

First Aid Policy

ISI Regulation	3: Welfare, health and safety of pupils
Reviewed by	Ed Griffiths, Deputy Head Pastoral & Natalie Abraham, Lead Nurse
Date	September 2026
Date of Next Review	September 2027

The GDST acknowledge their overall responsibility in ensuring that this policy is effective in its implementation and meets all current regulatory requirements. An annual review of this policy and associated procedures and the efficiency with which associated duties have been discharged will be undertaken so that any deficiencies or weaknesses can be remedied without delay.

Ed Griffiths is the member of SMT responsible for updating this policy and will present it to Trust Office annually for their review.

This policy applies to Junior School, Senior School and EYFS and should be read in conjunction with the [Medical Policy](#) and [Administration of Medications Policy](#)

FIRST AID POLICY

Wimbledon High School aims to ensure the timely and competent administration of first aid and the effective implementation of the first aid policy. This policy promotes the health, safety and welfare of pupils and children, staff and visitors through the provision of first-aid equipment and trained personnel compliant with The Health and Safety (First Aid) Regulations 1981, ISI requirements and HSE guidance.

'First-aid' means:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

H&S (First Aid) Regulations 1981(as amended)

WHS Provision

The aim of first aid is to preserve life, alleviate suffering, prevent deterioration and promote recovery therefore in accordance with good practice, ISI, DFE & HSE requirements the school will ensure that:

- A first aid risk assessment is regularly carried out to ascertain how many first aiders, mental health first aiders and types of first aid equipment/facilities are required on each site. It takes into account:
 - the number of staff/pupils on site

- the location of sites and areas
- the full range of activities undertaken by staff and pupils during the normal school day
- the full range of activities undertaken off-site and outside normal school hours eg the school day / at weekends / and in school holidays. All First Aiders are made aware of the guidance on infection control and on the provision and use of personal protective equipment as per the infection control policy.
- whether any staff or pupils have particular mental or physical problems
- All staff are made aware of arrangements via new staff induction and the Staff Handbook.
- Parents and pupils are informed of the procedure to follow: if a pupil or child is not well enough to attend school, or if a pupil or child becomes ill at school and needs to go home.

and:

- Parents are made aware of the school's arrangements and the procedures for informing them if their daughter has had an accident, sustained an injury or received first aid treatment at school. NB. wherever possible the parents of EYFS pupils must be informed on the same day as the incident.
- be advised of the school's arrangements and the procedures for informing them if their daughter receives first aid treatment at school.

Persons who witness an incident where the injured person is able to walk, should:

- ensure the person is taken to the Medical Room and/or contact a First Aider either directly or via reception if the Nurse is unavailable
- ensure the person is not left unattended.
- Persons who witness an incident where the injured person does not seem able to move, should:
- not try to move them
- stay with them
- seek help from the Nurse or First Aider.
- If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or telephone

School Provision

As a minimum, at least one person with an approved "First Aid at Work" qualification (3-day training) who has also been trained in the CPR requirements for children and young people is present on each separate school site when pupils or children are present (Sports fields and facilities not included).

If EYFS children are present at least one person with a current Paediatric First Aid (2 day) certificate will also be present.



At least one **“Emergency First Aider in the Workplace”** (1-day training) person is present out of normal school hours e.g. early mornings, evenings, Saturday mornings and holidays, when employees are on site.

- **As a minimum**, at least one adult with a **Mental Health First Aid** qualification suitable for assisting adults and pupils is present on each identifiably separate school site during the normal school day.

If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

Staff member in charge of EYFS in the Reception playground is provided with a school mobile phone that they can use to call for help in the event of an emergency. This phone is kept locked in the reception classroom safe at all other times.

First aid equipment and facilities are provided at appropriate locations throughout the school.
AED: Senior Hall, Sports Hall & Nursery Road Medical room.

Asthma kits: Senior reception, Junior Reception, Dining Hall, Medical room, Sports Hall, Nursery Road Medical room.

First Aid Kits: Junior reception, Junior art room, Junior science room, Senior reception, Senior art office, Biology Prep, Chemistry Prep, Physics Prep, DT, Rutherford office, Dining Hall, Sports hall, Swimming pool, Nursery Road.

As well as the school nursing team an adequate number of appropriately qualified First Aiders and mental health first aiders are available including those trained in:

- Emergency Paediatric First Aid (1 day)
- Paediatric First Aid (2 day)
- First Aid for Lifeguards
- Sports First Aid for PE staff
- Activity First Aid / Outdoor First Aid / Rescue & Emergency for staff accompanying pupils on higher risk educational visits or visits to remote locations.

Lists of First Aiders' and mental health first aiders names, locations and contact details are prominently displayed in several school locations as well as on Firefly. These first aiders are listed above and the school is aware of the requirements to have all first aiders' training updated every three years.

- Appropriately qualified and equipped first aiders will accompany / be present at all off-site **sporting activities**, fixtures, matches and events, and **educational visits / school trips**. All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate.

Records are maintained by the School Nurse/first aiders of all first aid treatment administered via

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CPOMS

All significant accidents must be reported to and recorded by the Nurse or, in the absence of the Nurse, on the trained teachers/ staff listed below, on the Sphera Accident reporting System. Sporting accidents are recorded by PE staff on Sphera. Detailed guidance on how and where to do this is given in the 'Accident Recording and Reporting' section of *myGDST*. (NB Photographs should not be taken of a child's injury or bruising[1], although it is acceptable to make a record / drawing on a body map).

[1] Section 24 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings – May 2019 – Safer Recruitment Consortium

Staff Trained to report on Sphera:

Username	Job Title
Adam Sharman	ICT Operations Manager
Alison Hunt	Wrap Around Care Manager
Ben Horrod	Head D&T
Fionnuala Kennedy	Head
Gerard Headd	H&S Administrator
Hannah Till	Nurse
Harriet Fryer	Head of Junior School
Kathryn Jones	DFO
Kristina Spratt	School Nurse
Mary Gilmore	Estates Manager
Natalie Abraham	Nurse
Paul Williams	Assistant Estates Manager
PE Staff	Wimbledon PE Staff
Sarah Brierley	Junior Leadership Team
Wim Science	Lead Science Technician
Wimbledon Juniors	Junior School

An accident that might result in a hospital visit or other medical attention, must be recorded at the time, and passed to the Nurse.

Through the use of the Trust's reporting database, Sphera, a record is maintained of all significant injuries to staff and students occurring both on and off the school premises as a result of school activities (in accordance with the Trust policy on the retention of documents or a minimum for 3 years whichever is the longer). These should be cross referenced with CPOMS where a record of minor injuries and ailments is also maintained.

Parents will be informed of serious accidents as soon as practicably possible. The Nurse will usually make contact with the parent but, in cases where the nurse is occupied with the pupil or child, the parent will be contacted by the Head of Year or deputy as appropriate or Deputy Head Pastoral as a matter of urgency.

- The **HSE is informed of injuries that are reportable under RIDDOR** without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section of *myGDST*.
- **Dangerous occurrences** and **significant 'near misses'** (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage) are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section of *myGDST*.

The Director of Finance & Operations will action DSS requests for information relating to industrial injuries to members of staff involving more than 7 days absence from School.

First-aid and accident reporting arrangements are regularly reviewed.

First Aid Equipment and Materials

A list of the location of first aid equipment is maintained by the School Nurse and is listed above. First aid equipment is stored in approved containers in appropriate and prominent locations. Travel first aid kits are provided by the nurses for visits and other off-site activities.

The School Nurses, alongside Heads of Departments, maintain records of, and regularly check and re-stock, all first aid equipment and containers including emergency medicines. The School Nurses maintain a ready-to-use stock of medicines and materials.

Heads of Departments in areas where First aid kits are located should notify the School Nurse when supplies have been used in order that they can be restocked without delay.

Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions (see [allergies policy](#) linked here)
- Asthma attacks (see [Chronic Illness Protocol](#) linked here)
- Epileptic fits (see [Chronic Illness Protocol](#) linked here)
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics (see [Chronic Illness Protocol](#) linked here)
- Bleeding
- Breaks or sprains
- Concussion
- Mental ill health episodes, e.g., depression, anxiety, psychosis, substance abuse.



Staff should:

Inform a member of staff and ask for immediate first aid assistance.

If you witness an incident and the injured person is well enough to walk, take them to the medical room. If the School Nurse is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to move them; stay with them and ask for immediate help from a First Aider.

Guidance on when to call an ambulance

The need for an ambulance will be decided in consultation with the School Nurse or Trained First Aider. In the absence of these members of staff or if unable to contact them, staff should err on the side of caution and call an ambulance for themselves if concerned, by dialling 999 from any mobile or land-line telephone.

Administration of medicines

Only the school nurses or first aiders should distribute medicines to pupils, unless as directed for particular pupils, as part of the chronic illness protocols e.g. administering an EpiPen. All medicines administered must be recorded on CPOMS. For further details see [Administration of Medications policy](#).

Hygiene procedures for dealing with the spillage of bodily fluids (blood, faeces and vomitus)

Surfaces which have been contaminated by body fluids should be disinfected as soon as possible by a member of WHS cleaning staff by means of using:

- Body Spill Kit for cleaners
- RAM disinfectant for Body Fluids
- COSHH – Evans EC4 Sanitiser

Protective gloves (nitrile) must be used when dealing with spillages of blood, vomit or any other body fluids.

Vomit may be placed in a WC but blood and other fluids must be placed inside a biological disposal bag and collected by an authorised waste disposal contractor.

Infection Control:

Certain infections are common in schools and can be spread easily, therefore schools must have an infection control policy. Simple measures can be put in place to prevent the spread of infection including

- Encouraging routine immunisation
- Encouraging high standards of personal hygiene and practice, particularly hand-washing
- Maintaining a clean environment

- Following a strict protocol for dealing with spillages of bodily fluids (vomit, faeces and blood) – 'Spillages of Body Fluids Protocol'
- Following a strict protocol for disposal of clinical waste and sharps
- Ensuring pupils who are suffering infectious diseases do not return to school before the recommended exclusion period for their illness has elapsed

Useful guidance from Public Health England on all of these issues is available here: ['Health Protection in Schools and Other Childcare Facilities'](#).

- Parents and staff should be frequently reminded that the exclusion period, as advised by the NHS, for diarrhoea and/or vomiting is 48 hours from the last episode, to prevent the spread of infection in school.
- If an outbreak of an infectious disease is suspected, the School Nurse will contact the [local Health Protection Team](#).

Special arrangements

The School Nurse will:

- initiate individual risk assessments for pupils with particular medical conditions eg use of crutches / use of wheelchair / severe asthma / severe allergies liaising with parents and other staff as necessary, and:
- ensure appropriate staff are made aware of pupils with the above conditions
- ensure relevant staff are trained to deal with such situations. Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the 'Chronic Illness' and 'Allergy' Protocols on Firefly.

School Practice

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

The School Nurse or qualified First Aiders / Mental Health First Aiders, as part of their responsibilities, will administer first aid in a timely and competent manner, and organise an injured person's transfer to hospital in the case of an emergency.

There are a wide range of first aid and mental health first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE, Trust policy and the Trust's insurers, and the school's First Aid Needs Risk Assessment. Detailed guidance is given in the ['First Aid'](#) section on *myGDST*.

A register of First Aiders / Mental Health First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders / Mental Health First Aiders are appointed as necessary. Copies of training certificates must be kept.



All First Aiders / Mental Health First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school/Trust.

Further Information and Guidance

myGDST

- [First Aid Procedures and Guidance](#)
- [Accident Recording and Reporting](#)
- [Pupil Health and Wellbeing](#)
- [Pupil Mental & Emotional Health](#)
- [Staff Mental Health and Wellbeing](#)
- [First Aid in Schools, Early Years and Further Education](#) – DfE - 2022
- [First Aid at Work – Guidance on the Regulations](#) – HSE – L74 - 3rd edition with 2024 amendments

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