WETHERBY PREPARATORY SCHOOL
MARYLEBONE

inspired

Wetherby Preparatory School
Bryanston Square
London W1H 2EA

020 7535 3520

First Aid Policy

Policy reviewed by:	Lloyd Jackson
Review date:	July 2026
Submission date:	July 2026
Policy actioned from:	September 2026 – August 2027
Next review date:	July 2027
Reviewer's signature:	
Head's signature:	

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

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

The nominated person to administer First Aid is Vicki Inglott, the School Administrator and in her absence, Polly Nottingham, the Head's PA and Front Desk Administrator. Vicki Inglott is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. We also have a number of members of the teaching staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, a child is injured during sport.

The following have completed First Aid at Work:

Valid until	*Name*
01.10.27	Vicki Inglott

The following have completed Schools First Aid:

Valid until	*Name*
04.01.29	Victoria Inglott, Matthew Connor, Jack Carter, Elizabeth Campbell, Esra Kaya, Polly Nottingham, Anna Piggott, Lee Reid, Jack Windle, Teresa Waldin

First Aid boxes are placed in all the areas of the school where an accident is considered possible or likely. These are located at:

Number 47:

Basement	Large Dining Room, Small Dining Room
Ground Floor	Drama Suite, Entrance Foyer, ICT Suite
First Floor	Maths Room Delta and Maths Room Gamma Corridor
Second Floor	2nd Floor Staircase by the fire extinguisher
Third Floor	The Hub
Fourth Floor	Geography Room Everest

Number 48:

Basement	Science Labs, Science Office, Science Prep Room, Kitchen
Ground Floor	Art Prep Room, Art Room Kahlo, DT Ceramics Studio, Reception
First Floor	Music Peripatetic Room 3, Pioneer Hall
Second Floor	Heads of Year Office
Third Floor	Deputy Head (Academic)'s Office, Head of Learning Enrichment's Office
Fourth Floor	Staff Kitchen

A First Aid box is always taken when groups of boys go out of school on organised trips or to participate in sporting events. A box is also taken to break time at Regent's Park, St Mary's Primary School or Wetherby Sports Ground and the Porchester Leisure Centre for swimming where there are also qualified First Aiders on staff. These boxes are kept at Reception. All new boys (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

Accidents and Incidents

At Wetherby Preparatory School 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 a boy or adult, it is reported immediately to the Head or a member of the SMT who sends for an ambulance, if needed and contacts the parents.

In the event of an accident, and if the boy is mobile, the casualty should be taken to the Reception on the ground floor of 48. If the accident is serious, the Head must be contacted immediately.

In all cases, the Accident Book must be duly completed and in the event of a serious accident and an Incident Report Form completed. All accidents and injuries are reviewed termly in Health and Safety Committee meetings in order, where possible, to minimise the likelihood of recurrence.

1. MINOR ACCIDENTS

Minor Accidents to a Boy

If a minor accident occurs the procedure is as follows:

- The boy is taken to the Reception Desk
- 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 boy is resettled into their classroom and observed.
- The accident book is completed. This is kept in Reception.
- Once completed the accident form is signed by the person who witnessed the accident or teacher in charge of the group. The accident reports are photocopied two times. The original is filed in the Accident Folder at the Front Desk, one copy is filed in the boy's folder in the Head of Admissions' Office and the other one is sent or emailed home.
- If there is any concern about the First Aid which should be administered the NHS 111 service should be consulted.
- The minor accident is reported to the parent by telephone as soon as possible after it has occurred. This must happen before the boy is collected at the end of the school day.

If a boy is sent home, with permission from the Head or Person in Charge, for any reason this must be recorded in the accident book in the School Reception and the time of leaving recorded with the School Administrator.

Reporting Minor Injuries to Parents

Communicating with parents regarding minor injuries is done as follows:

- Via personal contact with the parent as soon as possible after the minor accident has occurred (this should be before the boy is collected at the end of the school day).
- Via a duplicate of the accident report form being sent home.

PARENTS MUST BE INFORMED, BY PHONE, OF ANY INJURY THAT THEIR SON RECEIVES TO HIS HEAD.

The School Reception will contact the parent concerned. If the head injury is severe parents will be asked to collect their son to seek medical advice.

Minor Accidents to Adults

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

2. MAJOR ACCIDENTS

Major Accidents to a Boy

If a major accident occurs the procedure is as follows:

- If able to be moved, the boy is taken to the reception or School Office.
- The Head must be contacted immediately, or a member of SMT in his absence.
- The Head, or member of SMT, will assess the situation with another First Aider and decide whether the boy needs immediate hospital attention or whether the boy can wait for the parent to come.
- If the boy needs to go straight to hospital either an ambulance will be called or the boy will be taken by taxi. The parent will be called and arrangements will be made to meet the parent at the hospital. The Head or a member of SMT will accompany the boy to hospital and stay with them until the parent arrives.
- If the boy can wait for the parent to come then the parent will be contacted and the boy made as comfortable as possible. A member of staff must be with the boy at all times until the parent arrives.
- It will then be the parent's decision whether or not to take their son to hospital.
- As soon as possible after the accident an 'Internal Accident Investigation Form' is completed by the Head and Deputy Heads and filed. The Head will sign the report and a copy will be given to the parent and the original in the boy's file.

The nearest hospitals are:

St Mary's Hospital 020 3312 6666
Praed Street
London W2 1NY

University College Hospital 020 3456 7890
235 Euston Road
London NW1 2BU

Dial 999 if immediate assistance is needed for a serious accident or incident.

Major Accidents to Adults

- The Head, or 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 Internal Accident Investigation form will be completed and a report given to the adult concerned.
- The Head, or Person in Charge, must decide if the matter is reported to Inspired Education Group Head Office.

3. NEAR MISS INCIDENTS

At Wetherby Preparatory School we are aware that some accidents could potentially have been more serious had a boy 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 or member of SMT.
- An 'Internal Near Miss Incident Report' will be completed.
- The Head or, in his absence, a member of SMT will sign the form.
- Inspired Education Group 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 Education Group Head Office. At Wetherby Preparatory School 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 this stage Law at Work will have been contacted for advice.

RIDDOR Duty Officer: 0151 922 9235

The following must be reported:

- Death
- Major injuries
- Over three-day-injuries
- An accident causing injury to boys, members of the public, or other people not at work
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

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

Pupil Accidents

Fatal and major injuries to boys on school premises during school hours must be reported immediately to Peter Collins, HR Director, at Inspired Education Group Head Office. 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 boys 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.

Wetherby Preparatory School will also notify the Westminster Child Protection Agency of any serious accident or serious injury to, or the death of, any boy 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 the Head of Human Resources at Inspired Education Group Head Office. 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 or Health and Safety Representative, in their absence, 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.

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 boy'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.

BOYS WITH PARTICULAR MEDICAL CONDITIONS

Boys 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 school file. This will cover medication required in school as and when appropriate including information if appropriate for ambulance crew to attend the boy in an emergency. If any medication is required to be kept in school / with a boy at all times, this is kept in a yellow named individual bag. This bag is kept in a year group medical box. Inside each year group medical box is a list of students requiring medicine, with details of what the medicine is and the dosage needed. The yellow medical bag is taken out of school to any games fixture / trips / out of school events that the boy attends. The

School Administrator keeps a record of the expiry dates of all medicine and ensures that all medicine in the medical box is in date. All emergency medication is kept in a locked cabinet with the School Administrator. The key is held by the School Administrator and a spare is in the main key store.

A list of all health issues is regularly updated and all teaching and catering staff are made aware of it. It is saved in iSAMS and a copy is put in staff shared in 'Health and Diet Information'. This has been adapted to include specific health and dietary needs. Staff will be able to access this information for trips through their EVOLVE trip log – all information held by the school will be shown.

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 boys.

The Premises Manager is responsible for cleaning up after a boy has been ill, ensuring that hygiene procedures are followed.

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

Appendix 1

Summary for Staff

This document concerns the administering of medication to boys at Wetherby Preparatory School.

From time to time, parents request that the school should administer medicine to boys.

These requests fall into two categories:

1) Boys who require emergency medication on a long term basis due to the chronic nature of their illness (such as asthma and epilepsy).

2) Boys who are suffering from "casual" aliments, such as coughs or colds.

Generally no member of staff will administer medicine to boys. If a boy needs a dose of medicine during the school day, the boy must go to the Reception to receive his medication.

Prescribed medication can only be administered by Vicki Inglott or Polly Nottingham if the parent has filled out and signed an 'Administering Medicines – Parental Request Form' (see attached). This form must be seen by the Head and School Administrator.

Non-prescribed medication should not be administered by staff. However, under certain circumstances, such as when boys are away on residential trips, it may be appropriate for the trip's Group Leader to seek written permission from the parents to administer medication.

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. 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 epipens / inhalers etc. will be kept in the year group medical box accompanied by instructions from the parents stating exactly when and how they are to be administered. Please see the 'ALLERGIES AND CHRONIC ILLNESS' section of the First Aid Policy.

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

Staff taking medication and/or other substances

Practitioners must not be under the influence of alcohol or any other substances which may affect ability to care for the boys.

If staff are taking medication which may affect their ability to care for the boys, those staff should seek medical advice and support. The Head must ensure that staff only work with boys if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after the boys properly.

Any staff medication on the school premises must be stored in the locked cabinet in the School Office, out of reach of the boys at all times.

ANAPHYLAXIS

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time. For this reason, we ask all parents to observe strictly the following rule:

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.

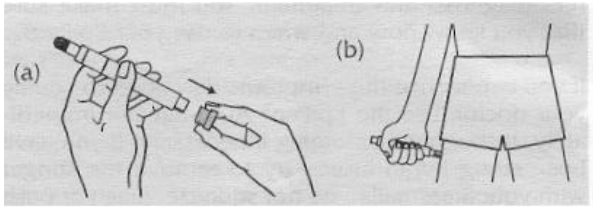
PROCEDURE IN THE EVENT OF AN ANAPHYLACTIC REACTION

1) Ask someone to ask the office staff to:
2) Dial 999 and call an ambulance.
3) Give the boy's name and inform them that he is suffering an Anaphylactic Reaction.
4) Call the boys' parents and inform them.
5) While awaiting the medical assistance, staff will administer the Epipen.
6) A second dosage will be given after ten minutes if the ambulance has not arrived and his/her condition has not improved.

THE EPIPEN TREATMENT – INJECTABLE ADRENALINE

Directions for use are:

1) Pull the end off (i.e. the grey 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) Press down on the top of the pen: this will click which in turn will push the needle into the leg.
5) Count slowly to ten: this allows the adrenaline to be absorbed.
6) Withdraw needle (i.e. pull the Epipen away).

7) Look for a positive response. YOU CAN INJECT A SECOND DOSAGE AFTER TEN MINUTES IF REQUIRED.
8) Confirm that an ambulance has been called.

PROCEDURE IN THE EVENT OF AN ASTHMATIC ATTACK

1) Encourage boy to take one to two puffs of your reliever inhaler (usually blue), immediately.
2) Sit down and try to take slow, steady breaths.
3) If he does not start to feel better, take two puffs of the reliever inhaler (one puff at a time) every two minutes. He can take up to ten puffs.
4) If he does not feel better after taking the inhaler as above, or if you are worried at any time, call 999.
5) If an ambulance does not arrive within then minutes and you are still feeling unwell, repeat step 3.

Appendix 2

Administering Medicines – Parental Request Form

In order for a boy 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 boy'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 boy'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 boy's name. The school will make every effort to comply with a parent's request but cannot accept responsibility should it fail to do so.

To be completed by parent:

Full name of boy: _____

Name of parent: _____

Full name of the prescribed medicine / lotion:

_____

First dose due in school:

Date	Time	Quantity

Second dose due in school (if applicable):

Date	Time	Quantity

Subsequent dates on which medicine or lotion 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. Please note that a new form must be completed if a course of medicine endures beyond a fortnight.

Signed by parent: _____

Date: _____

The information on this form will be retained in line with the Inspired Education Group Data Retention Policy for medical records.

Appendix 3

Administering Medicine Form – to be completed by Wetherby Preparatory School

Person administering the medicine: _____

Name of boy receiving the medicine: _____

Please ensure you have received a signed 'Administering Medicine – Parental Request Form' before administering any medicine to a boy.

First Week

	Monday		Tuesday		Wednesday		Thursday		Friday	
Date										
Time										
1st Dose										
Time										
2nd Dose										

Second Week

	Monday		Tuesday		Wednesday		Thursday		Friday	
Date										
Time										
1st Dose										
Time										
2nd Dose										

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

The information on this form will be retained in line with the Inspired Education Group Data Retention Policy for medical records.