospital.
- As soon as possible after the accident an Accident Form will be completed via Evolve. The member of staff managing the case will notify the parent /carer with some details of how it was managed.

The nearest hospitals are:

- BUPA Cromwell Hospital 164-178 Cromwell Rd, Kensington, London SW5 0TU
020 7460 5700

- Chelsea and Westminster Hospital 369 Fulham Rd, Chelsea, London SW10 9NH
020 3315 8000
- Royal Marsden Hospital 203 Fulham Rd, Chelsea, London SW3 6JJ
020 7352 8171
- Dial 999 if immediate assistance is needed for a serious accident or incident

Major Accidents to Adults

- The person in charge is notified who will with another first aider assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the adult concerned
- If the adult needs to go straight to hospital an ambulance will be called or he/she will be sent by taxi with another member of staff
- The adult emergency contact or a person of their choosing will be telephoned and if possible arrangements made for them to meet the adult at the hospital.
- An Accident Form will be completed via Evolve and a notification sent to the adult concerned
- The Head must decide if the matter is reported to Inspired Head Office

3. Near Miss Accidents

At Wetherby School Kensington we are aware that some accidents could potentially have been more serious had a child been injured. This would be described as a near miss incident. As a school we believe that all near miss incidents should be followed up.

If a near miss incident occurs the procedure is as follows:

- All near miss incidents must be reported to the Head
- An Evolve Near Miss Incident Form will be completed via Evolve
- Inspired Head Office will be contacted
- This must be reported and recorded as soon as possible after the event

4. Accidents Reportable to RIDDOR

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Inspired Head Office. At Wetherby School Kensington we seek advice from Law at Work before any accident is reported to the HSE.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC). Before reporting any accidents, Law at Work will have been contacted for advice.

Please refer to: Inspired Health and Safety System for more information about RIDDOR

Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours must be reported immediately to Paul Brereton, Director of Human Resources, at Inspired Head Office and Richard Jones Director of Property. Law at Work will be contacted for advice and if necessary the ICC will be contacted. However, injuries during play activities in playgrounds arising from collision, slips and falls and sporting injuries are not reportable unless they are attributable to:

- The conditions of the premises (e.g. potholes, ice, damaged or worn steps etc).
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arises out of or in connection with those activities. All staff have been informed of the procedures to follow (crisis management) when a fatal or major injury/injuries occur.

Wetherby School Kensington will also notify the Kensington and Chelsea Child Protection Agency of any serious accident or serious injury to, or the death of, any pupil whilst at school and act on any advice given.

Employee Accidents

Any accidents to an employee resulting in a fatal or major injury must be reported immediately to Paul Brereton, Director of Human Resources at Inspired Head Office and Richard Jones, Director of Property. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than three days (excluding the day of the accident) there is still a requirement to contact the HSE.

The Head will report any accidents that are reportable to the HSE via the RIDDOR Incident Contact Centre. This can be done via telephone or by completing an on-line form. Copies of these can be found in the school office in the Accident Folder. Once again, Law at Work will be contacted before any contact is made with the HSE or the ICC.

BEFORE ANY REPORT TO THE HSE IS MADE, LAW AT WORK MUST BE CONTACTED FOR ADVICE.

Allergies/Chronic Illnesses

A record is kept in the child's file of any allergy to any form of medication (if notified by the parent) such as penicillin or a dietary allergy or food intolerance. Any chronic illness, such as diabetes, or any illness, such as asthma (on individual asthma cards), or any child whose health might give cause for concern are also recorded.

Appendix 1



Wetherby School Kensington

Medication Policy

This document concerns the administering of medication to children at Wetherby School Kensington.

From time to time, parents request that the school should administer medicine to pupils. These requests fall into two categories:

1. Pupils who require emergency medication on a long term basis due to the chronic nature of their illness (such as asthma and epilepsy).
2. Pupils who are suffering from “casual” ailments, such as coughs or colds.

Generally no member of staff will administer medicine to children. If a pupil needs a dose of medicine during the school day, the child must come to the school office to receive his medication.

Prescribed medication can only be administered by the school office if prescribed by a doctor / dentist / nurse / pharmacist and the parent has filled out and signed an Administering Medicine Form (see attached). This form must be seen by the Head or office staff.

Non-prescribed medication, such as Calpol or antihistamine, can be administered to the boys by the office staff with parental permission. If a boy comes to the office with a headache, tummy ache, head bump or rash and the office staff feel the boys should be given Calpol or antihistamine then they will contact the parents to explain their son is feeling unwell, or has a rash. They will ask the parents for their permission to give their son Calpol or antihistamine. If parents give permission then Calpol or antihistamine will be administered. If the office staff cannot get through to the parents then only the Head (and in his absence the Deputy Head) can give authority for the non-prescribed medication to be given. All non-prescribed medication given to a boy is logged in a book with the boy's name, the date, the time and the dose. In Reception we request that the parents pick up their son if they have a headache, tummy ache, head bump or rash. We will only administer Calpol or antihistamine if the parents or carer are unable to collect their son from school.

When pupils are away on residential trips, the party leader must seek permission from the parents to administer non-prescribed medication if their son requires it. If parents request non-prescribed medication is administered, whilst their son is away on a residential trip, then written permission must be received before this can happen.

No creams or lotions should be administered e.g. Arnica cream, Witchhazel. All cuts and bruises should be cleaned with water. The use of antiseptics is not necessary for the treatment of wounds. Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster / latex. Before plasters are used, first aiders should establish whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing i.e. a non-allergic plaster or dressing should be used.

All epi-pens / inhalers etc. will be accompanied by a letter from the parents stating exactly when and how they are to be administered. Parents are required to send to school two epi-pens / inhalers if their son is in Lower School (Reception and Year 1). One will be kept in the first aid room in a locked cabinet. The other will be kept in the class' red bag. Each class takes their red bag on all

off-site activities. In Upper School (Year 2 and Year 3) parents are required to send in three epi-pens / inhalers, etc. if possible, otherwise two is sufficient. One will be kept in the school office in a locked cabinet, one in the class' red bag and one will be given to the Head of Sport. We are aware that it is not always possible to obtain three epi-pens / inhalers and will plan accordingly.

All medicines are stored strictly in accordance with the product instructions. This will either be in the first aid room in the locked first aid cabinet or in the fridge. All medicines will be administered by the office staff. However, it is the responsibility of the form teacher to ensure that the child "appears" in the office at the correct time for administration of the medication.

If a dietary or medical requirement has been stated on a pupil's Health Form, the parents are required to complete a Dietary / Medical Form. The school secretary will distribute these to all new parents at the start of term. Once this has been completed and returned, this will be kept in the dietary / medical file in the school offices. The school secretary will also email all parents at the start of term to ask them if there are any updates / changes to their son's dietary / medical needs. All existing parents of pupils with dietary / medical requirements will complete a new dietary / medical form at the start of each academic year if necessary.

Please refer to the Dietary Policy and Procedure for further information.

ANAPHYLAXIS

Anaphylaxis is a severe and often sudden allergic reaction. It can occur when someone with allergies is exposed to an allergen such as FOODS (e.g. peanuts, tree nuts, milk/dairy foods, egg, wheat, fish/seafood, sesame and soya); MEDICINES (e.g. antibiotics, pain relief such as ibuprofen); LATEX (e.g. rubber gloves, balloons, swimming caps); INSECT STINGS (e.g. bee, wasp). Reactions usually begin within minutes and progress rapidly, but can occur up to 2-3 hours later. It is potentially life-threatening, and always requires an immediate emergency response.

Wetherby is vigilant to allergens that may trigger anaphylaxis in our pupils and/or staff. The school is a nut free zone. Additionally, the school kitchen does not cook with common allergens such as seeds (including sesame) or seafood. Staff remain vigilant about food coming into school, including snacks, packed lunches, birthday cake, cake sales etc.

NO NUTS OR NUT PRODUCTS OF ANY SORT ARE TO BE BROUGHT INTO THE SCHOOL

Peanut butter is particularly hazardous, as even contact with a person who has eaten peanut butter can provoke a reaction. Please be vigilant about any food coming into school; snacks, lunch, birthday cake, cake sales etc.

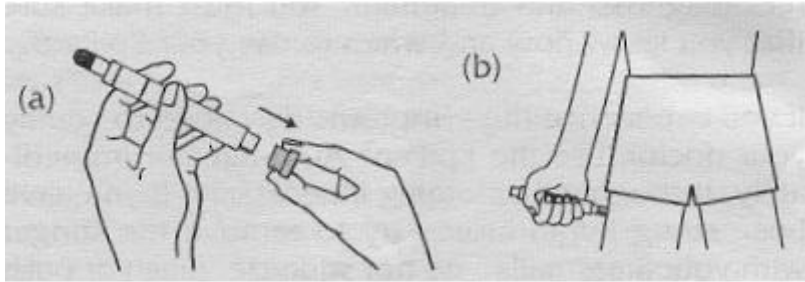
PROCEDURE IN THE EVENT OF AN ANAPHYLACTIC REACTION

1. Staff will administer the adrenaline auto-injector (AAI)
2. Get someone to dial 999 and call an ambulance
3. Give the pupil's name and inform them that he/she is suffering an Anaphylactic Reaction
4. While awaiting the medical assistance find the second AAI
5. If there is no improvement after five minutes, give a further dose of adrenaline using the second AAI
6. Call the pupil's parents and inform them

THE EPIPEN TREATMENT - INJECTABLE ADRENALINE

Directions for use are:

1. Pull the end off i.e. the blue safety cap
2. Hold onto the muscle at the top of the leg i.e. thigh
3. Aim the pen. It must be placed **OUTSIDE THE THIGH AND LEFT**. See description



4. Swing and firmly push against the outer thigh until it clicks
5. Hold firmly against the thigh, counting slowly to ten: this allows the adrenaline to be absorbed.
6. Withdraw needle i.e. pull the AAI away.
7. Massage injection area for ten seconds.
8. Confirm that an ambulance has been called.
9. Look for a positive response. **YOU CAN INJECT A SECOND DOSAGE AFTER FIVE MINUTES IF REQUIRED.**

ADMINISTERING MEDICINES – PARENTAL REQUEST FORM

In order for a child to receive prescribed medicines or over the counter remedies (e.g. antibiotics or anti-motion sickness remedies), the form below must be completed and signed by the child's parent. **Staff cannot administer prescribed medicines without written permission** and any such medicine or over the counter remedy supplied to the school must have been dispensed by a UK licensed pharmacist. Without obscuring the pharmacist's label showing the child's name, date and the prescribed dosage, so as to make the medicine(s) more readily visible these should additionally be **prominently marked in large capitals** with the child's name. The school will make very effort to comply with a parent's request but cannot accept responsibility should it fail to do so.

To be completed by parent/guardian:

**Full name of child
(in capitals)**

**Name of parent/
guardian**

**Full name of
prescribed
medicine/lotion**

First dose due in school/day care

Date:

Time:

Quantity:

Second dose due (if applicable)

Date:

Time:

Quantity:

**Subsequent dates on which medicine
is to be administered (if applicable)**

Date for last dose(s)

**I request the school to administer
the doses of the medicine(s) as shown
above, supplied, I confirm, by a UK
licensed pharmacist.**

Date

Signature

Note: A new form must be completed if a course of medicine endures beyond a fortnight.

For office use only
KENSINGTON

WETHERBY SCHOOL

ADMINISTERING THE MEDICINE(S)

NAME OF PUPIL:

FIRST WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
1st dose (staff initials)					
Time					
2nd dose (staff initials)					

SECOND WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
1st dose (staff initials)					
Time					
2nd dose (staff initials)					

1. Enter time of dose in the box.
2. Initial clearly in either the 1st or 2nd box as appropriate, each time a dose is administered
3. Obtain counter-initial
4. At end of course, photocopy this page and place photocopy in the Medical Consent folder. File original in pupil's file

This policy will be reviewed annually