



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

First Aid Policy

Last reviewed on: August 2026

Next review due by: August 2027

1. Aim and Scope

The aim of this policy is to ensure that first aid is administered in a timely and competent manner and that appropriate first aid arrangements are available for pupils, staff, visitors and others participating in School activities.

MMPS will:

- provide sufficient appropriately trained first aid personnel, informed by the School's first aid needs assessment
- provide appropriate first aid equipment, facilities and medical accommodation
- ensure that first aid assistance can be obtained without unnecessary delay
- ensure appropriate first aid provision is available during the school day, during School activities outside normal hours and during educational visits and other off-site activities
- ensure staff are aware of the School's first aid arrangements and know how to summon assistance
- maintain appropriate records of accidents, injuries and first aid treatment
- meet the specific paediatric first aid requirements applicable to the School's EYFS provision.

2. Legislation, statutory requirements and guidance

This policy is informed by and operated in accordance with:

- the Health and Safety at Work etc. Act 1974
- the Health and Safety (First-Aid) Regulations 1981
- the Management of Health and Safety at Work Regulations 1999
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- the Education (Independent School Standards) Regulations 2014, including:
 - Part 3, paragraph 13, relating to the timely and competent administration of first aid through the effective implementation of a written first aid policy
 - Part 5, paragraph 24, relating to suitable accommodation for the medical examination and treatment of pupils and the short-term care of sick or injured pupils
- the Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school-based providers, effective from 1 September 2026, insofar as it applies to the School's EYFS provision
- Department for Education guidance, First Aid in Schools, Early Years and Further Education
- relevant Health and Safety Executive (HSE) guidance on first aid at work and the assessment of first aid needs.

The School will maintain first aid arrangements that are appropriate to its circumstances and informed by an assessment of first aid needs.

3. Roles and responsibilities

3.1 The proprietor and board of trustees

Manchester Islamic Educational Trust Ltd (MIET) is the registered proprietor of Manchester Muslim Preparatory School.

The proprietor, acting through the board of trustees, will ensure that the School has appropriate first aid arrangements and that first aid is administered in a timely and competent manner through the effective implementation of this policy.

The board of trustees will seek assurance that appropriate staffing, training, equipment, facilities and procedures are in place to meet the School's first aid needs.

3.2 The Headteacher

The Headteacher has overall responsibility for the day-to-day implementation of this policy and will ensure that:

- the School maintains appropriate first aid provision based on an assessment of first aid needs
- sufficient appropriately trained first aid personnel are available during the school day and for School activities
- appropriate arrangements are in place to provide first aid cover during staff absence and other foreseeable circumstances
- staff are aware of the School's first aid procedures and know how to obtain assistance
- appropriate first aid equipment and facilities are available
- suitable medical accommodation is available for the treatment and short-term care of sick or injured pupils
- appropriate arrangements are in place for educational visits and other off-site activities
- the specific paediatric first aid requirements applicable to EYFS are met
- accidents and incidents are recorded and reported as required
- any gaps or concerns relating to first aid provision are addressed promptly.

3.3 MIET Health & Safety Lead

The MIET Health & Safety Lead will provide oversight, advice and support in relation to the School's first aid arrangements.

This will include, as appropriate:

- supporting the Headteacher in reviewing the School's first aid needs assessment
- providing advice on first aid provision, training, equipment and facilities
- supporting the monitoring of compliance with relevant health and safety requirements
- reviewing significant accidents, incidents or emerging trends where appropriate
- advising on any improvements or additional measures required
- providing support in relation to statutory health and safety reporting requirements, including RIDDOR where applicable.

3.4 First aiders

First aiders are appropriately trained and qualified to undertake first aid within the scope of their training and competence.

First aiders will:

- respond promptly when first aid assistance is required
- assess the situation and provide appropriate immediate first aid
- seek assistance from another first aider or member of staff where necessary
- summon emergency medical assistance where required
- remain with the casualty until they have recovered sufficiently or responsibility has been transferred to a parent/carer, ambulance crew or other appropriate healthcare professional
- ensure that the appropriate accident and first aid records are completed
- follow the School's procedures for informing parents/carers where a pupil has been injured or becomes unwell.

3.5 All staff

All staff are responsible for:

- familiarising themselves with the School's first aid arrangements
- knowing how to summon a qualified first aider or emergency assistance
- knowing where first aid equipment is located
- following the procedures set out in this policy
- taking appropriate immediate action within the limits of their competence where delay could place someone at further risk
- reporting accidents, injuries and concerns in accordance with School procedures
- providing first aiders or emergency services with relevant information where known.

4. First aid needs assessment and provision

The School will maintain a first aid needs assessment to determine the level and type of first aid provision required.

The Headteacher, supported by the MIET Health & Safety Lead, will ensure that the assessment takes account of relevant factors including:

- the number and age of pupils, including the specific requirements applicable to EYFS children
- the number of employees and others who may be on the School premises
- the size, layout and location of the School premises
- the distribution of pupils and staff across different floors and areas of the School
- specific hazards and risks arising from School activities
- pupils or staff with particular medical needs, health conditions or disabilities
- the School's previous accident and incident history
- first aid requirements during lessons, breaktimes and lunchtimes
- availability of first aiders and arrangements for absence, leave and other foreseeable circumstances
- educational visits, sporting activities and other off-site activities
- School activities taking place outside normal school hours
- arrangements for visitors and contractors where relevant
- the accessibility of emergency medical assistance.

The findings of the first aid needs assessment will determine:

- the number and type of trained first aid personnel required
- the level and type of first aid training required
- the number and location of first aid kits
- the first aid equipment and supplies required
- the arrangements for first aid during educational visits and other off-site activities
- the medical and first aid facilities required on the School premises
- any additional provision necessary to meet the needs of particular pupils, staff or School activities.

First aid provision will be sufficient to enable appropriate assistance to be provided without unnecessary delay and will take account of foreseeable staff absence and other circumstances that could affect the availability of first aid personnel.

Appropriate first aid provision will be available whenever pupils, staff or others are on the School premises for School activities and during educational visits and other School-organised off-site activities.

During breaktimes and lunchtimes, a named qualified first aider will be identified as part of the staff duty arrangements wherever possible. Staff on duty will know who the designated first aider is and how to summon assistance promptly. This does not prevent any other appropriately qualified first aider from responding where required.

The first aid needs assessment will be reviewed at least annually and sooner where there is a significant change in circumstances, including changes to staffing, premises, pupil **needs or** School activities, or where an accident or incident indicates that the existing arrangements should be reviewed.

5. First aid procedures

5.1 General procedure

Where a person is injured or becomes ill on the School premises:

- the nearest member of staff will assess the immediate situation and summon a qualified first aider where appropriate
- the casualty will not normally be left unattended
- the first aider will assess the casualty and provide first aid within the scope of their training and competence
- additional assistance will be sought where required
- emergency medical assistance will be summoned where the casualty's condition requires it
- appropriate information will be provided to the emergency services
- the accident, injury and any first aid treatment provided will be recorded in accordance with the School's procedures.

Minor injuries

Staff on duty are expected to take appropriate responsibility for straightforward minor injuries that can be safely managed within their knowledge and competence. A qualified first aider does not need to be called for every minor injury.

For example, staff may provide appropriate basic care for a minor graze, small superficial cut or similar minor injury, including cleaning the affected area and applying a suitable plaster or dressing where appropriate.

Staff must seek assistance from a qualified first aider where:

- they are unsure about the nature or severity of the injury
- the pupil requires assessment or monitoring beyond straightforward basic care
- symptoms develop or the pupil's condition causes concern
- the injury involves the head and requires assessment in accordance with the School's head injury procedures
- bleeding is significant or difficult to control
- there is a suspected fracture, serious wound or other significant injury
- the pupil has relevant medical needs which may affect the appropriate response
- the member of staff does not feel competent to manage the injury safely.

Where a named first aider is allocated to break or lunchtime duty, they remain available to provide advice, assessment or treatment where required.

For all pupil accidents and injuries, an accident slip will be completed and parents/carers will be informed on the same day. The accident slip will normally be sent home with the pupil in accordance with the School's accident reporting procedure.

Where a pupil displays concerning symptoms, requires continued monitoring, may need to be collected or where medical assessment may be necessary, the parent/carer will also be contacted directly during the school day.

Where there is any doubt about the seriousness of an injury or illness, staff will seek appropriate professional medical advice or emergency assistance.

5.2 Pupils who become unwell

Where a pupil becomes unwell during the school day, a member of staff will assess the pupil's immediate needs and seek assistance from a first aider where appropriate.

Where the pupil is not well enough to remain in school, the parent/carer will be contacted and asked to collect them.

Until the parent/carer arrives, the pupil will be appropriately supervised. Where necessary, the pupil may wait in the School's designated sick room.

A pupil who is seriously unwell or whose condition gives cause for concern will not be left unattended and appropriate medical assistance will be sought.

Where an infectious illness is known or suspected, the School will follow current public health guidance and the relevant School procedures.

5.3 Head injuries

All incidents involving an impact to the head will be taken seriously and assessed appropriately. The School recognises that not every minor contact involving the head constitutes a significant head injury. The response will be proportionate to the nature of the incident, the pupil's presentation and any symptoms.

Detailed procedures for the assessment, monitoring, recording and parental communication of head-related incidents are set out in the **MMPS Guidance for Managing Minor Head Bumps and Head Injuries**.

Minor head contact – no concerning symptoms

Where a pupil has experienced a minor impact to the head but remains well and symptom-free following assessment and a period of observation:

- the pupil will be assessed and observed appropriately
- an accident slip detailing the incident, assessment and any first aid provided will be completed and sent home
- a **Bump on the Head Notification**, providing additional advice for monitoring at home, will also be emailed to the parent/carer on the same day
- a routine immediate telephone call to the parent/carer will not normally be required.

Head injury requiring increased monitoring

Where a pupil displays symptoms or signs requiring continued monitoring, such as visible swelling, ongoing pain or distress, headache, dizziness, a change in behaviour or other symptoms giving cause for concern:

- the pupil will receive an appropriate first aid assessment
- the pupil will be monitored closely and any deterioration will be escalated without delay
- the parent/carer will be contacted directly during the school day
- an accident slip will be completed and sent home
- a **Bump on the Head Notification** will also be emailed to the parent/carer on the same day
- collection or medical assessment will be considered according to the pupil's symptoms and presentation
- a bumped-head wristband may be issued where ongoing monitoring is required in accordance with the School's procedures.

A **Bump on the Head Notification (Appendix 1)**, providing additional advice for monitoring at home, will also be emailed to the parent/carer on the same day.

Concerning or significant head injury

Where a pupil displays concerning symptoms or a significant head injury or concussion is suspected:

- immediate first aid will be provided
- a senior member of staff will be informed
- the parent/carer will be contacted immediately
- appropriate medical advice or emergency assistance will be sought without delay
- the incident and all action taken will be fully recorded.

Staff will seek urgent medical assistance where symptoms indicate that this may be required and will not delay calling the emergency services while attempting to contact a parent/carer. Where concussion is suspected, the pupil will be removed immediately from PE, sport or other physical activity and will not return to that activity on the same day. Any subsequent return to physical activity will be managed in accordance with current concussion guidance and any medical advice received.

All head-related incidents will be recorded factually and clearly, and parents/carers will be informed on the same day in accordance with the School's accident reporting procedures. Due to their age and developmental stage, **EYFS pupils will be monitored particularly carefully following any head-related incident**, recognising that younger children may not always be able to communicate symptoms clearly. A lower threshold for direct parental contact and medical advice will be applied where appropriate.

5.4 Calling an ambulance and transfer to hospital

An ambulance will be called where a first aider or other member of staff considers that emergency medical assistance is required.

Staff will not delay calling an ambulance while attempting to contact a pupil's parent/carer. Where an ambulance is called for a pupil:

- the parent/carer will be contacted as soon as possible
- relevant information about the pupil, including known medical information and healthcare arrangements where applicable, will be made available to the ambulance crew
- a member of staff will remain with the pupil until responsibility has been transferred appropriately
- where the parent/carer has not arrived before the pupil is transported to hospital, a suitable member of staff will accompany the pupil where necessary
- the School will continue reasonable efforts to contact the parent/carer.

The incident and subsequent action will be recorded in accordance with the School's procedures.

5.5 Blood and bodily fluid spillages

Blood and bodily fluids will be treated as potentially infectious and appropriate infection prevention and control precautions will be taken.

Where blood or bodily fluids are present:

- appropriate personal protective equipment (PPE), including disposable gloves and an apron where appropriate, will be worn
- spillages will be dealt with promptly
- an appropriate bodily-fluid spill kit and cleaning/disinfection products will be used in accordance with the manufacturer's instructions and current public health guidance
- disposable materials will be disposed of safely
- hands will be washed thoroughly after removing PPE
- any exposure incident involving blood or bodily fluids will be managed and recorded appropriately.

The School will follow current public health guidance on the prevention and control of infection in education settings.

6. First aid equipment and facilities

6.1 First aid equipment

The School will provide sufficient first aid equipment and supplies in accordance with the findings of its first aid needs assessment.

First aid kits will:

- be readily accessible when required
- be clearly identified as first aid equipment
- contain supplies appropriate to the area, activity and assessed level of risk
- be checked regularly and replenished promptly following use
- have expired or damaged items removed and replaced.

Medication will not be stored in first aid kits. Medicines required by individual pupils will be managed in accordance with the MMPS Supporting Pupils with Medical Conditions and Administering Medicines Policy.

Portable first aid kits will be available for breaktimes, lunchtimes, physical education, educational visits and other off-site activities as required by the School's first aid needs assessment.

6.2 Location of first aid equipment

First aid boxes and/or bags are available in the following locations:

- all classrooms
- first-floor H&S room
- first-floor multipurpose room
- ground-floor sick room
- KS1 breaktime first aid provision
- KS2 breaktime first aid provision
- dining room for lunchtime provision

- gym.

Staff will be informed of the location of first aid equipment and any changes to these arrangements.

6.3 Checking and replenishment

First aid equipment will be checked regularly by a designated member of staff.

Checks will ensure that:

- first aid kits remain appropriately stocked
- sterile items remain sealed and fit for use
- items are within their expiry dates where applicable
- any equipment used is replaced promptly
- first aid equipment remains available in its designated location.

Any member of staff who uses the last of an item, identifies an item that has expired or notices that a first aid kit requires replenishment must report this promptly.

6.4 Medical and sick-room accommodation

The School will maintain suitable accommodation for the medical examination and treatment of pupils and for the short-term care of pupils who are sick or injured.

The designated accommodation will:

- be readily available when required
- be suitable for the examination, treatment and short-term care of pupils
- include a wash basin
- be located near a toilet
- allow appropriate supervision of a sick or injured pupil
- contain or have ready access to appropriate first aid equipment.

The accommodation will not be used for teaching while it is required for its medical purpose. The School's designated sick room is located on the ground floor.

7. Educational visits and off-site activities

Appropriate first aid provision will be available for all educational visits and other School-organised off-site activities.

The level of first aid provision required will be considered as part of the planning and risk assessment for each visit and will take account of:

- the number and age of pupils participating
- the nature, location and duration of the activity
- the particular risks associated with the activity
- the medical and additional needs of individual pupils
- the availability and proximity of emergency medical assistance
- the number and competence of accompanying staff
- any specific first aid or medical arrangements required for individual pupils.

The visit leader will ensure that:

- a named first aider is identified for the visit and is known to the accompanying staff
- where EYFS pupils are participating, the statutory Paediatric First Aid requirements applicable to EYFS outings will be met
- sufficient appropriately trained staff accompany the visit, taking account of the findings of the risk assessment

- an appropriately stocked portable first aid kit accompanies the group and is readily accessible
- accompanying staff are aware of how to obtain emergency assistance
- relevant information about pupils' medical needs is available to the staff who need it
- emergency contact details are available
- medicines and medical devices required by individual pupils accompany them and remain accessible as required
- appropriate arrangements are made for pupils with Individual Healthcare Plans, Asthma Plans, Allergy Action Plans or other healthcare arrangements.

First aid kits used for educational visits and off-site activities will be stocked in accordance with the School's first aid needs assessment and the nature of the activity. Any additional equipment required because of the location or nature of the visit will be identified during the risk assessment.

Any accident, injury or first aid treatment occurring during an educational visit or other off-site School activity will be recorded and parents/carers informed in accordance with the same School procedures that apply to incidents occurring on the School premises. Where emergency medical assistance is required during an off-site activity, staff will summon the emergency services without delay and contact the pupil's parent/carer as soon as practicable.

The administration and transportation of medicines during educational visits will be managed in accordance with the MMPS Supporting Pupils with Medical Conditions and Administering Medicines Policy.

8. Staff training and EYFS Paediatric First Aid

8.1 First aid training

The School will ensure that sufficient appropriately trained first aiders are available to meet the needs identified through the School's first aid needs assessment.

First aiders will:

- undertake training appropriate to the role they are expected to perform
- receive training from a competent training provider
- hold a current and valid first aid qualification
- undertake retraining before their qualification expires
- only provide first aid within the scope of their training and competence.

The School will maintain an up-to-date record of trained first aiders, the qualifications held and the dates on which those qualifications expire.

The Headteacher will ensure that arrangements for training and renewal provide sufficient first aid cover at all times, including during foreseeable staff absence.

Staff who are not qualified first aiders will be made aware of the School's first aid procedures, including how to summon a first aider and how to obtain emergency assistance.

8.2 EYFS Paediatric First Aid

For the School's EYFS provision, at least one person who holds a current Paediatric First Aid (PFA) certificate for a full course consistent with the criteria set out in Annex A of the statutory EYFS framework will be on the premises and available at all times when EYFS children are present.

A member of staff who holds a current full PFA certificate will accompany EYFS children on outings and educational visits.

Paediatric First Aid training will be renewed every three years and will be relevant to people caring for young children and babies.

The School will take account of the number of EYFS children, staffing arrangements and the layout of the premises to ensure that a qualified paediatric first aider can respond to an emergency without unnecessary delay.

Staff who are required under the EYFS qualification requirements to hold a PFA qualification in order to be included within the required staff:child ratios will meet those requirements. The School will ensure that the relevant qualification remains current. The EYFS specifically requires relevant Level 2 and Level 3-qualified staff who fall within the applicable rules to obtain PFA within the required timescale in order to count at those qualification levels within the ratios. The School will maintain an up-to-date record of staff holding current PFA qualifications and will make information about qualified paediatric first aiders available as required.

8.3 Paediatric First Aid during eating

Whilst EYFS children are eating, there will always be a member of staff in the room who holds a current PFA certificate for a full course consistent with the criteria set out in Annex A of the statutory EYFS framework.

EYFS children will always remain within sight and hearing of a member of staff whilst eating. Staffing and duty arrangements for meals and snacks will be organised so that these requirements are maintained at all times.

8.4 Maintaining first aid cover

First aid and PFA qualification expiry dates will be monitored so that replacement or refresher training can be arranged before certificates expire.

Where staff absence, turnover or another foreseeable circumstance could affect the School's ability to maintain the required level of first aid or PFA cover, alternative arrangements will be made promptly.

9. Accident and first aid records, parental notification and statutory reporting

9.1 Accident and first aid records

The School will maintain accurate records of accidents, injuries and first aid treatment.

Where a pupil sustains an accident or injury:

- the incident will be recorded in accordance with the School's accident recording procedures
- an accident slip will be completed
- details of any first aid treatment provided will be recorded

- the record will be completed by the member of staff dealing with the incident or administering first aid, as appropriate
- records will be factual, clear and completed as soon as reasonably practicable following the incident.

Accident and first aid records will be stored securely and retained in accordance with the School's Records Retention Schedule, data protection requirements and any applicable insurance requirements.

The School will periodically review accident and incident records to identify recurring patterns, hazards or other matters requiring further action.

9.2 Informing parents/carers

Parents/carers of **all pupils from EYFS to Year 6** will be informed on the same day of any accident or injury sustained by their child and of any first aid treatment given.

An accident slip will be completed and will normally be sent home with the pupil in accordance with the School's accident reporting procedure.

Where appropriate, information may additionally be communicated electronically.

Direct contact with the parent/carer during the school day will be made where, for example:

- the injury gives cause for concern
- the pupil develops concerning symptoms
- continued monitoring is required
- the pupil may need to be collected
- medical assessment or advice may be required
- emergency services are contacted
- the School considers direct contact appropriate in the circumstances.

Head-related incidents will be communicated in accordance with the additional arrangements set out in section 5.3 and the MMPS Guidance for Managing Minor Head Bumps and Head Injuries.

9.3 Accident book and workplace records

The School will maintain an accident book or equivalent accident recording system in accordance with applicable health and safety and social security requirements.

Records will be kept securely and access will be restricted appropriately to protect personal information.

Where an accident results in a worker being unable to undertake their normal duties for **more than three consecutive days**, the incident will be recorded even where it does not meet the threshold for reporting to the HSE.

9.4 Reporting under RIDDOR

The School will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Where an incident may be reportable, the Headteacher will liaise with the MIET Health & Safety Lead to ensure that the circumstances are reviewed and that any required report is made to the Health and Safety Executive (HSE) within the applicable timescale.

Reportable incidents may include, as defined by RIDDOR:

- a work-related death
- a specified injury to a worker
- a work-related injury resulting in a worker being unable to perform their normal work duties for more than seven consecutive days
- specified occupational diseases
- specified dangerous occurrences
- certain work-related injuries to pupils, visitors or other people who are not at work.

For workers, an over-seven-day period does not include the day of the accident but does include weekends and rest days. Such incidents must be reported within 15 days of the accident.

Other reportable incidents, including deaths, specified injuries and dangerous occurrences, must be notified without delay and the required report submitted within the applicable statutory timescale.

9.5 Accidents involving pupils and visitors under RIDDOR

An accident involving a pupil or visitor is **not automatically reportable under RIDDOR simply because the person attends hospital.**

An injury to a pupil or other person who is not at work is generally reportable where:

- the accident arose out of or in connection with a work activity, and
- the person was taken directly from the scene of the accident to hospital for treatment of that injury.

Being taken to hospital purely as a precaution, where no injury requiring treatment is identified, does not by itself make the incident reportable.

Similarly, most ordinary sporting injuries to pupils are not reportable. They may become reportable where the circumstances indicate that the accident arose out of or in connection with the way the School activity was organised or managed, the condition of the premises or equipment or another work-related factor.

9.6 Follow-up and review

Serious accidents, significant incidents and any incident reportable under RIDDOR will be reviewed by the Headteacher, with support from the MIET Health & Safety Lead where appropriate.

The review will consider whether:

- further action is required to support the injured person
- any immediate hazard needs to be addressed
- risk assessments require review
- procedures, supervision or equipment require amendment
- any further statutory, safeguarding or insurance notification is required
- lessons can be learned to reduce the likelihood of recurrence.

10. First aid arrangements for staff, visitors and contractors

10.1 Staff

Employees who are injured or become ill at work will be provided with appropriate first aid in accordance with this policy.

Where a member of staff is injured or becomes ill:

- appropriate first aid will be provided
- emergency medical assistance will be sought where required
- the incident will be recorded in accordance with the School's accident recording procedures
- the Headteacher or relevant senior member of staff will be informed where appropriate
- any necessary follow-up action or review will be undertaken.

Staff must report work-related accidents, injuries and incidents promptly so that appropriate records can be maintained and any necessary action taken.

Where an incident may meet the requirements for statutory reporting under RIDDOR, the procedures set out in section 9 of this policy will be followed.

10.2 Visitors

The School will provide appropriate first aid assistance to visitors who become injured or unwell whilst on the School premises or participating in a School activity.

Where a visitor is injured or becomes unwell:

- a first aider will be called where appropriate
- first aid will be provided within the scope of the first aider's training and competence
- emergency medical assistance will be summoned where required
- the incident and any first aid treatment provided will be recorded in accordance with the School's procedures.

Where a visitor is accompanied or hosted by a member of staff, that member of staff should assist in ensuring that appropriate help is summoned and that the incident is reported.

10.3 Contractors and other persons working on the premises

Contractors and other persons working on the School premises will be provided with relevant information about the School's first aid arrangements as appropriate.

Where a contractor or other person working on the premises requires first aid, the School will provide or summon appropriate assistance in accordance with this policy.

Any accident or incident occurring on the School premises that may require recording, investigation or statutory reporting will be brought to the attention of the Headteacher and, where appropriate, the MIET Health & Safety Lead.

Where contractors have their own first aid arrangements as part of their work, these will be taken into account as appropriate, particularly in relation to higher-risk or specialist activities.

11. Information about first aid arrangements and staff induction

11.1 Information for staff

All staff will be made aware of the School's first aid arrangements and will know how to obtain first aid assistance promptly.

Staff will be informed of:

- how to summon a first aider
- the location of first aid boxes and other first aid equipment
- the location of the School's sick room
- the arrangements for dealing with accidents, injuries and pupils who become unwell
- the procedures for contacting emergency medical assistance

- the School's accident recording and parental notification procedures
- any relevant arrangements for pupils with known medical conditions
- the additional procedures relating to head injuries
- the identity of the named first aider for breaktime and lunchtime duties, where applicable.

An up-to-date list of appropriately qualified first aiders will be displayed in suitable prominent locations and/or made readily accessible to staff.

Changes to first aid arrangements that staff need to know about will be communicated promptly.

11.2 Staff induction

First aid arrangements will form part of the induction process for new members of staff.

As part of induction, staff will be informed of:

- the School's First Aid Policy
- how to obtain first aid assistance
- the location of first aid equipment and facilities
- emergency procedures
- accident and injury recording requirements
- arrangements for informing parents/carers
- relevant medical, allergy, asthma and safeguarding procedures.

Staff do not need to be qualified first aiders to understand and follow the School's first aid procedures. Their responsibilities for straightforward minor injuries and for seeking qualified assistance where necessary are set out in section 5.1 of this policy.

11.3 Information for pupils and parents/carers

Pupils will be given age-appropriate information about how to seek help if they or another person are injured or become unwell.

Parents/carers will be able to access information about the School's first aid arrangements through this policy and will be informed of accidents, injuries and first aid treatment in accordance with section 9.

11.4 Breaktimes and lunchtimes

The duty arrangements for breaktimes and lunchtimes will identify a named first aider wherever possible.

Staff undertaking breaktime and lunchtime duties will be made aware of the named first aider and how to contact them promptly.

The presence of a named first aider does not remove the responsibility of other staff on duty to respond appropriately to straightforward minor injuries within their competence, as set out in section 5.1.

11.5 Educational visits and off-site activities

The named first aider for an educational visit or other off-site activity will be identified as part of the visit arrangements and made known to accompanying staff before the activity takes place. Where EYFS pupils are participating, the additional Paediatric First Aid requirements set out in section 8 will apply.

11.6 Visitors and contractors

Relevant information about the School's first aid arrangements will be provided to visitors, contractors and other persons working on the premises where appropriate, including how to summon assistance in an emergency.

12. Monitoring, review and related policies/documents

12.1 Monitoring and implementation

The Headteacher will monitor the effective implementation of this policy, with advice and support from the MIET Health & Safety Lead as appropriate.

Monitoring will include consideration of:

- whether sufficient appropriately trained first aid personnel are available
- first aid and Paediatric First Aid qualification expiry dates
- the effectiveness of arrangements for breaktimes, lunchtimes and educational visits
- the availability, condition and replenishment of first aid equipment
- the suitability and accessibility of the School's sick-room accommodation
- accident, injury and first aid records
- patterns or trends identified from accidents and incidents
- significant incidents, near misses and RIDDOR-reportable events
- the effectiveness of arrangements for informing parents/carers
- whether the first aid needs assessment remains appropriate.

Accident and first aid records will be used, where appropriate, to identify trends, recurring hazards and areas in which first aid arrangements or risk-control measures may need to be improved.

12.2 Review of first aid provision

The School's first aid needs assessment will be reviewed regularly and whenever there is a significant change that may affect first aid provision.

This may include:

- significant changes to pupil or staff numbers
- changes to the age profile or needs of pupils
- changes to the premises or use of particular areas
- significant changes to staffing arrangements
- the introduction of new activities or identified hazards
- changes arising from an accident, serious incident or near miss
- evidence from accident or first aid records indicating that existing provision should be reconsidered
- changes to legislation, statutory requirements or relevant guidance.

Any identified shortcomings in first aid provision will be addressed promptly.

12.3 Review of this policy

This policy will be reviewed at least annually by the Headteacher and earlier where:

- there is a significant change to the School's first aid arrangements
- the first aid needs assessment identifies that amendments are required
- a serious accident or incident indicates that procedures should be reviewed
- there is a relevant change in legislation, statutory requirements or guidance
- changes to the EYFS statutory framework affect the School's Paediatric First Aid arrangements.

The board of trustees will receive appropriate assurance that the School has suitable first aid arrangements and that this policy is being effectively implemented.

12.4 Related policies and documents

This policy should be read alongside, where relevant:

- Supporting Pupils with Medical Conditions and Administering Medicines Policy
- School Allergy Management Policy
- MMPS Guidance for Managing Minor Head Bumps and Head Injuries
- Health and Safety Policy
- Risk Assessment Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Whole School Food Policy
- Data Protection Policy
- Records Retention Schedule
- Relevant Individual Healthcare Plans, Asthma Plans and Allergy Action Plans.

Appendix 1 – Bump on the Head Notification

Bump on the Head Notification

Dear Parents/Carers,

Child's name: _____

Date of incident: _____ **Approximate time:** _____

Your child sustained a bump to the head during school hours and was attended to immediately by a member of staff.

Details of the incident, including what happened and any first aid provided, are recorded on your child's accident slip, which will be sent home today. A copy of the accident slip is retained by the School.

Although your child appears well and has been monitored in school, it is important to remain vigilant for symptoms that could indicate concussion or a more serious head injury.

Important: Receiving this notification does not mean that your child has been diagnosed with concussion. It is being provided as a precaution so that you know what symptoms to look out for at home.

Call 999 immediately if your child:

- cannot stay awake or keep their eyes open
- has a seizure (fit)
- develops problems with vision, walking, balance, understanding or speaking
- develops new weakness or numbness
- has clear fluid or bleeding from the ears or nose, or a significant change in behaviour.

Contact NHS 111 urgently if your child:

- vomits
- feels dizzy
- develops a persistent or worsening headache
- develops any other symptom that concerns you.

For a child under 5, call 111 rather than using NHS 111 online.

At home: Please ensure that a responsible adult remains with your child for at least the first 24 hours and remains alert to any changes in their condition or behaviour. Your child does not need to be kept awake if they are tired.

This notification has been emailed to you on the same day as the incident. No signed acknowledgement or return is required.