



First Aid Policy

A5

Dolphin School Trust
inc. Noah's Ark Nurseries

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	September 2025
Next review:	September 2026

First Aid Policy

Policy Framework

This policy has been written with reference to:

- The Health and Safety (First Aid) Regulations 1981
- The EYFS Statutory Framework (2025), paras 3.58–3.61
- The DfE Guidance: Supporting Pupils at School with Medical Conditions (2015)
- The DfE Guidance: Using Emergency Adrenaline Auto-Injectors in Schools (2017)
- The Children and Families Act 2014
- The Equality Act 2010
- Wandsworth LA guidance

Dolphin School recognises its duty to provide adequate and appropriate first aid for pupils, staff, parents, and visitors, and to ensure procedures are followed for accidents, illness, and medical conditions.

This policy is reviewed annually by SLT, with oversight from the Governing Body.

This policy should be read in conjunction with the Administration of Medicines Policy, Health, Safety & Welfare Policy, Safeguarding and Child Protection Policy.

First Aid Needs Assessment

In line with Wandsworth LA and DfE requirements, the school conducts a First Aid Needs Assessment annually to ensure:

- Sufficient trained first aiders are available at all times (including offsite trips, after-school provision, and sporting activities).
- First aid equipment and facilities are appropriate for the site layout and pupil needs.
- Procedures account for local emergency access issues (e.g. traffic or disruption affecting access to St George's or Chelsea & Westminster A&E).
- The assessment is recorded and reviewed following any significant change in staffing, premises, or pupil needs.

Appointed Person

The appointed person at Dolphin School & Noah's Ark Dolphin is the School Receptionist, the appointed person at Noah's Ark West Side is the Head of Nursery. They are responsible for:

- Ensuring first aid kits are stocked and maintained
- Maintaining a central accident log and treatment records
- Coordinating RIDDOR reporting where required
- Acting as the main point of contact for first aid provision

First Aid Kits and Equipment

- First aid boxes are maintained by the School Receptionist (Dolphin School and Noah's Ark Dolphin) and the Head of Nursery (Noah's Ark West Side) and kept at two designated points on site. These locations are shown to all staff.
- A first aid kit must be carried to sports activities, outdoor breaks, trips, and excursions.
- The School Receptionist maintains a first aid cupboard in the school office at Dolphin School. The Head of Nursery at West Side maintains a first aid cupboard in the

Nursery Office.

- There are no AED devices available at either setting however staff receive training in their use and are aware of the location of the nearest community AED (Dolphin - Bollingbrooke Medical Centre, West Side - Wandsworth Prep School).

First Aiders and Training

- The names of all qualified first aiders are shown in Appendix A and displayed in each setting.
- At least one qualified first aider is present on site whenever children are in school, including during after-school provision, clubs, and breaktimes.
- At least one qualified first aider accompanies every offsite visit. For EYFS trips, at least one member of staff holds a full paediatric first aid certificate.
- Staff training is aligned with Wandsworth LA's HSE-accredited courses and is renewed every three years, with annual updates for advanced first aiders.
- A record of training is kept in the CPD file and monitored by SLT.

Treatment of Injuries

- First aiders may apply cold/heat packs to sprains and bruises, wash wounds with water, and apply plasters or bandages.
- They are not permitted to administer medication or medicated antiseptic unless specifically authorised by parents.
- For serious injuries, staff will call an ambulance (999). A responsible adult will accompany the injured person to hospital until parents or emergency contacts arrive.
- In cases of unconsciousness, asphyxia, or life-threatening conditions, first aiders are trained to administer emergency aid until professional help arrives.

Allergies and Serious Medical Conditions

- Parents must inform the school of any severe allergies or medical needs on the Medical/Emergency Contact form.
- For pupils with life-threatening allergies or conditions, an Individual Healthcare Plan (IHP) is written in consultation with parents and health professionals.
- Relevant staff receive additional training and guidance to support individual pupils.
- Parents may be invited to speak to staff about their child's condition.
- Where necessary allergy action plans follow the [BSACI template](#) and are shared with all relevant staff.

HIV and Blood-Borne Diseases

- Disposable gloves must always be worn when dealing with bodily fluids.
- Soiled materials must be disposed of safely.
- Contaminated clothing is sent home in a sealed plastic bag.
- Suitable cleaning materials are kept in each classroom.

Accidents and Incident Recording

- The school keeps a written record of all accidents, injuries and first aid treatment.
- All accidents must be recorded on the school's Accident/Incident Form, kept in the Reception office (Dolphin School and Noah's Ark Dolphin), Head of Nursery office (Noah's Ark West Side).
- Records must include details of the accident, treatment given, and the name of the attending first aider.

- Parents are informed on the same day, or as soon as reasonably practicable.
- For head injuries, parents are contacted without delay and a written report is sent home.
- Serious accidents (requiring hospital treatment) are reported immediately to the Headteacher and parents.
- Records are retained for a minimum of three years.
- Accident data is reviewed termly by SLT/Governors to identify trends.
- Ofsted and the local safeguarding partners are notified of any serious accident, injury, illness, or death within 14 days.

RIDDOR Reporting

The school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- We report to the HSE any accident to staff requiring treatment by a GP or hospital, and any dangerous occurrence (e.g. gas leak).
- Fatal or serious injury sites must remain untouched until an investigation is carried out.
- All dangerous occurrences are recorded in the Incident Book.

Illness

If a child becomes unwell during the school day:

- They are taken to the School Receptionist, First Aid Room or Head Of Nursery Office at West Side and made comfortable.
- Parents/guardians are contacted. If unavailable, the emergency contact will be called.
- The child is supervised until collected or deemed well enough to return to class.
- If necessary, medical advice will be sought, and an ambulance called.
- A copy of the child's medical record will accompany them to the hospital.
- A staff member accompanies the child to hospital with medical records and stays until parents arrive
- A log of symptoms and actions taken will be recorded.
- The school acts swiftly to prevent the spread of infection.

Reference should also be made to the **Health and Safety Policy** and **Infectious Illness Procedures** in the Parents' Handbook.

Staff Medication

- Staff must seek medical advice if medication may affect their ability to care for children.
- Any staff medication must be securely stored at all times and kept out of reach of pupils.
Staff must not be under the influence of alcohol or any substance that may affect their ability to care for children.

Safeguarding Link

If an injury or medical concern raises a safeguarding concern, staff must follow the procedures outlined in the Safeguarding and Child Protection Policy.

Early Years Foundation Stage

- At least one person holding a valid paediatric first aid certificate is present at all times when EYFS children are on site, and accompanies them on outings.
- Paediatric First Aid certificates must clearly state they cover treatment of children (using the words *children*, *child* or *paediatric*).
- Newly qualified staff (Level 2 or Level 3) are required to obtain a PFA certificate within 3 months of starting in order to be included in ratios.

Policy Review

This policy is reviewed annually by the SLT and approved by the Governing Body. Interim reviews will take place following any significant incident, change in statutory guidance, or change in school provision.

Appendix A

First Aiders at Dolphin School

Training should be updated every three years.

Paediatric (with Epi- Pen) First Aid Trained staff

Lucy Price	29.08.2025	29.08.2028
Jeff Schmidt	29.08.2025	29.08.2028
Vicki Githae	29.08.2025	29.08.2028
Adam Woodcraft	29.08.2025	29.08.2028
Janice Akinremi	29.08.2025	29.08.2028
Lynette Lonsdale	29.08.2025	29.08.2028
Vivienne Benson	29.08.2025	29.08.2028
Fiona Dilger	21.08.2024	21.08.2027
Harriet Gorrige	29.08.2025	29.08.2028
Hannah Newbury	28.08.2024	28.08.2027
Rummana Choudhury	29.08.2025	29.08.2028
Elizabeth Shahpazova	29.08.2025	29.08.2028
Lauren Elsdon-Dew	29.08.2025	29.08.2028
Elizabeth Malcolm	29.08.2025	29.08.2028
Fiona Henry	29.08.2025	29.08.2028
Rachel Oram	29.08.2025	29.08.2028
Lucy West	29.08.2025	29.08.2028
Harmony Ramos	29.08.2025	29.08.2028
Elsie Anifowose	29.08.2025	29.08.2028
Jarvi Roope	29.08.2025	29.08.2028
Carolyn Dennemont	29.08.2025	29.08.2028
Colin Wright	29.08.2025	29.08.2028
Charlotte Coad	29.08.2025	29.08.2028
Marcela Lavigne du Cadet	29.08.2025	29.08.2028
Lisa Absalom	29.08.2025	29.08.2028
Christine Rogers	29.08.2025	29.08.2028

Paediatric (with Epi- Pen) First Aid Trained staff at Noah's Ark Nursery

Noah's Ark Dolphin

Diane Adekanmbi	29.08.2025	29.08.2028
Silvia Marri	29.08.2025	29.08.2028
Mehrnoosh Shams	29.08.2025	29.08.2028

Noah's Ark West Side

Rachael Strachan	22.05.2025	22.05.2028
Claire Tomes	29.08.2025	29.08.2028
Sabine Mahabul	29.08.2025	29.08.2028
Lovena Ramdhany	29.08.2025	29.08.2028
Nicola Kelly	29.08.2025	29.08.2028