



**ALAMEEN**  
PRIMARY SCHOOL



# FIRST AID

## POLICY

**Approved by:** Mohammed Rahman (Head Teacher)

**Date effective from:** April 2026

**Next review due by:** April 2027

**Signed:** M A Rahman

IN THE FOOTSTEPS OF  
MUHAMMAD

## Contents

1. Aims	3
2. Legislation and Guidance	3
3. Roles and Responsibilities	3
4. First Aid Procedures	4
5. First Aid Equipment	5
6. Record-Keeping and Reporting	5
7. Training	6
8. AED (Defibrillator)	7
9. Mental Health First Aid	7
10. Monitoring Arrangements	7
11. Links with Other Policies	7
Appendix 1: Appointed Persons and First Aiders	8
Appendix 2: First Aid Training Log	9
Appendix 3: Accident Record Form	10
Appendix 4: First Aid Signs	11

## 1. 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 governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting outcomes
- Ensure compliance with all relevant legislation, DfE guidance, HSE requirements, EYFS statutory requirements, and ISI inspection standards

## 2. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage (September 2025), DfE advice on first aid in schools, health and safety in schools, and the following legislation and guidance:

- The Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992 and 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979
- The Education (Independent School Standards) Regulations 2014
- DfE: First Aid in Schools, Early Years and Further Education (non-statutory guidance, updated February 2022)
- EYFS Statutory Framework for Group and School-Based Providers (September 2025)
- ISI Inspection Framework (September 2025)

## 3. Roles and Responsibilities

### 3.1 Appointed Person and First Aiders

The school's Appointed Person is Noreen Ghazala. They 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 and replenishing contents
- Ensuring an ambulance or other professional medical help is summoned when appropriate

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

- Acting as first responders to any incidents and providing immediate and appropriate treatment
- Sending pupils home to recover where necessary
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident
- Keeping their contact details up to date

Names and contact details of first aiders are listed in Appendix 1 and displayed prominently around the school.

## 3.2 The Governing Board

The governing 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.

## 3.3 The Headteacher

The headteacher is responsible for implementation of this policy, including:

- Ensuring an appropriate number of appointed persons and trained first aid personnel are present at all times
- Ensuring first aiders have appropriate qualifications, keep training up to date and remain competent
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and measures are put in place
- Ensuring adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE under RIDDOR when necessary (see section 6)
- Ensuring that a first aid needs assessment is reviewed annually

## 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Knowing who the appointed person and first aiders are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher of any specific health conditions or first aid needs

# 4. First Aid Procedures

## 4.1 In-School Procedures

In the event of an accident resulting in injury:

- The closest member of staff will assess the seriousness of the injury and seek a qualified first aider if appropriate
- The first aider will assess the injury and decide if further assistance is needed or if emergency services should be called
- The first aider will remain on the scene until help arrives and will decide whether the injured person should be moved or placed in a recovery position
- If a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child
- If emergency services are called, the Appointed Person will contact parents immediately
- An accident report form will be completed on the same day or as soon as reasonably practicable

There will be at least 1 person with a current paediatric first aid (PFA) certificate on the premises at all times when children are present.

## 4.2 Off-Site Procedures

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

- A school mobile phone
- A portable first aid kit (see section 5 for minimum contents)
- Information about specific medical needs of pupils
- Parents' contact details

At least 1 first aider with a current PFA certificate must accompany all school trips and visits, as required by the EYFS Statutory Framework. Risk assessments will be completed by the Trip Co-ordinator prior to any educational visit.

When using a minibus or other large vehicle, the vehicle will be equipped with a clearly marked first aid box including minimum: 10 antiseptic wipes (foil packed), 1 conforming disposable bandage (not less than 7.5cm wide), 2 triangular bandages, 1 packet of 24 assorted adhesive dressings, 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20cm), 2 sterile eye pads with attachments, 12 assorted safety pins or microporous tape, and 1 pair of rustproof blunt-ended scissors.

## 5. First Aid Equipment

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

- 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 or microporous tape
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits. All kits are clearly marked with a white cross on a green background.

First aid kits are located at:

- The medical room (Block A)
- Staff Room / Kitchen (Block A)
- EY Office (Block B)
- Year 4 Classroom (Block C)
- School vehicles

The Appointed Person is responsible for checking and replenishing all first aid kit contents on a termly basis and following any use. A checklist is maintained for each kit location.

## 6. Record-Keeping and Reporting

### 6.1 Accident Records

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after any incident resulting in injury
- The form must capture: child's name, date of birth, year group, date and time, location, nature of injury, treatment administered, first aider's name, whether RIDDOR reportability was assessed, parent/carer contact made, and whether the child was collected or remained in school
- A copy of the accident report will be added to the pupil's educational record by the Appointed Person
- Records will be retained for a minimum of 3 years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, then securely disposed of

### 6.2 Reporting to the HSE under RIDDOR

The Appointed Person will keep a record of any accident resulting in a reportable injury, disease or dangerous occurrence as defined in RIDDOR 2013.

The Headteacher will report these to the HSE as soon as reasonably practicable and within 10 days of the incident (or within 15 days where the incident resulted in more than 7 consecutive days' absence from work, not counting the day of the incident).

Reportable incidents include:

- Death
- 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) covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness, or requires resuscitation or hospital admission for more than 24 hours
- Injuries where an employee is away from work or unable to perform normal duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to a non-employee (including a pupil) being taken directly to hospital for treatment
- Near-miss dangerous occurrences as defined in RIDDOR 2013, Regulations 4–7

RIDDOR reports are submitted via: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

### 6.3 Notifying Parents

The relevant staff member 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.

### 6.4 Reporting Serious Incidents to Ofsted and the DfE

As an EYFS registered provider, the Headteacher will notify Ofsted of any serious accident, illness, injury to, or death of a child while in the school's early years provision as soon as reasonably practicable and no later than 14 days after the incident.

For pupils in Key Stage 1 and Key Stage 2, the Headteacher will notify the DfE and the relevant local safeguarding partners of any serious accident, injury or death of a pupil while in the school's care, in accordance with the school's safeguarding policy.

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

## 7. Training

All first aiders must have completed an appropriate training course and hold a valid certificate of competence. The school will keep a register of all trained first aiders, their training type, and renewal dates (see Appendix 3).

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

At all times, at least 1 staff member will hold a current paediatric first aid (PFA) certificate meeting the requirements of the EYFS Statutory Framework (September 2025). PFA certificates are renewed every 3 years.

*EYFS 2025 — Training Records: The school will maintain and display (or make available to parents on request) a list of staff who hold current PFA certificates, in accordance with the EYFS Statutory Framework 2025.*

All staff will receive induction training covering first aid procedures. New staff will be informed of who the first aiders are and where first aid equipment is located.

## 8. AED (Automated External Defibrillator)

The school has considered DfE guidance on AEDs in schools (DfE AED Guide for Schools). The Headteacher will ensure that a decision on AED provision is documented as part of the annual first aid needs assessment, taking into account guidance from the DfE and the British Heart Foundation.

Where an AED is held on site, the following will be recorded in this policy and Appendix 1: the location of the device, the staff member(s) trained to use it, and the maintenance and inspection schedule.

## 9. Mental Health First Aid

The school recognises the importance of mental health and emotional wellbeing as part of its duty to actively promote pupil wellbeing under the ISI Inspection Framework (2025) and DfE guidance.

The school has identified a Senior Mental Health Lead, Mohammed Aminur Rahman, responsible for strategic oversight of the whole-school approach to mental health and wellbeing. Staff are made aware of the signs of mental health distress and how to refer pupils for additional support. Details of this provision are set out in the school's Mental Health and Wellbeing Policy.

## 10. Monitoring Arrangements

This policy will be reviewed annually by the Appointed Person and approved by the Headteacher. The review will take into account any changes in legislation, DfE or EYFS guidance, ISI requirements, accident data, and the outcome of the annual first aid needs assessment.

## 11. Links with Other Policies

This first aid policy links to the:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy
- Mental Health and Wellbeing Policy
- EYFS Policy

## Appendix 1: Trained First Aiders

Name	Role	Location / Block	Contact
Noreen Ghazala	Appointed Person	All blocks	0121 706 3322 / 07939979231
Attia Aslam	Trained PFA	All blocks	0121 706 3322
Mohammed A Rahman	Trained PFA	All blocks	0121 706 3322
Nazia Sultana	Trained PFA	Block A	0121 706 3322 Ext 302
Taybah Mushtaq	Trained PFA	Block A	0121 706 3322
Eman Alshabeb	Trained PFA	Block A	0121 706 3322
Qamar Qadir	Trained PFA	Block B	0121 706 3322 Ext 304
Khaldia Benahchilif	Trained PFA	Block B	
Aicha Dridi	Trained PFA	Block B	
Aneesah Akhtar	Trained PFA	Block B	
Shabnam Khan	Trained PFA	Block B	
Rumanah Parveen	Trained PFA	Block C	0121 706 3322 Ext 305
Madhiya Shafique	Trained PFA	Block C	
Farzana Khatoon	Trained PFA	Block C	
Laibah Arfan	Trained PFA	Block C	
Anisah Nausheen	Trained PFA	Lunchtime	0121 706 3322
Saira Khan	Trained PFA	Lunchtime	0121 706 3322
Mohammed M Rahman	Trained PFA	General	0121 706 3322
Sumaiya Memi	Trained PFA	General	0121 706 3322
Billal Hossain	Trained PFA	General	0121 706 3322

## Appendix 2: First Aid Training Log (Template)

This log must be kept up to date. All certificates must be held on file and available for inspection.

Staff Member	Type of Training	Training Provider	Date Attended	Renewal Due
Noreen Ghazala	PFA	First Aid First	08/09/2025	08/09/2028
Attia Aslam	PFA	First Aid First	19/12/2025	19/12/2028
Mohammed A Rahman	PFA	First Aid First	08/09/2025	08/09/2028
Nazia Sultana	PFA	First Aid First	08/09/2025	08/09/2028
Taybah Mushtaq	PFA	First Aid First	19/12/2025	19/12/2028
Eman Alshabeb	PFA	First Aid First	19/12/2025	19/12/2028
Qamar Qadir	PFA	First Aid First	08/09/2025	08/09/2028
Khaldia Benahchilif	PFA	First Aid First	08/09/2025	08/09/2028
Aicha Dridi	PFA	First Aid First	08/09/2025	08/09/2028
Aneesah Akhtar	PFA	First Aid First	08/09/2025	08/09/2028
Shabnam Khan	PFA	First Aid First	08/09/2025	08/09/2028
Rumanah Parveen	PFA	First Aid First	19/12/2025	19/12/2028
Madhiya Shafique	PFA	First Aid First	19/12/2025	19/12/2028
Farzana Khatoon	PFA	First Aid First	08/09/2025	08/09/2028
Laibah Arfan	PFA	First Aid First	08/09/2025	08/09/2028
Anisah Nausheen	PFA	First Aid First	19/12/2025	19/12/2028
Saira Khan	PFA	First Aid First	19/12/2025	19/12/2028
Mohammed M Rahman	PFA	First Aid First	19/12/2025	19/12/2028
Sumaiya Memi	PFA	First Aid First	19/12/2025	19/12/2028
Billal Hossain	PFA	First Aid First	19/12/2025	19/12/2028

*Training types include: Paediatric First Aid (PFA) — 2-day course; Emergency Paediatric First Aid (EPFA) — 1-day course; First Aid at Work (FAW); Emergency First Aid at Work (EFAW); Anaphylaxis / EpiPen; Mental Health First Aid.*

The completed version of this log or it's equivalent is kept in the school's training log record

## Appendix 3: Accident Record Form



### Accident Record Form

This is to inform you that your child was involved in an accident at school

Date:	/ /	Time:	:	Year Group:										
Child's Name:														
Location:	Playground <input type="checkbox"/>	Classroom <input type="checkbox"/>	Corridor <input type="checkbox"/>	Other										
Incident Details:														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front	Back
Bump / Bruise	Vomiting / Nausea	Nosebleed	Headache / Feeling hot	Head injury	Cut / Graze	Asthma	EPI pen	Parent contacted	Unable to contact parent	Following first aid, child was well enough to remain in school	Child was collected from school	Parent advised that they may wish to consult a doctor		
Treatment administered:	Cold compress <input type="checkbox"/>		Antiseptic wipe <input type="checkbox"/>		Plaster applied <input type="checkbox"/>									
Other (provide details):														
Any other special arrangements made?														
Any other action required?														
First aider:						Parent/Carer contacted:								
Witness:						Collected by:								
Slip completed by:						Relationship to child:								
Signature:						Signature:								

(please keep 1 copy for file and give 1 copy to parent /carer)

**IMPORTANT**

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home, please consult your doctor or local hospital.

Al Ameen Primary School  
 447 Warwick Road, Tyseley, Birmingham, B11 2JR  
 T: 0121 706 3322 | E: [contact@alameen.bham.sch.uk](mailto:contact@alameen.bham.sch.uk)



## Appendix 4: First Aid Signs



## FIRST AID KITS ARE LOCATED

### **BLOCK A**

Main School Office  
Staff Room

### **BLOCK B**

Staff Room

### **BLOCK C**

Year 6 Classroom

All first aid kits will have a sign at their location





# Medical Room First Aid Room

Block A - Main Office



## OUR FIRST AIDERS

### OFFICE & MANAGEMENT

*(mostly located in Block A)*

Noreen Ghazala (Approved Person)

Nazia Sultana

Attia Aslam (Office)

Mohammed A Rahman

### BLOCK A

Taybah Mushtaq

Eman Alshabeb

### BLOCK B

Qamar Qadir

Aicha Dridi

Shabnam Khan

Khaldia Benahchilif

Aneesah Akhtar

### BLOCK C

Madhiya Shafique

Rumanah Parveen

Laibah Arfan

Farzana Khatoon

### GENERAL

*(not allocated to a specific block)*

Mohammed M Rahman

Saira Khan

Sumaiya Memi

Anisah Nausheen

Billal Hossain