

First Aid Policy

Where education is more than what you know, it's who you can become...

Approved By	Hujjat School Trust Board
Date	January 2024
Owner	HPS SLT
Review By	January 2025



VISION

To be an outstanding, happy and inclusive school that cultivates our relationship with God through the conduct and teachings of Prophet Muhammad (Peace be upon him). A place where children can indulge their intellectual curiosity, develop a love for learning, and build the foundations to become ethical, responsible and inspirational members of society.

MISSION

We will facilitate the well-being and growth of every child's mind, body and character through:

- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

VALUES

- Integrity
- Respect
- Compassion
- Excellence
- Service
- Gratitude

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AIMS

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and Trustees 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

LEGISLATION AND GUIDANCE

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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.

ROLES AND RESPONSIBILITIES

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Employers must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. Where there is an appointed person, this person does not need to be a trained first aider.

APPOINTED PERSON(S) AND FIRST AIDERS

The school's appointed persons are the School Business Manager and the Welfare Officer. They are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Sending pupils home to recover, where necessary under the advisement of the First Aiders
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and are responsible for:

- Taking charge when someone is injured or becomes ill
- 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, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

THE TRUST BOARD

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

THE HEADTEACHER

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

STAFF

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs.
- Reporting all serious accidents and near misses to the School Business Manager

FIRST AID PROCEDURES

IN-SCHOOL

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.
- If the injured child or adult is able to, they will be brought down to the welfare (office) if required for first aid.
- 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 scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in the recovery position.
- If emergency services are called, the Headteacher or other member of the Senior Leadership Team will contact parents immediately.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- The closest member of staff present at the time of the accident or 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.

OFF-SITE PROCEDURES

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Trip Coordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

FIRST AID EQUIPMENT

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins

- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- All Classrooms
- School Office
- The school hall

RECORD-KEEPING AND REPORTING

FIRST AID AND ACCIDENT RECORD BOOK

- An accident form will be completed by the first aider/relevant member of staff 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, including all of the information included in the accident form at appendix 2
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

REPORTING TO THE HEALTH & SAFETY EXECUTIVE

The Headteacher will keep a record of any accident which 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 Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

NOTIFYING PARENTS

The child's Class Teacher or Headteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

An email sent or phone call will be made to parents when a child has sustained a head bump.

REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

MONITORING ARRANGEMENTS

This policy will be reviewed by the Trust Board every year.

LINKS WITH OTHER POLICIES

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

APPENDIX 1: LIST OF TRAINED FIRST AIDERS

Staff member's name	Role/Qualification	Expiry Date
Fatima Somji	Administrator	Paediatric First Aid (2 day) April 2025
Farah Aissaoui	EYFS Lead	Paediatric First Aid (2 day) Feb 2024
Nayarah Navazi	Teaching Assistant	Paediatric First Aid (2 day) August 2025
Julie Day	SBM	First Aid at Work (3 day) January 2025
Samirah Saad	Acting HeadTeacher	First Aid (2 day) May 2024
Rokia Souliah	Teaching Assistant	Paediatric First Aid (2 day) July 2025
Anisah Shah	Teacher	Paediatric First Aid (2 day) May 2026

APPENDIX 2: ACCIDENT REPORT FORM

DATE:

ACCIDENT / INCIDENT

NO: _____

I have had an accident / incident today

Dear Parent / Carer

Childs Name:

Year Group:

Location of accident/incident:

Today your child has had an accident/incident at

a.m. / p.m.

We have kept an eye on him/her and he/she appears to be ok.

He/she has had a:

Bump

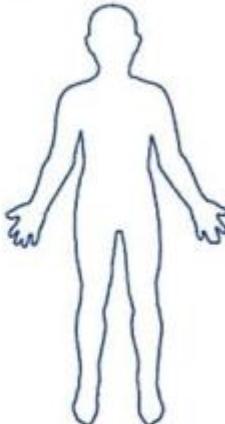
Cut

Bruise

Graze

Other: (please specify)

Location of injury



First aid administered:

Antiseptic Wipe

Plaster

Ice Pack

Observation

Other: (please specify)

Any additional information: (if relevant)

Parent / Carer informed at:

(time). By telephone / in person

First aid administered by:

teaching staff / dinner staff

Accident book completed by:

teaching staff /dinner staff

Receiving teacher:

Signature of Lead First Aider:

Time:



Report Number (consecutive)

Accident Record

1. About the person who had the accident

Name _____
Address _____

Occupation _____ Postcode _____

2. About you, the individual filling in this record

If you did not have the accident write your address and occupation.
Name _____
Address _____

Occupation _____ Postcode _____

3. Details of the accident (Continue on the back of this form if you need to)

When it happened. Date ____ / ____ / ____ Time _____
Where it happened. State location _____

How did the accident happen? _____

Give the cause if possible _____

If the person who had the accident suffered an injury, give details _____

4. Sign and date

Person filling in the record.
Print Name _____ Sign _____ Date ____ / ____ / ____
Person who has had the accident (as confirmation they agree the accident has been recorded accurately).
Print Name _____ Sign _____ Date ____ / ____ / ____

5. For the employer only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
How was it reported? _____
Print Name _____ Sign _____ Date ____ / ____ / ____