



First Aid Policy

A5

Dolphin School Trust
inc. Noah's Ark Nurseries

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	September 2026
Next review:	September 2027

First Aid Policy

Policy Framework

This policy has been written with reference to:

- The Health and Safety (First Aid) Regulations 1981
- DfE, First aid in schools, early years and colleges (updated February 2022).
- The Early Years Foundation Stage statutory framework for group and school-based providers, effective 1 September 2026.
- The DfE Guidance: Supporting Pupils at School with Medical Conditions (2015)
- The DfE, Allergy safety in schools, published July 2026, and the Trust's Allergy Safety Policy.
- Department of Health and Social Care guidance, Using emergency adrenaline auto-injectors in schools (2017).
- The Children and Families Act 2014
- The Equality Act 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Relevant local authority 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 the Senior Leadership Team (SLT), with oversight from the Governing Body. It should be read in conjunction with the Administration of Medicines Policy, Allergy Safety Policy, Health, Safety & Welfare Policy, Safeguarding and Child Protection Policy.

First Aid Needs Assessment

In line with Wandsworth LA and DfE requirements, the Trust conducts a First Aid Needs Assessment annually and reviews it following any significant change in staffing, premises, activities or pupil needs.

- Sufficient appropriately trained first aiders are available at all times, including during breaks, after-school provision, clubs, sport and off-site activities.
- First aid equipment and facilities are appropriate to the layout and needs of each setting.
- The known medical and emergency needs of pupils, children and staff are taken into account where these are relevant to first aid provision, while respecting appropriate confidentiality.
- Emergency access and the practical arrangements for summoning medical assistance are considered.
- Appropriate first aid provision is included in risk assessments for educational visits and other off-site activities.

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 and supplies are stocked and maintained;
- Maintaining central accident and treatment records;

- Coordinating RIDDOR reporting where the legal reporting criteria are met;
- Supporting the monitoring of first aid training and provision; and
- Acting as the main point of contact for first aid arrangements within the setting.

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)
- First aid equipment is kept at designated points on each site and the locations are made known to staff.
- A suitable first aid kit must accompany sports activities, outdoor activities where appropriate, 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.
- Emergency medicines and adrenaline auto-injectors are managed under the Administration of Medicines Policy and Allergy Safety Policy and must remain readily accessible when required.
- At the date of review, there are no AED devices on either setting. Staff receive first aid training which includes awareness of AED use and are made aware of the nearest available community AED arrangements. This position should be checked as part of the annual First Aid Needs Assessment. (Dolphin - Bollingbrooke Medical Centre, West Side - Wandsworth Prep School).

First Aiders and Training

- A current list of qualified first aiders is maintained and made available in each setting; the September 2026 list is included at Appendix A.
- At least one appropriately qualified first aider is available on site whenever children are present, including during after-school provision, clubs and breaktimes.
- Appropriate first aid provision is made for every off-site visit. For EYFS outings, at least one member of staff with a current full paediatric first aid certificate must accompany the children.
- Paediatric First Aid training is renewed every three years in accordance with the EYFS framework.
- First aid training records are retained in the Trust's CPD records and monitored by SLT.
- All staff receive information on first aid arrangements as part of induction.

Allergy-awareness and anaphylaxis training is governed by the Allergy Safety Policy. This is separate from, and additional to, holding a first aid or paediatric first aid qualification.

Treatment of Injuries and Medical Emergencies

- First aiders may provide first aid within the scope of their training, including cleaning minor wounds and applying appropriate dressings or cold packs.
- Routine medicines must only be administered in accordance with the Administration of Medicines Policy.
- Nothing in this policy prevents or delays the administration of emergency medication, including adrenaline, where this is indicated by an Individual Healthcare Plan, Allergy Action Plan or emergency procedure.
- For serious injury or a medical emergency, staff will call 999 without delay.
- A responsible adult will accompany a pupil or child to hospital where necessary and remain until a parent/carer or emergency contact arrives.
- In life-threatening situations, staff will provide emergency first aid within the scope of their training until professional help arrives.

Allergies and Serious Medical Conditions

Detailed arrangements for the prevention and emergency management of allergic reactions and anaphylaxis are set out in the Trust's Allergy Safety Policy.

- Parents/carers must inform the Trust of severe allergies and significant medical needs before admission and whenever circumstances change.
- Where required, an Individual Healthcare Plan (IHP) and/or BSACI Allergy Action Plan will be developed with parents/carers and, where appropriate, healthcare professionals.
- All staff receive allergy-awareness training at least annually in accordance with the Allergy Safety Policy; additional pupil-specific training is provided where necessary.
- Prescribed and spare AAls must be readily accessible in accordance with the Allergy Safety Policy and Administration of Medicines Policy.
- Suspected anaphylaxis is treated as a medical emergency: adrenaline is administered promptly where indicated and 999 is called.
- Serious allergic incidents and significant near misses are recorded, reviewed and used to improve practice under the Allergy Safety Policy.

Blood and Bodily Fluids

- Disposable gloves must be worn when there is a risk of contact with blood or bodily fluids.
- Soiled or contaminated materials must be contained and disposed of safely.
- Contaminated clothing should be placed in an appropriate sealed bag for return to parents/carers where applicable.
- Suitable cleaning materials are available for dealing with bodily-fluid contamination.
- Staff must follow the Trust's infection prevention and health and safety procedures.

Accidents, Injuries and First Aid Records

- A record is kept on Evolve AccidentBook of accidents, injuries and first aid treatment.
- Records include the date, time and circumstances of the incident, the treatment or action taken and the name of the person providing first aid.
- Parents/carers are informed of accidents or injuries and first aid treatment on the same day, or as soon as reasonably practicable.
- For head injuries, parents/carers are contacted promptly and the Trust's head injury procedures are followed.
- Serious accidents or medical emergencies are reported promptly to the Headteacher or relevant senior leader.
- Accident and incident information is reviewed periodically by SLT and, where appropriate, Governors to identify trends and necessary action.
- Allergy-related incidents and significant near misses are additionally recorded and reviewed in accordance with the Allergy Safety Policy.
- Records are retained in accordance with the Trust's retention schedule and any applicable legal or regulatory requirements.

RIDDOR Reporting

The Trust complies with RIDDOR. Not every accident or hospital attendance is reportable. The appointed person, in consultation with the Headteacher or relevant senior leader, will determine whether the statutory reporting criteria are met.

- Work-related deaths and specified work-related injuries to workers are reported as required.
- Work-related injuries resulting in a worker being unable to carry out normal duties for more than seven consecutive days are reported within the applicable timescale.

- Accidents to pupils, children or other non-workers are reportable where they arise out of or in connection with the work activity and result in the person being taken directly from the scene to hospital for treatment of the injury.
- Reportable dangerous occurrences and occupational diseases are reported where applicable.
- Records of reportable incidents are retained as required.

Illness

If a child becomes unwell during the school or nursery day:

- they are taken to an appropriate supervised area and made comfortable (School Receptionist, First Aid Room or Head Of Nursery Office at West Side);
- parents/carers are contacted and, if necessary, an emergency contact is called;
- the child remains supervised until collected or well enough to return to normal activities;
- medical advice is sought and 999 called where necessary;
- relevant medical information accompanies the child if they are taken to hospital;
- a member of staff accompanies the child to hospital where necessary and remains until a parent/carer arrives; and
- relevant symptoms, first aid and actions are recorded.

The Trust follows its Health, Safety & Welfare Policy and infectious illness procedures to reduce the spread of infection.

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

Staff Medication

- Staff must seek medical advice if medication may affect their ability to care safely for children.
- Staff medication must be stored securely and out of reach of pupils and children, while ensuring that any staff emergency medication remains appropriately accessible to the individual concerned.
- Staff must not be under the influence of alcohol or any substance that may adversely affect their ability to care for children.
- Where a member of staff is at risk of a serious allergic reaction or other medical emergency, appropriate emergency arrangements may be agreed with the employee, including how colleagues should respond and the location of the employee's emergency medication. Further information on staff allergies is contained in the Allergy Safety Policy

Safeguarding Link

Where an injury, illness, presentation or explanation raises a safeguarding concern, staff must follow the Safeguarding and Child Protection Policy and report the concern to the Designated Safeguarding Lead without delay.

Early Years Foundation Stage

The Trust applies the EYFS statutory framework for group and school-based providers effective from 1 September 2026.

- At least one person with a current full paediatric first aid certificate is on the premises and available at all times when EYFS children are present and accompanies children on outings.

- The number of children, staff and layout of the premises are taken into account so that a paediatric first aider can respond quickly.
- Staff who are required by the EYFS to obtain a PFA qualification in order to count in staff:child ratios must do so within the required timescale.
- While EYFS children are eating, there is always a member of staff in the room with a valid full paediatric first aid certificate.
- A first aid box containing appropriate items for use on children is always accessible.
- Accidents, injuries and first aid treatment are recorded and parents/carers informed on the same day or as soon as reasonably practicable.
- The allergy and safer-eating requirements of the EYFS are implemented through the Allergy Safety Policy and EYFS Policy.

For registered early years provision, the Trust will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in its care, and of the action taken, as soon as reasonably practicable and in any event within 14 days where the EYFS notification requirement applies. Relevant local child protection agencies will also be notified of any serious accident or injury to, or death of, a child where required.

Policy Review

This policy is reviewed annually by SLT and approved by the Governing Body. An interim review will take place following a significant incident, a material change in statutory guidance or legislation, or a significant change in Trust provision. The First Aid Needs Assessment and related operational arrangements may be updated more frequently as required.

Appendix A

First Aiders at Dolphin School

Training should be renewed in accordance with the validity period of the relevant qualification.

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
Martin Southworth	29.08.2025	29.08.2028
Harriet Gorringe	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
Aaron Hylton	21.07.2025	21.07.2028
Isla Anderson	02.08.2024	02.08.2027
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
Rayan Tooke	28.05.2024	28.05.2027
Charlotte Coad	29.08.2025	29.08.2028
Minty Nicholson	29.08.2025	29.08.2028
Marcela Lavigne du Cadet	29.08.2025	29.08.2028
Lisa Absalom	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
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
Nicola Kelly	29.08.2025	29.08.2028