The British Muslim School · Lodge Road · West Bromwich · B70 8NX

First Aid Policy (Day Pupils and Boarders)

Approved by	Governing Body, September 2026
Review date	September 2027, or sooner if the law or guidance changes
Responsible person	Principal, Mr Muhammad Kadir Al Hasan; lead first aider, Maulana Mahbub Kamal
Related policies	Policy for the Care of Boarders and Day Pupils; Health and Safety Policy; Risk Assessment Policy; Safeguarding and Child Protection Policy; Fire Safety and Emergency Action Plan; Educational Visits Policy; Statement of Boarding Principles and Practice

1. Aims

- To give prompt, safe and competent first aid to pupils, staff, visitors and contractors whenever the school is open, including during boarding time, at night, at weekends and on trips.
- To make sure that everyone knows what to do if someone is injured or becomes ill.
- To record accidents and first aid properly, tell parents, and report to the Health and Safety Executive (HSE) where the law requires it.

This policy applies to every pupil, day pupil or boarder, and to all staff, volunteers, visitors and contractors. It applies on the school site, in the boarding house, on school transport and on every visit or activity the school organises. Medicines, healthcare plans and the care of pupils who are unwell are covered in the Policy for the Care of Boarders and Day Pupils.

2. The law and guidance we follow

- The Health and Safety (First-Aid) Regulations 1981, as amended in 2013, and the HSE guidance "First aid at work: Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations" (L74, third edition 2013, amended 2018 and 2024).
- The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and the HSE guidance "Incident reporting in schools (accidents, diseases and dangerous occurrences)" (EDIS1, rev3).
- The Education (Independent School Standards) Regulations 2014: paragraph 13 (a written first aid policy, so that first aid is given in a timely and competent manner) and paragraph 24 (accommodation for medical examination, treatment and the short-term care of pupils who are sick or injured, with a washing facility and near a toilet), and "The Independent School Standards: guidance for independent schools" (DfE, April 2026).

- National Minimum Standards for Boarding Schools (DfE, 2022, technical update May 2026), Standard 7.
- "First aid in schools, early years and colleges" (DfE, updated 14 February 2022). The Independent School Standards guidance says schools should follow it as best practice unless there is good reason not to, and we do.
- "Allergy safety in schools" (DfE, 6 July 2026), which we follow as good practice, and the Human Medicines Regulations 2012 (spare adrenaline auto-injectors and salbutamol inhalers).
- "Automated external defibrillators (AEDs) in schools" (DfE, updated 24 January 2025), which we have considered (section 5).
- "Health protection in children and young people settings, including education" (UK Health Security Agency, updated 7 September 2026).
- The Social Security (Claims and Payments) Regulations 1979 (the accident book).
- Keeping children safe in education 2026; UK GDPR and the Data Protection Act 2018.

3. First aid needs assessment

The Principal carries out a written first aid needs assessment, and reviews it every year and whenever something changes. It takes account of:

- the number of pupils and staff on site, by day and at night;
- the fact that we are a boarding school, open in the evenings, overnight and at weekends;
- the layout of the premises, including the boarding house on three floors;
- higher-risk areas, such as the kitchen and science lessons;
- pupils and staff with known medical conditions or disabilities;
- mental health, as well as physical injury and illness, as HSE guidance (L74) asks;
- trips and off-site activities;
- staff absence and holidays.

The assessment decides how many first aiders we need, where first aid boxes are kept and what facilities we provide.

Insurance

The Principal checks every year that the school's insurance covers all the activities of its first aiders and of staff who give medicines, on site, in boarding and on trips.

4. Our first aiders

Name	Role	Training
Maulana Mahbub Kamal	Lead first aider; Head of Boarding	Essential first aid training, 30 June 2026; refresher due by 29 June 2029
Md Dulal Ahmad	First aider; Boarding Master	Essential first aid training, 30 June 2026; refresher due by 29 June 2029

Name	Role	Training
Mr Guljar Ahmad Khan	First aider; receptionist and boarding staff	Essential first aid training, 30 June 2026; refresher due by 29 June 2029
All other staff	Essential first aid training for all staff	30 June 2026; refresher due by 29 June 2029

All employees completed the essential first aid training required of school staff on 30 June 2026. First aid certificates last three years. The HSE strongly recommends a short annual refresher for first aiders, and the Principal arranges one for the named first aiders. All staff also complete allergy and anaphylaxis awareness training at least once a year.

The names of the first aiders, and where the first aid boxes, the medical room and the emergency medicines are, are displayed on first aid notices in the staff room, at reception and in the boarding house. Pupils are told who the first aiders are. Every new member of staff, including supply and temporary staff, is told the first aid arrangements on their first day as part of induction.

Cover at all times

The Principal makes sure that a trained first aider is on site whenever pupils are present.

- During the school day, at least one of the named first aiders is on site.
- In boarding time, at least one member of boarding staff on duty is trained in first aid. A member of boarding staff is available 24 hours a day, 7 days a week, and boarders know how to reach him.
- Every trip has a member of staff with first aid training and a travel first aid kit.
- Where a named first aider is absent, the Principal arranges cover from trained staff and tells staff who it is.

What first aiders do

First aiders:

- go at once to anyone who needs help, and give first aid to the limit of their training;
- call an ambulance or other medical help when needed;
- wear disposable gloves wherever there is blood or other body fluid;
- record every pupil they treat, the injury or illness and the treatment given, in the first aid record book in the medical room;
- make sure the accident book is completed after an accident;
- check that first aid boxes are stocked and in date;
- tell the Principal in good time when their training needs renewing;
- tell the DSL the same day if an injury does not match the explanation given, may not be accidental, or the pupil says something that worries them. They record what they see and what the pupil says, in his own words, but never photograph an injury or ask a pupil to remove clothing to show one.

The lead first aider makes sure, in the first week of the autumn term, that staff know the hazards in the subjects and activities they lead.

All other staff

All staff:

- know who the first aiders are and how to call them;
- know the pupils in their care who have medical conditions, and their healthcare plans;
- send for a first aider straight away when there is an accident, by a messenger who knows exactly where the casualty is, or by telephone to reception, and check the message has arrived;
- do not move a casualty who may have a serious injury, unless he is in immediate danger;
- reassure the casualty, and do not treat beyond their own training, but may start life-saving first aid until help arrives;
- look after their own safety.

5. Equipment and facilities

First aid boxes

There are four first aid boxes, in:

- the medical room;
- the staff room;
- the kitchen;
- the boarding office.

Boxes are marked with a white cross on a green background. They contain first aid materials only and no medicines of any kind. The lead first aider checks each box at least once a half term, and after any use, and restocks it. A list of the usual contents is at Appendix B. Travel first aid kits are taken on every trip.

The medical room

The medical room is used for first aid, medical examinations and the short-term care of pupils who are sick or injured. It has a washing facility and is near a toilet.

Defibrillator

The school does not have an automated external defibrillator (AED). The Principal has considered the DfE guidance, which encourages schools to have one, and keeps the decision under review in the first aid needs assessment. The Principal finds out where the nearest registered public-access defibrillators are and tells staff. If a pupil or adult collapses and is not breathing normally, staff call 999 straight away and start cardiopulmonary resuscitation (CPR). The 999 call handler gives instructions and directs staff to the nearest public-access defibrillator. An AED can be used by anyone, without training, by following its spoken instructions.

Emergency medicines

Adrenaline auto-injectors and asthma inhalers, including the school's spare devices, are never locked away. Where they are kept is set out in the Policy for the Care of Boarders and Day Pupils and shown on the first aid notices.

6. Minor injuries and illness

- A pupil with a minor injury who can walk is taken, accompanied, to reception, where a first aider sees him.

- A pupil who feels generally unwell is taken, accompanied, to the school office. A first aider sees him if his condition is unusual or causes concern.
- If a day pupil needs to go home, the office calls his parents. He waits in the medical room, supervised, until he is collected.
- A boarder who is unwell is cared for as set out in the Policy for the Care of Boarders and Day Pupils.
- Every treatment is recorded in the first aid record book.

7. Serious injuries and medical emergencies

When to call an ambulance

Call 999 at once, and then tell the Principal, in any of these cases. This list is not complete. If in doubt, call 999.

- a serious injury;
- any significant head injury;
- severe bleeding;
- any loss of consciousness;
- a possible or suspected fracture;
- difficulty breathing, or a suspected severe allergic reaction (anaphylaxis);
- a seizure where the pupil's healthcare plan says to call 999, or a first seizure;
- a pupil who is at immediate risk of harming himself;
- whenever the first aider is unsure how serious the injury is, or what treatment to give.

Where a pupil shows signs of anaphylaxis, staff lay him flat with his legs raised (or sitting up if he is struggling to breathe), bring the adrenaline to him and give it within five minutes, using his own device or, if it is not available, misfires or he has no device, the school's spare auto-injector. They then call 999 at once, saying "anaphylaxis". Staff do not wait for consent to give adrenaline to save a life. The Policy for the Care of Boarders and Day Pupils sets out the full procedure.

Where a pupil has an asthma attack, staff help him to use his own reliever inhaler, or the school's spare inhaler if his own is not available and his parents have consented, and call 999 if he does not improve or is too breathless to speak.

Where a person is not breathing normally, staff call 999, start CPR and send someone for the defibrillator where there is one.

For urgent advice that is not an emergency, staff call NHS 111.

Hospitals

The nearest emergency department (A&E) is at Midland Metropolitan University Hospital, Grove Lane, Smethwick, B66 2QT. Sandwell Hospital no longer has an A&E. The site, now called Sandwell Health Campus, Lyndon, West Bromwich, B71 4HJ, has an urgent treatment centre for urgent injuries and illness that are not emergencies. It is open from 8am to 11pm; at other times, or in an emergency, staff call 999 or go to the A&E at Midland Metropolitan University Hospital.

Going to hospital

A member of staff always goes with a pupil in the ambulance, or follows it to hospital, and stays with him until a parent, or a person the parent has named, arrives. The first aider does not have to be the

person who goes. The staff member takes the pupil's medical details, consent form and any healthcare plan.

Parents are contacted at once. Where a pupil's parents have appointed an educational guardian, the guardian is contacted as well.

8. Head injuries

Every head injury, however minor it looks, is treated as potentially serious.

- The first aider checks the pupil and records the injury.
- Parents are told the same day, by telephone, and given the school's written head injury advice on the signs to watch for and when to get medical help. The standard letter is kept with the accident records at reception. Where a parent collects the pupil, the letter is handed to them.
- Where the pupil is a boarder, the first aider tells the boarding staff on duty, who watch him through the evening and night and record what they see.
- An ambulance is called for any significant head injury (section 7).

9. Blood and body fluids

Staff take these precautions to prevent infection:

- cover any cuts on their own skin with a waterproof dressing;
- wear disposable gloves, and an apron and eye protection where there may be splashing;
- use a face shield when giving rescue breaths;
- seal dressings and other contaminated material in a clinical waste bag before disposal;
- wash their hands after every treatment.

If a member of staff may have been contaminated with another person's blood or body fluid, they:

- wash splashes off the skin with soap and running water;
- wash splashes out of the eyes with tap water or an eye wash;
- wash splashes out of the nose or mouth with tap water, without swallowing;
- record what happened and get medical advice straight away, by calling NHS 111 or going to A&E. Some treatments must start within hours.

The caretaker, Mr Emdadul Alam Kazi, cleans up any spillage of blood or body fluid, using gloves and a disinfectant suitable for blood and body fluid spills, following the manufacturer's instructions. No contaminated item is left lying around.

Where a pupil may have an infectious disease, we follow the UK Health Security Agency guidance and contact the UKHSA West Midlands Health Protection Team (0344 225 3560, option 2) where it advises.

10. Trips and off-site activities

Before any trip, the trip leader includes first aid in the risk assessment, and the Principal approves it. The assessment covers:

- how many staff with first aid training are needed;
- the travel first aid kit;
- each pupil's medical needs, his healthcare plan and his medicines, including emergency medicines;

- how to get help at the venue, and the nearest hospital.

The same rules for getting help and contacting parents apply on trips as at school. The Educational Visits Policy has more detail.

11. Records

First aid record book

Every pupil seen by a first aider is recorded in the first aid record book in the medical room.

Accident book

Every accident is recorded in the accident book at reception as soon as possible, and in any case within 24 hours. The record shows:

- the date, time and place of the accident;
- the name and year group of the person hurt, or their role if not a pupil;
- what happened, the injury, the first aid given and any medicine given;
- what happened next, for example whether the person went home, to hospital or back to lessons;
- the name and signature of the first aider or member of staff who dealt with it;
- whether parents were told, when and how.

Records are kept for at least three years. Records about a pupil are kept until he reaches the age of 25. Accident and first aid records are personal data, stored securely and seen only by those who need them.

Telling parents

Parents are told the same day of any injury that needs more than minor first aid, any head injury, and any occasion when their son is unwell enough to be collected or to be cared for away from other boarders. In an emergency, they are told at once, by day or at night.

12. Reporting to the HSE (RIDDOR)

Most accidents at school do not need to be reported to the HSE. The proprietor is the "responsible person" under RIDDOR. The Principal, with the health and safety lead for teaching staff, Mr Mirza Saghar Hussain, and the Head of Administration, Mr Guljar Ahmed, decides whether an accident is reportable and makes the report. Reports are made online at www.hse.gov.uk/riddor. A death or a specified injury is reported without delay; the HSE also has a telephone service for these. The categories and time limits are set out in Appendix A. A record of every reportable incident is kept for at least three years.

The Principal tells the Governing Body of every reportable incident.

13. Monitoring and review

The Principal checks, at least each half term:

- that first aid training is in date and cover is in place, including in boarding time;
- that first aid boxes and travel kits are stocked;
- the accident and first aid records, looking for patterns, and acts on what they find.

The Governing Body reviews accident data and this policy every year, or sooner after a change in the law, in first aid staff or in the premises, or after a serious incident. This policy is published on the school website and is available free of charge from the school office.

Appendix A: Incidents that must be reported to the HSE under RIDDOR

Pupils and visitors

An accident to a pupil or visitor must be reported where:

- the person dies; or
- the person is taken directly from the scene to hospital for treatment of the injury, and the accident arose out of or in connection with a work activity. This includes accidents caused by the way an activity was organised or supervised, the condition of the premises, or equipment.

These are reported without delay. There is no need to report where a pupil goes to hospital only as a precaution and no injury is apparent, or where he goes to hospital because of a medical condition, such as an asthma attack or a seizure. Most sports and playground injuries are not reportable unless they were caused by the way the activity was organised or supervised, or by the premises or equipment. Violence between pupils is a behaviour matter and is not reportable under RIDDOR.

Staff

An accident to a member of staff must be reported where it causes:

- death;
- a specified injury, including fractures other than to fingers, thumbs or toes; amputation; permanent loss or reduction of sight; crush injuries to the head or body causing damage to the brain or internal organs; serious burns; scalping needing hospital treatment; loss of consciousness from a head injury or asphyxia; and certain injuries from working in an enclosed space. A death or specified injury is reported without delay;
- the member of staff to be unable to do their normal work for more than seven days in a row, not counting the day of the accident but counting weekends and rest days. This must be reported within 15 days of the accident.

This includes injuries caused to staff by physical violence at work, for example an assault by a pupil, a parent or a member of the public, where it causes death, a specified injury or more than seven days off work.

An injury that keeps a member of staff off normal work for more than three days must be recorded, though it does not need to be reported.

Diseases and dangerous occurrences

Certain occupational diseases, and specified dangerous occurrences, must be reported whether or not anyone is hurt. The HSE guidance on RIDDOR lists them.

Appendix B: Usual contents of a first aid box

First aid boxes contain no medicines. A typical box contains:

- a leaflet giving general guidance on first aid;
- individually wrapped sterile plasters of assorted sizes;
- sterile eye pads;
- individually wrapped triangular bandages;
- safety pins;
- large and medium individually wrapped sterile unmedicated wound dressings;
- disposable gloves;

- sterile saline eye wash, where clean running water is not available;
- a resuscitation face shield;
- clinical waste bags.

Approval and signatures

Approved by the Governing Body: September 2026.

Chair of the Governing Body: Mr. Mohammed Misbhaur Rahman. Signed: MR. Date: September 2026.

Principal: Mr. Muhammad Kadir Al Hasan. Signed: MKAH. Date: September 2026.