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Bradford Girls' Grammar School

First Aid Policy
2026-27

Aspire – Succeed – Lead

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1. Aims

It is the aim of the school that, so far as is reasonable and practicable, every possible step will be taken to ensure that there are adequate and appropriate personnel, facilities and equipment for providing First Aid on the school premises and off the premises whilst pupils are on school visits.

2. First Aid Box Contents

The **minimum** contents of the first aid boxes are:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pad
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sized individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- A pair of scissors

The contents of the first aid boxes will be checked and restocked by the staff with responsibility for each area.

First Aid boxes will be taken on all school trips and pupils will be made aware of the member of staff responsible. At least one First Aid qualified member of staff will be on the school premises when pupils are present.

Staffing will be considered for all trips. It is the trip leaders responsibility to ensure that there is a First Aider in attendance on every trip.

3. Procedures - Accidents

Anyone requiring First Aid should be taken where possible to **the First Aid Room located on within the main reception.** Alternatively, a list of staff with current First Aid qualifications is displayed alongside First Aid boxes and one of these should be brought to the individual in need.

The main duties of any First Aider are to give immediate help to casualties with common injuries/illnesses or those arising from hazards at school, and to ensure when necessary that an ambulance or other professional medical help is called. However, any accident involving **a head injury on any pupil** requires particular action to be taken including:

- completion of the report on 'Medical Tracker'.
- inform parents/carers and advise them to remain vigilant for any signs of concussion.
- accompany an injured person when appropriate to the Accident and Emergency Reception at the Bradford Royal Infirmary.
- ensure that Health Forms and/or Health Questionnaires go to the hospital with the pupil

Note: All pupils must be accompanied to hospital and remained with until a Parent/Carer arrives.

4. Calling An Ambulance

- trained First Aid staff make an informed judgement about the nature and seriousness of illness or injury.
- staff are advised to err on the side of caution and to call an ambulance when concerned about illness or injury.
- head injuries are always of particular concern and pupils are carefully monitored until a decision is made about the appropriate course of action for treatment.
- when an ambulance is called for the School Reception is informed who in turn inform the Headteacher.

5. Accident Reports

- **All reports are logged on 'Medical Tracker'.**
- Pupils with injuries under clothing such as on legs under tights will be assessed with 2 members of staff present and with permission of the student to assess injury – details of this will be recorded on Medical Tracker.
- the Academy Business Leader will inform HSE and school insurers if appropriate.

- parents will be informed by telephone and a copy of the Accident Report will be made available on request.
- the school adheres to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) under which schools are required to report to the Health & Safety Executive (Tel. 0845 300 99 23).

6. Procedures - Sickness

- where a pupil is complaining of sickness such as: headaches, stomach upsets, earaches or toothaches a first aider will triage them at their lesson and confirm if they need to attend the first aid room.
- the pupil will be monitored, and their attendance will be recorded.
- the pupil is made comfortable and if no improvements are noted parents are contacted and the pupil may be collected.

7. Training

- regular training will be provided for staff to keep qualifications up-to date and new staff to become qualified

8. Administering Medication

- Requests for prescription medicine to be administered to Bradford Girls' Grammar School will be agreed in advance by the Headteacher or Designated Safeguarding Lead.
- Medicine will only be administered that is presented to the School in its original packaging with dispensing instructions (typically a doctors sticker) attached and clearly readable.
- Over the counter medicines (OTC's) will not be administered by BGGS staff.

9. Specific Medical Conditions

- Where pupils have particular medical conditions such as; asthma, epilepsy or diabetes their names are added to the school medical register on Medical Tracker and SIMs. This is updated at each data capture point **OR** upon request by parents

- Each Phase also maintains 2 x 'Blue' inhalers for emergency use
- Specific medication for individual pupils is named and stored in the Medical Room - which is kept locked - and parents should provide a Medical Care Plan

10. Staff Workload and First Aid Reasonability

The school recognises that staff who undertake first aid responsibilities also have substantive teaching, support or leadership roles within the school. First aid duties are an important aspect of safeguarding and pupil welfare; however, the school acknowledges the potential impact these responsibilities may have on staff workload.

Every effort will be made to ensure that first aid responsibilities and cases are distributed fairly and appropriately among trained staff, taking into account individual roles, working patterns and existing responsibilities. Where possible, no individual member of staff should carry a disproportionate share of first aid duties.

School leaders will regularly review first aid arrangements to ensure adequate staffing levels, appropriate training and effective deployment of first aiders across the school day. Staff are encouraged to raise any concerns regarding workload or the impact of first aid responsibilities with their line manager or the designated first aid lead so that appropriate support can be considered.

The school is committed to maintaining effective first aid provision while recognising and supporting the wellbeing and workload of all staff members.

11. Monitoring of First Aid Incidents for Venerable Pupils

The school is committed to monitoring first aid incidents to identify patterns, emerging concerns and the needs of vulnerable groups, including pupils with Special Educational Needs and Disabilities (SEND) and disadvantaged pupils.

First aid records will be reviewed regularly to identify any trends relating to individual pupils or specific groups of students. This monitoring enables the school to provide appropriate support, make reasonable adjustments where necessary and ensure that vulnerable pupils receive timely intervention.

The school utilises CPOMS alongside the medical tracking system to ensure that relevant information is shared appropriately and that vulnerable pupils are monitored closely. Where first aid incidents raise safeguarding, attendance, wellbeing or medical concerns, these will be

recorded and considered alongside other relevant information to provide a holistic understanding of the pupil's needs.
Where patterns of injury, illness or repeated first aid presentations are identified, appropriate staff, including pastoral leaders, the SENDCo, safeguarding team and parents or carers, may be involved to ensure that suitable support and interventions are put in place.
The school is committed to using first aid and medical information proactively to safeguard pupils, promote wellbeing and ensure equitable support for all students.

12. Conclusion

Whilst it is not a condition of employment to give First Aid, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in the same way parents/carers might reasonably be expected to.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. However, staff should not give First Aid treatment for which they have not been trained and should always try to summon assistance from a qualified First Aider.