



QUEST INTERNATIONAL COLLEGE

British Oxford School

Quest International College

First Aid Policy

Date policy last reviewed:

Signed by:

Principal

Date:

Chair of governors

Date:

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Statement of intent

Quest International College (QIC) is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should **dial Ambulance Service : 066122** in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy has due regard to legislation in Iraqi Kurdistan but also considers statutory guidance in the United Kingdom as a model of best practice. This includes the following UK legislation:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following school policies:

- Administering Medication Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there are qualified first aiders within the school based upon the school's risk assessments.

- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The principal is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

The school doctor and nurse are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are competent in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid boxes sited around school and taken on off-site trips.
- Calling the emergency services where necessary.

3. First aid provision

First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aids needs assessment, at least [annually](#).

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First aid containers

The school will ensure it has suitably stocked first aid boxes in line with the first aids needs assessment. These are expected to contain:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large and medium-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by **a white cross on a green background**.

The school doctor will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be located in the following areas:

- [The school office](#)
- [In every classroom](#)
- [Science laboratory](#)

- [School canteen](#)

- [Minibuses](#)

Information for staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact the school doctor or nurse urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

4. First aiders

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, in addition to the school doctor and nurse, the school will consider the following factors:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school doctor and nurse will be responsible for ensuring all first aid kits are properly stocked and maintained. They are also responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of the school clinic.

The current School doctor and nurse are:

Name	Contact	Location	Date of first aid qualification
PISHTIVAN SHARIF	pishtivankrtas@gmail.com	Erbil, Kurdistan -Iraq	28.08.2025
SAWZA KAMAL	sawzakhassan@gmail.com	Erbil, Kurdistan -Iraq	28.08.2025

The school will ensure that all staff receive annual training on administering first aid.

First aid training

The school will ensure that the school doctor and school nurse hold a valid first aid certificate, issued by an external organisation. It is the responsibility of the school doctor and nurse to ensure that first aid certificates are kept up to date.

The school will ensure that the school doctor and nurse receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community.

The school will ensure that annual whole staff first aid training courses cover mental health. This is so that staff members can recognise the warning signs of mental ill health and are able to develop the skills required to approach and support someone who may be mentally unwell.

Emergency procedures

If an incident, illness or injury occurs, the principal, school doctor or nurse or member of staff in charge will assess the situation and decide on the appropriate course of action. This may involve calling for an ambulance immediately or calling for the school doctor or nurse.

If called, the school doctor or nurse will assess the situation and take charge of first aid administration or call for the ambulance.

Where an initial assessment by the member of staff indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call the emergency services immediately.

Where necessary, the school doctor or nurse will administer emergency help and first aid to all injured persons.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A call is made to the emergency services immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance. The school office call the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who the school doctor or nurse, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported by the school doctor or nurse promptly to:

- The principal.
- The parents of the victim(s).

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5. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

6. Accommodation

The school's clinic will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The clinic will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The clinic includes a wash basin and is situated near a toilet.

The clinic will not be used for teaching purposes.

The clinic will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when the school is in use.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

7. Medicines

Administration

All staff will be expected to adhere to the provisions and requirements outlined in the school's policies:

- Administering Medication Policy.
- Allergen and Anaphylaxis Policy.

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in a pupil's individual healthcare plan and identified staff members will be aware of what to do.

The school is aware that the administration of prescription only medication should only be given by those trained to do so.

Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions in the school clinic. Unless individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an individual healthcare plan (IHP) can be created and implemented. Relevant staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. Parents will sign to agree to staff dealing with any emergency that may arise for children who have a chronic medical condition severe allergy. This signed statement must be kept with the child's record in the school clinic.

8. Illnesses and allergies

When a pupil becomes ill during the school day, their parents will be contacted and asked to pick their child up as soon as possible.

A quiet area usually in the school clinic will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

9. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the [start](#) of each school year.

Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in the best interests of the pupil in mind.

10. Reporting and Recording

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher or admin staff will telephone the pupil's parent as soon as possible.

Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of parents' emergency contacts will be kept at the [school office](#).

The school clinic will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The school doctor and nurse will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the person dealing with the incident.

The principal will ensure that any injury or accident that must be reported to the ministry is reported in a timely and detailed manner.

11. Early Years

The school clinic will ensure that it meets the paediatric first aid (PFA) requirements for children aged 3-5 years and that this also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- The school doctor or nurse is always on the premises and available when children are present and accompanies them on any outings.
- PFA training is renewed every three years and is relevant for people caring for young children.
- The school clinic displays, or makes available to parents, staff a list of staff who have a current PFA certificate.

12. Monitoring and review

This policy will be reviewed [annually](#) by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is [date](#).

Useful links

['Promoting and supporting mental health and wellbeing in schools and colleges'](#)