



## TARBIYYAH SECONDARY SCHOOL

مدرسة التربية الثانوية الإسلامية

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### FIRST AID POLICY

*First aid provision, procedures and reporting*

**ACADEMIC YEAR 2026 – 2027**

|                           |                                                                                                                                  |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy name</b>        | First Aid Policy 2026–2027                                                                                                       |
| <b>Applies to</b>         | All pupils, staff, volunteers, visitors and contractors                                                                          |
| <b>Approved by</b>        | Haneef Sandhar                                                                                                                   |
| <b>Position</b>           | Headteacher                                                                                                                      |
| <b>Updated by</b>         | <b>S. Ahmed, Deputy Headteacher</b>                                                                                              |
| <b>Agreed with</b>        | The Chair of Trustees                                                                                                            |
| <b>Last reviewed on</b>   | August 2026                                                                                                                      |
| <b>Next review due by</b> | August 2027                                                                                                                      |
| <b>Review cycle</b>       | Annual                                                                                                                           |
| <b>Supersedes</b>         | First Aid Policy 2025–2026                                                                                                       |
| <b>Availability</b>       | Published on the school website and held in the school office. Available in large print or another accessible format on request. |

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### 1. Aims

The aims of this 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 regard to health and safety;
- provide a framework for responding to an incident, and for recording and reporting the outcome.

### 2. Legislation and Guidance

This policy is based on Department for Education advice on first aid in schools and on health and safety in schools, and on the following legislation:

| Source                                                                                  | Requirement                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Health and Safety (First Aid) Regulations 1981                                      | 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 1999                            | Employers must 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 2013 (RIDDOR) | Certain accidents must be reported to the Health and Safety Executive, within set timeframes, and records retained.                                                          |
| Social Security (Claims and Payments) Regulations 1979                                  | Set out rules on the retention of accident records.                                                                                                                          |
| The Education (Independent School Standards) Regulations 2014                           | Require that suitable space is provided to cater for the medical and therapy needs of pupils, and that the welfare, health and safety of pupils is safeguarded and promoted. |

| Source                                                    | Requirement                                                                                                                                                   |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equality Act 2010                                         | Requires reasonable adjustments for pupils and staff with disabilities and long-term health conditions. See the Disability Equality and Accessibility Policy. |
| Supporting pupils at school with medical conditions (DfE) | Followed by this school as best practice. Governs Individual Healthcare Plans and the administration of medicines.                                            |

### 3. First Aid Provision and Cover

The level of first aid provision at the school is determined by a first aid needs assessment, which takes account of the number of pupils and staff, the layout of the site, the hazards present in particular areas such as the science laboratory and the sports hall, the medical needs of individual pupils, and the times at which the school is occupied.

| Item                                                                   | Position                                                                                                                                                         |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First aid needs assessment                                             | Carried out by the Headteacher, reviewed annually, and held in the school office                                                                                 |
| Minimum number of qualified first aiders on site during the school day | Two                                                                                                                                                              |
| Cover on Fridays                                                       | The school day ends at 12:00 pm for Jumu'ah. First aid cover is maintained for the whole of the time pupils are on site, including during congregational prayer. |
| Cover for after-school detentions, clubs and activities                | A qualified first aider is on site whenever pupils remain in school after the end of the school day, including for C3 detentions.                                |
| Cover for off-site visits                                              | Determined by the risk assessment for each visit, in accordance with section 5.5.                                                                                |
| Cover during staff absence                                             | The Headteacher makes alternative arrangements where the absence of a first aider would leave the school below the minimum determined by the needs assessment.   |

### 4. Roles and Responsibilities

#### 4.1 Appointed persons and first aiders

The school's appointed persons and first aiders are listed at Appendix 1. Their names are also displayed prominently around the school.

**Appointed persons** are responsible for:

- taking charge when someone is injured or becomes ill;
- ensuring there is an adequate supply of medical materials in first aid kits, replenishing them, and maintaining the first aid kit check log;

- ensuring an ambulance or other professional medical help is summoned when appropriate;
- carrying out and reviewing the school's first aid needs assessment and risk assessment.

**First aiders** are trained and qualified to carry out the role (see section 9) and are responsible for:

- acting as first responders to any incident, assessing the situation and providing immediate and appropriate treatment;
- deciding, in consultation with a member of the Senior Leadership Team, whether a pupil is too unwell to remain in school;
- completing an accident slip the same day, or as soon as reasonably practicable (Appendix 3);
- keeping their own contact details and certification up to date.

#### 4.2 The Board of Trustees

- Has ultimate responsibility for health and safety matters at the school.
- Delegates operational matters and day-to-day tasks to the Headteacher and staff.
- Receives an annual report on first aid, including certification status, accident data and any RIDDOR report made.

#### 4.3 The Headteacher

- Ensures the number of appointed persons and trained first aiders determined by the needs assessment is present in school at all times.
- Ensures first aiders hold an appropriate qualification, keep their training up to date, and remain competent.
- Maintains a forward view of certificate expiry dates and books renewal training before, not after, a certificate lapses.
- Ensures all staff are aware of first aid procedures.
- Ensures appropriate risk assessments are completed and measures put in place.
- Ensures adequate space is available for catering to the medical needs of pupils.
- Reports specified incidents to the Health and Safety Executive when necessary (section 8.2).

#### 4.4 Staff

- Follow first aid procedures and know who the first aiders are.
- Complete an accident slip for any incident they attend to where a first aider or appointed person is not called.
- Inform the Headteacher of any specific health condition or first aid need of their own.
- Know which pupils in their classes have a medical condition or an Individual Healthcare Plan.

#### 4.5 Pupils, parents and visitors

- Pupils are made aware of what to do in a first aid emergency at induction and in assemblies, and are expected to report an injury — their own or another pupil's — to a member of staff straight away.
- Parents can access this policy from the school website, and must keep the school informed of their son's medical needs, medication and emergency contact details.
- Information on the school's first aid procedures is made available to visitors, contractors and other agencies on arrival.

## 5. First Aid Procedures

### 5.1 In school

In the event of an accident resulting in injury:

- The closest member of staff assesses the seriousness of the injury and seeks the assistance of a qualified first aider where appropriate.
- The first aider assesses the injury and decides whether further assistance is needed from a colleague or the emergency services, remaining on scene until help arrives.
- The first aider decides whether the injured person should be moved or placed in the recovery position.
- Where a pupil is too unwell to remain in school, parents are contacted and asked to collect him. On arrival the first aider explains what happened and recommends next steps. A pupil is not sent home unaccompanied, and is not left unsupervised while waiting.
- Where emergency services are called, parents are contacted immediately. A member of staff stays with the pupil and travels with him if he is taken to hospital before a parent arrives.
- An accident slip is completed the same day or as soon as reasonably practicable.

### 5.2 Head injuries

#### Any blow to the head is treated seriously

A first aider assesses every head injury, however minor it appears.

Parents are informed of every head injury on the same day, without exception, and are given the head injury notification at Appendix 4 setting out what to watch for over the following 48 hours.

Call 999 immediately where there is loss of consciousness however brief, repeated vomiting, a seizure, clear fluid or blood from the nose or ears, unequal pupils, weakness or numbness, difficulty speaking, worsening drowsiness or confusion, or a severe or worsening headache.

A pupil who has sustained a head injury is not left alone and does not travel home unaccompanied.

Where a head injury occurs in PE or sport, the pupil does not return to activity that day.

### 5.3 Spillage of body fluids

Spillages pose a health risk and are cleaned up immediately. The designated first aider is called to supervise dealing with them hygienically and safely.

- Wear disposable gloves and an apron.
- Place disposable paper towels on the spillage to mop up excess, and dispose of them in the yellow clinical waste bin.
- Pour bleach solution at a 1:10 dilution over the spillage area and leave for at least two minutes.
- Use paper towels to wipe up the bleach and spillage, and discard into sealed bags.
- Discard gloves and apron into the waste bag.
- Wash and dry hands thoroughly.

Bleach damages soft furnishings and carpet and must not be used on them. Those areas are cleaned and disinfected using hot water and detergent, followed by steam cleaning.

### 5.4 Soiled clothing

- Do not manually rinse or soak soiled items.
- Flush any solid material into the toilet, carefully avoiding splashing.

- Place the item in a sealed, waterproof bag for the parent to collect.
- Wash hands with liquid soap and dry with paper towels.

**Blood on clothing:** change clothes immediately where possible; do not rinse or soak; place in a sealed, waterproof bag for the parent to collect; place the used plastic bag in a yellow clinical waste bag; wash hands with liquid soap and dry with paper towels.

### 5.5 Off-site visits

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

- a school mobile telephone;
- a portable first aid kit;
- information about the specific medical needs of the pupils in the group, and any medication they require;
- parents' contact details.

A risk assessment is completed by the member of staff leading the visit before any educational visit that takes pupils off the premises. The risk assessment determines whether a qualified first aider must accompany the group.

### 5.6 After school and out of hours

- The member of staff running a detention, club or activity ensures they know who the first aider on site is before the session begins.
- Where the school premises are hired, the hirer is responsible for their own first aid arrangements, and this is set out in the hire agreement.

## 6. Medication, Medical Conditions and Emergency Equipment

No medication is kept in first aid kits.

The administration of medicines, Individual Healthcare Plans and support for pupils with medical conditions are governed by the school's Policy on Supporting Pupils with Medical Conditions. The following applies to emergencies.

| Item                                | Position                                                                                                                                                                                                                                                          |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Individual Healthcare Plans         | Pupils with a long-term or complex medical condition have an Individual Healthcare Plan, agreed with parents and, where appropriate, health professionals. Plans are shared with all staff who teach the pupil, including cover staff, and with the first aiders. |
| Emergency medication held by pupils | Pupils who need to carry their own medication — for example an inhaler or an adrenaline auto-injector — may do so where this is recorded in their Individual Healthcare Plan. Such medication is never confiscated.                                               |
| Inhalers                            | Pupils with asthma carry their own inhaler. Parents are asked to provide a second, named inhaler, kept in the school office.                                                                                                                                      |
| Adrenaline auto-injectors           | Pupils at risk of anaphylaxis carry their own adrenaline auto-injector. Parents are asked to provide a second, named device, kept in the school office.                                                                                                           |
| Defibrillator (AED)                 | The school does not hold a defibrillator. The nearest is at Heston Leisure Centre, in front of the school. In a suspected cardiac arrest, call 999, start CPR, and send a second adult to the leisure centre for the defibrillator immediately.                   |

| Item                                       | Position                                                                                                                                                                                                                                          |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Anaphylaxis, asthma, epilepsy and diabetes | The school maintains a register of pupils with these conditions, and staff receive condition-specific awareness training as set out in section 9.                                                                                                 |
| Medical devices and the smart device rule  | A pupil whose condition requires a smart device — for example a continuous glucose monitor and its paired phone or watch — is exempt from the school's prohibition to the extent necessary. See the Disability Equality and Accessibility Policy. |

## 7. First Aid Equipment and the First Aid Room

### Contents of a first aid kit

A typical first aid kit at the school includes:

- a leaflet with general first aid advice;
- regular and large bandages, eye pad bandages and triangular bandages;
- adhesive tape and safety pins;
- disposable gloves;
- antiseptic wipes;
- plasters of assorted sizes;
- scissors;
- cold compresses;
- burns dressings.

**No medication is kept in first aid kits.**

### Location and checking

- First aid kits are held in the first aid room and at the front entrance. Kits for trips are kept in the first aid room.
- The contents of every kit are checked and replenished by an appointed person, and the check is recorded in the first aid kit check log.
- The first aid kit check log is held at the school office.

### The first aid room

- The school provides suitable space to cater for the medical needs of pupils, as required by the Independent School Standards.
- A pupil receiving treatment or waiting to be collected is never left unsupervised.
- The room is kept clean, and clinical waste is disposed of in the yellow clinical waste bin.
- Privacy and dignity are maintained, and treatment involving removal of clothing is carried out with a second adult present.

## 8. Record-Keeping and Reporting

### 8.1 Accident records

- An accident slip is completed by the first aider on the same day, or as soon as possible after an incident resulting in injury (Appendix 3).

- As much detail as possible is recorded.
- Accident record books are held at the school office.
- A copy of the accident record is added to the pupil's educational record by the administration team.
- Records are retained for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and are then securely disposed of.
- **Minor injuries** such as cuts and grazes are logged in the First Aid Folder. Records are monitored for patterns — repeated injuries to the same pupil, or in the same place, are reviewed by the Headteacher.
- **Major injuries** are recorded in the Accident Log Book, kept locked in the first aid cabinet. Major injuries include any head injury and significant bleeding or large cuts.

## 8.2 Reporting to the Health and Safety Executive

The Headteacher keeps a record of any accident resulting in a reportable injury, disease or dangerous occurrence as defined by RIDDOR 2013, and reports it to the Health and Safety Executive within the applicable timeframe.

| What happened                                                                                                                                                    | When it must be reported                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| A death, or a specified injury as listed below                                                                                                                   | Notified without delay, and a report submitted within 10 days. |
| An accident to a pupil, parent or other non-worker where the person is taken directly from the scene to hospital for treatment                                   | Within 10 days.                                                |
| An injury to a member of staff that leaves them unable to perform their normal duties for more than seven consecutive days, not counting the day of the incident | Within 15 days.                                                |
| A dangerous occurrence, including certain near-miss events                                                                                                       | Within 10 days.                                                |
| A reportable occupational disease                                                                                                                                | As soon as the diagnosis is received.                          |

Specified injuries 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;
- 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 leading to hypothermia or heat-induced illness, or requiring resuscitation or admittance to hospital for more than 24 hours.

Reportable dangerous occurrences relevant to schools include 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 serious injury or damage to health; and an electrical short circuit or overload causing a fire or explosion.

Reports are made through the Health and Safety Executive's RIDDOR reporting service.

### 8.3 Notifying parents

- The first aider ensures parents are informed of any accident or injury sustained by their son, and of any first aid treatment given, on the same day or as soon as reasonably practicable.
- Every head injury is reported to parents the same day, without exception, and the notification at Appendix 4 is issued.

### 8.4 Notifying the inspectorate and safeguarding partners

- The Headteacher notifies the Proprietor of any serious accident, illness or injury to, or death of, a pupil while in the school's care, as soon as reasonably practicable.
- The Designated Safeguarding Lead notifies local child protection partners of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 9. Training and Certification

- All first aiders must hold a current, valid First Aid at Work certificate, or another qualification identified as appropriate by the first aid needs assessment, and must be able to produce a valid certificate of competence.
- **First aiders are required to renew their training before their certificate expires.** A first aider whose certificate has lapsed is not a first aider, and does not count towards the minimum in section 3.
- The Headteacher maintains the training log at Appendix 2, reviews it at the start of each term, and books renewal training at least three months before a certificate is due to expire.
- All staff are offered first aid training and are encouraged to take it up.
- Staff receive awareness training in the specific conditions present in the school community, including asthma, anaphylaxis, epilepsy and diabetes, and in the use of the defibrillator if the school holds one.
- New staff are told at induction who the first aiders are and where the first aid room and equipment are located.

## 10. Pupil Conduct and the Consequence System

- Pupils report any injury — their own or another pupil's — to a member of staff immediately. A pupil who reports an injury honestly is never sanctioned for the circumstances that caused it, where the injury was an accident.
- Pupils do not leave a lesson to seek first aid without permission, except in an emergency.
- Tampering with a first aid kit, a defibrillator or emergency medication is treated as a major incident under the Consequence System and dealt with at C5. Removing another pupil's inhaler or auto-injector is treated with the utmost seriousness.
- Deliberately causing injury to another pupil is dealt with at C4 or C5 depending on the circumstances, alongside any safeguarding response.
- A pupil who needs to leave a lesson to take medication, to use the toilet because of a medical condition, or to manage a health need set out in his Individual Healthcare Plan must not receive a consequence for doing so. Staff should treat medical need as need, not as avoidance.

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- Where staff suspect a pupil is presenting at the first aid room to avoid lessons, this is raised with the form tutor and pastoral team rather than dealt with at the door. Repeated presentation can be a sign of anxiety, bullying or an unmet need.

## 11. Monitoring and Review

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- This policy is reviewed annually by the Headteacher and the appointed persons, and approved by the Board of Trustees.
- Accident records are reviewed each term for patterns by location, activity, time of day and individual pupil, and any pattern is acted on.
- The certification status of all first aiders is checked at the start of every term.
- The first aid needs assessment is reviewed annually, and whenever the site, the roll or the medical needs of pupils change materially.

## 1. Appendix 1 — Appointed Persons and First Aiders

| Name           | Role                                  | School contact               |
|----------------|---------------------------------------|------------------------------|
| Haneef Sandhar | Headteacher — appointed person        | School office: 0203 719 8697 |
| S. Ahmed       | Deputy Headteacher — appointed person | School office: 0203 719 8697 |
| Noor Isamdar   | English Teacher — first aider         | School office: 0203 719 8697 |
| Nadia Qureishi | SENDCo                                | School office: 0203 719 8697 |

## 2. Appendix 2 — First Aid Training Log

| Name | Qualification | Date attended | Valid until / status |
|------|---------------|---------------|----------------------|
|      |               |               |                      |
|      |               |               |                      |
|      |               |               |                      |
|      |               |               |                      |
|      |               |               |                      |

*Reviewed at the start of every term by the Headteacher. Renewal booked at least three months before expiry.*

## 3. Appendix 3 — Accident Slip

This is the school's accident slip, referred to throughout this policy.

### TARBIYYAH SECONDARY SCHOOL — ACCIDENT SLIP

Date

Time

Pupil name

Class / form

Location of incident

Incident report (exact details)

Injury sustained

Was this a head injury? (Y / N)

Treatment given

Items used (wipes / plaster / ice pack / other)

Name of first aider

Staff member on duty

Parent informed — by whom, and at what time

Head injury notification issued? (Y / N)

Action taken / follow-up required

Copy to teacher / parent / pupil file

Signature

#### 4. Appendix 4 — Head Injury Notification to Parents

Issued to parents on the same day as any head injury, however minor it appeared.

##### **Your son has had a bump to the head today**

Your son was seen by a first aider at school today following a knock to the head. He was assessed and was well enough to remain in school.

Head injuries are usually minor, but symptoms can appear some hours afterwards. Please keep an eye on him for the next 48 hours.

##### **Seek urgent medical advice, or call 999, if he has any of the following:**

loss of consciousness, however brief; vomiting more than once; a fit or seizure; clear fluid or blood coming from the nose or ears; difficulty staying awake, or unusual drowsiness; confusion, or not recognising people or places; weakness or numbness in an arm or leg; problems with speech, vision or balance; a headache that will not go away or gets worse.

If you are worried at any point, contact your GP, call NHS 111, or go to your nearest A&E department.

Date of injury: \_\_\_\_\_ Time: \_\_\_\_\_ First aider: \_\_\_\_\_

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## 5. Appendix 5 — Related Policies

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This policy is linked to:

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions, and Individual Healthcare Plans
- Disability Equality and Accessibility Policy
- Fire Safety Policy, including Personal Emergency Evacuation Plans
- Child Protection and Safeguarding Policy
- Behaviour Policy and the C1–C5 Consequence System
- Attendance and Punctuality Policy
- Educational Visits Policy
- Data Protection Policy

**Approved by:** Haneef Sandhar, Headteacher

**Updated by:** S. Ahmed, Deputy Headteacher · August 2026

**Next review due:** August 2027

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