



Al-Burhan Grammar School

*Dedicated to learning as the
foundation of life*

First Aid Policy

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Contents

1. Overview	2
1.1 Aims of this policy	2
1.2 Legal framework and links to other policies	2
1.3 Training.....	3
1.4 Monitoring and review.....	3
2. Roles and responsibilities.....	3
2.1 Appointed person(s): secretary and Headteacher	3
2.2 First aiders	4
2.3 Staff	4
2.4 Other persons on school premises e.g. Visitors, parents/carers, contractors	4
3. First aid provision	5
3.1 First aid boxes.....	5
3.2 Medical room	5
3.3 First aiders	6
3.4 In-school procedures.....	6
3.5 Off-site procedures.....	6
3.6 Consent for first aid.....	7
3.7 Medicines administration & pupils with existing medical needs.....	8
3.8 In the event of contact with blood or other bodily fluids	8
4. Record-keeping and reporting	8
4.1 Accident forms	8
4.2 Reporting to HSE	9
4.3 Notifying parents/carers	10

1. Overview

1.1 Aims of this policy

The aims of this policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

1.2 Legal framework and links to other policies

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:



- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy links to the following policies:

- Health and safety policy
- Medicine policy
- Supporting pupils with medical conditions policy
- Risk assessment policy
- Data protection & GDPR policy

1.3 Training

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

1.4 Monitoring and review

This policy will be reviewed by the Headteacher every 3 years. Where changes have been made, the policy will be approved by the Governing Body.

2. Roles and responsibilities

2.1 Appointed person(s): secretary and Headteacher

The appointed person does not need to be a qualified first aider. The school's appointed persons are:

1. Aneela Hussain = School secretary
2. Dr Mohammad Nasrullah = Headteacher

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill and ensuring that a first aider is immediately called.



- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

The secretary will also ensure that the first aid boxes are:

- Kept in the named location and are easily accessible.
- Reviewed termly to ensure that they are fully stocked, and all items are in date. An email must be sent to Dr Nasrullah regarding any items which are low in stock, containing the item, current quantity in stock, and how many more are required.
- Signed out when removed from the named location (e.g. the portable first aid kit for trips)
- Returned to the office and signed back in.

The Headteacher is also the health and safety lead and responsible for implementation of this policy. He must ensure that:

- An appropriate number of trained first aiders are present in the school at all times.
- First aiders have up to date training and refresh their training when needed.
- All staff are aware of first aid procedures
- Appropriate risk assessments are completed for all activities, and appropriate measures are put in place
- Specified incidents are reported to the HSE when necessary

2.2 First aiders

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in section 3.3. Their names will also be displayed prominently around the school site.

2.3 Staff

All staff members are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed persons in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

2.4 Other persons on school premises e.g. Visitors, parents/carers, contractors

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency.



3. First aid provision

3.1 First aid boxes

First aid boxes are located in the main office. As we are a small school, this first aid is easily and quickly located.

There are 4 boxes, each labelled as below and with different content.

- Plasters
- Bandages
- Dressings
- Others

Each box contains a list of what items can be found inside the box. This ensures that required materials can be found quickly and easily.

As a whole, first aid equipment includes:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

Medication is not kept in first aid kits.

The number and contents of first aid containers required according to our first aids needs assessment is: 1.

First aid travel bags are empty and located alongside these. These should be filled prior to the trip by the trip organiser with relevant items. As a minimum, this would include plasters, wipes, tissues, a few bandages/dressings, disposable pair of gloves, first aid guidance booklet, and an accident book.

3.2 Medical room

The School has a designated medical room which is located on the Ground floor between the Science Lab and Room 3. This room is suitable for:

- Medically examining and treating pupils
- The short-term care of sick and injured pupils

It contains a sink, a bin, chairs, a cot-bed (folded), space for the cot bed to be opened up and an internal telephone. It is located near to the toilets.

Per guidance, the room can be used for other purposes (aside from teaching). It remains readily available for the uses above. We do not have pupils with complex needs at our school.

Pupils waiting to be picked up are taken to the main reception once first aid has been administered. This is to ensure that there is always a member of staff who can keep an eye on pupils.



3.3 First aiders

First aiders complete training every 3 years. Training is logged in the staff training log.

The following staff are first aiders:

- Catherine Baldock
- Humayrah Majid
- Mrs Nasrullah
- Salma Irfan
- Tabassum Farid
- Zahida Chaudhrey

3.4 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted by the appointed person and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the appointed person will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

3.5 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A way to contact the appointed person
- Information about the specific medical needs of pupils
- For residential trips/trips over the holidays, parent/carers contact details should be taken but must be kept secure, per the Data protection policy
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - Assorted plasters
 - individually wrapped moist cleansing wipes
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - 2 pairs of disposable gloves
- When transporting pupils using a minibus or other large vehicle, the first aid box must contain, at minimum:
 - A leaflet giving general advice on first aid
 - Assorted plasters
 - 10 antiseptic wipes
 - 24 assorted adhesive dressings
 - 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)



- 2 triangular bandages
- 12 assorted safety pins
- 2 pairs of disposable gloves
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 sterile eye pads, with attachments
- 1 pair of rustproof blunt-ended scissors

Prior to the trip, staff must:

- assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved
- ensure that pupils noted to be on regular or as required medication are reminded prior to the trip to bring their medication and, on the day of trip, check that these pupils have their medication with them.

After the trip, staff must return the portable first aid kit back to the office after the trip.

Serious/potentially accident/incident whilst on an external trip/visit:

In the event of a serious or potentially serious accident/incident:

- Immediately inform the Headteacher/member of the SLT
- Remain with the injured/unwell pupil until parents/guardian make contact.
- Deploy fellow accompanying teachers as necessary to ensure safety of other pupils.
- If pupils are transferred to hospital and parents have not yet arrived, then parents must be contacted to inform them of which hospital the pupil will be taken to. If a teacher can safely accompany the pupil without leaving the rest of the pupils poorly supervised, she must do so and remain with the pupil until parents arrive.

The Headteacher, responsible member of SLT or secretary in school will take action to inform emergency contacts and liaise between them and the trip organiser. This will not be left to the accompanying teachers to do, to ensure that accompanying teachers can focus solely on the safety and welfare of the pupils in their care.

3.6 Consent for first aid

First aiders will try to gain consent before giving first aid to employees and pupils. Consent can be given:

- Verbally and in the moment that first aid is required
- Implied e.g. non-verbal indications of agreement, such as nodding, holding out their injury.

This is not always possible e.g. if there's no time, or if the person is unconscious or choking. If the person is unconscious, implied consent can be justified if you can assume that if they were conscious and able to make a decision, they would consent to the assistance.

There is no requirement to get consent in advance.

If consent is not given

We have a duty of care to staff and pupils.

If a pupil requires emergency first aid but doesn't give consent, we will contact parents/carers in the first instance. If on talking to them, the pupil still does not give consent, we will ask parents/carers to come and take responsibility for the pupil and their care.



If an adult is not giving consent (e.g. staff, visitor, contractor), we will respect the right to refuse consent. However, we will advise they seek medical attention. If their need is such that not attending to it will affect their abilities to carry out their duties safely, then we will send them home.

Pupils with known medical needs

These pupils should be treated per their individual healthcare plan. If the medical needs are complex, parents/carers may refuse consent to first aider. The healthcare plan should be followed – whether that is calling parents/carers in the first instance, or medical professionals in an emergency.

3.7 Medicines administration & pupils with existing medical needs

- Medicines can only be administered where we have consent from parents, and the medicine is labelled with the child's own name and details (this includes Paracetamol). Another child's medicine cannot be administered (e.g. inhalers).
- As a general rule, first aiders will not administer the medicine. In the first instance, pupils will self-administer the medicine.
- No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

See the Medicines Policy and Supporting pupils with medical needs Policy for more information.

3.8 In the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing.
- wear suitable disposable gloves when dealing with blood or other bodily fluids.
- use suitable eye protection and a disposable apron where splashing may occur.
- use devices such as face shields, where appropriate, if giving mouth to mouth resuscitation.
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

4. Record-keeping and reporting

4.1 Accident forms

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident and must include:

- Date, time and location of the incident
- Name and role/class of the injured person
- Incident details: what happened, how it happened and what injuries the person incurred?
- Action taken: steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.



- Follow-up action required: what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.
- Name and signature of the person or first aider attending the incident
- Date of completion of the report.

For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the school secretary.

Records held in the first aid and accident book will be retained by the school for 3 years after completion of their Year 11, and then securely disposed of.

4.2 Reporting to HSE

The appointed persons will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below.

Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

School staff:

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Cover more than 10% of the whole body's total surface area; or
 - Cause significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome



- Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors):

Reportable injuries, diseases or dangerous occurrences include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

* An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

4.3 Notifying parents/carers

Only early years providers are required to notify parents/carers of an accident or injury to their child.

However, where a pupil has had an accident, sustained an injury, taken seriously ill or required paramedics, we will call parents/carers and notify them, as part of the importance we place on the safety and welfare of our pupils. This will be done by one of the appointed persons (usually the secretary) or the first aider attending the scene, on the same day, or as soon as reasonably practicable.

A copy of the accident report will be available for inspection by parents if they wish.