



CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الإنجليزية

'Students achieving their full potential as active thinkers
and self-motivated, life-long learners within a supportive environment'

First Aid Policy

To be reviewed:

Date: December 2026

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Rationale and Introduction

Rationale

First Aid is a fundamental aspect of ensuring the safety and wellbeing of pupils, staff, and visitors within the school environment. Prompt and effective First Aid can prevent minor injuries from becoming more serious and, in some cases, can be life-saving. Cambridge English School Mangaf recognises its legal and moral responsibility to provide adequate First Aid provision in accordance with statutory requirements and best practice guidelines.

Introduction

"First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill."

(The Joint First Aid Manual, 8th Edition)

Staff administering First Aid should:

- Assess the situation – quickly evaluate the scene for hazards and the condition of the casualty.
- Protect themselves and the casualty – ensure both staff and casualty are safe from further danger.
- Deal with life-threatening conditions – provide immediate intervention where necessary, such as CPR, controlling severe bleeding, or addressing breathing difficulties.
- Obtain medical assistance or refer to hospital – if the injury or illness requires professional attention, arrange prompt transfer or emergency care.

This approach ensures that First Aid is delivered safely, efficiently, and in line with safeguarding and BSO inspection expectations.

Purpose

The purpose of this policy is to ensure that the school provides timely and effective First Aid to pupils, staff, and visitors in accordance with legal requirements, safeguarding standards, and best practice.

Scope

This policy applies to:

- All school employees.
- Pupils and students.
- Visitors to the school.

It covers First Aid provision on school premises, during off-site activities, and any school-organised events.

Responsibilities

Principal

- Ensure the implementation, monitoring, and regular review of this policy.
- Ensure adequate resources are provided for First Aid provision.
- Ensure that risk assessments include First Aid requirements.

Staff

- Follow this policy and adhere to First Aid procedures.
- Report all accidents, incidents, and illnesses requiring First Aid.
- Only administer First Aid if trained to do so.

School Nurses and Trained First Aiders

- Maintain and monitor First Aid equipment and supplies.
- Keep accurate records of all First Aid administered.
- Attend refresher training as required to maintain qualifications.

First Aid Provision

A fully equipped Treatment Room is maintained on the ground floor and is accessible to all.

First Aid Kits are checked regularly by a designated First Aid Officer.

The number and location of trained First Aiders is determined based on risk assessments of the school's activities and environment.

For off-site activities, Heads of School assess First Aid needs and ensure at least one First Aid Kit is taken.

Risk Assessment

The school undertakes regular risk assessments to determine:

- The number of trained First Aiders required.
- The level of training needed (including specialised training for pupils with medical conditions).
- Additional equipment or resources needed for effective First Aid.

Risk assessments are reviewed at least annually or whenever significant changes occur.

Record-Keeping

All accidents, injuries, and illnesses requiring First Aid are recorded and reported.

Records include the:

- Name of the injured person.
- Date, time, and place of the incident.
- Nature of the injury or illness.
- Treatment administered.
- Name of the staff member providing First Aid.

Parents are notified of any First Aid given to their child, particularly for head injuries.

Procedures

General Medical Attention

- Pupils requiring medical attention are taken to the Clinic.
- Parents/guardians are notified by email or phone, and the class teacher is informed.
- Head Injuries
- All suspected head injuries are assessed by the School Nurse.
- Non-emergency: Parents/guardians notified by email.
- Emergency: Parents/guardians contacted immediately by phone.
- Transport to Hospital or Home

The Head of School decides the appropriate response.

If urgent treatment is required:

- An ambulance is called.
- Parents/guardians are notified.

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- If parents/guardians cannot be contacted, the Head of School may arrange transport using:
- Only insured staff vehicles.
- At least two staff members present.

Staff Training

All First Aiders receive appropriate, accredited First Aid training.

Training is refreshed according to statutory guidelines.

Staff are informed of the location of First Aid facilities and the identity of qualified First Aiders.

Communication

All staff are aware of the School's First Aid Policy and procedures.

Information about First Aid provision is provided during staff induction and refresher briefings.

Policy Review

This policy is reviewed annually or whenever there are changes in legislation, staffing, or school activities.

The Principal oversees policy updates and ensures compliance with BSO standards.