



First Aid Policy

Approved policy

Policy owner	Head of Operations and Logistics
Approval authority	Board of Governors
Status	Approved
Effective date	1 September 2026
Next review date	1 September 2027

1 Purpose and scope

The English International School Baghdad provides prompt, appropriate first aid for students, staff and visitors who become injured or unwell. This policy establishes responsibilities, emergency arrangements, record-keeping and parent communication.

It applies on school premises and during school-organised activities, transport, visits, fixtures and trips. First aid is immediate assistance and does not replace assessment or treatment by qualified medical professionals.

2 Core arrangements

- The School Nurse is the first point of contact for first aid and medical concerns during the school day.
- Trained first aiders provide support when the School Nurse is unavailable, when an incident occurs away from the clinic or when immediate intervention is required.
- Emergency services are contacted without delay when the situation is serious or beyond the school's competence.
- All first-aid treatment and medical incidents are recorded accurately and reviewed for safeguarding, health and safety and prevention.
- First-aid arrangements are based on the school's needs, activities, risks, student age ranges and access to emergency medical services.

3 Roles and responsibilities

Role	Responsibility
Board of Governors	Approves the policy and receives assurance that suitable first-aid arrangements, training, equipment and oversight are in place.
Head of Operations and Logistics	Owens the policy; oversees facilities, supplies, risk-based provision, training coverage, emergency arrangements and review of accident trends.



Role	Responsibility
Academic Director and SLT	Support implementation, ensure serious incidents are managed appropriately and authorise wider school or safeguarding action when required.
School Nurse	Acts as the first point of contact; assesses and provides first aid within professional competence; arranges escalation; completes the accident form for all first-aid treatment and medical incidents; and provides the Parent Engagement Team with the information needed to notify parents.
Parent Engagement Team	Notifies parents or carers promptly after receiving the recorded incident information from the School Nurse and documents the communication.
Trained first aiders	Provide immediate assistance when needed, summon the School Nurse or emergency services, and report treatment and incident details to the School Nurse for recording.
All staff	Seek help promptly, supervise students, follow emergency instructions, preserve dignity and confidentiality, and report hazards or incidents.
Students	Report injury or illness promptly, follow safety rules and cooperate with reasonable first-aid instructions.

4 Standard first aid and parent-notification procedure

Step	Required action
1 Identify	The supervising adult ensures immediate safety and contacts the School Nurse. A trained first aider provides urgent assistance if waiting would create risk.
2 Assess and treat	The School Nurse assesses the person, provides first aid within professional competence and decides whether the person may return, should rest, needs collection or requires urgent medical care.
3 Record	The School Nurse completes the accident form for every first-aid treatment, injury or medical issue, including the circumstances, assessment, care provided, outcome and any recommended follow-up.
4 Notify	The Parent Engagement Team uses the information provided by the School Nurse to notify the parent or carer and records the time, method and outcome of contact.



Step	Required action
5 Follow up	Relevant leaders review serious, repeated or preventable incidents and arrange safeguarding, medical, risk-control or pastoral follow-up where necessary.

In an emergency, treatment, calling an ambulance and urgent parent notification take priority over completion of the form. The School Nurse completes the record as soon as reasonably possible afterward.

5 Emergency response

Any person who believes there is a serious or life-threatening emergency must call for immediate help. Staff should:

- make the area safe without placing themselves or others at additional risk
- contact the School Nurse and request emergency services immediately when indicated
- provide first aid or resuscitation within their training and follow emergency-dispatch instructions
- send a responsible adult to guide emergency responders to the casualty
- inform SLT and arrange prompt parent or emergency-contact notification
- remain with and supervise the casualty until handed over to the nurse, parent or emergency professionals
- record the incident and preserve relevant factual information after urgent care is underway

School staff do not transport a seriously ill or injured person in a private vehicle when an ambulance is required, except where an authorised emergency plan and local circumstances make another safe arrangement necessary.

6 When parents must be notified

The Parent Engagement Team will notify parents or carers after the School Nurse has recorded the incident. Notification should be prompt where:

- the student has a head, face or eye injury
- the injury or illness may require monitoring, collection or medical review
- medication has been administered or emergency medication has been used
- the student cannot resume normal activities
- there is significant pain, bleeding, swelling, breathing difficulty, allergic reaction, loss of consciousness or suspected fracture
- the nurse or SLT judges that parents should be informed because of the nature, pattern or context of the incident

Minor treatment may be communicated using the school's agreed method. Urgent concerns require direct contact. If a parent cannot be reached, the school continues appropriate care and uses the emergency contacts provided.

7 Recording reporting and confidentiality

The accident form must include the person's name, date and time, location, factual circumstances, observed injury or symptoms, first aid given, name of the person providing care, outcome, parent contact and any referral or follow-up. Entries must be factual, legible and completed without unnecessary medical speculation.



Records are stored securely with access limited to authorised staff. Serious incidents, safeguarding concerns and reportable health-and-safety matters are escalated to SLT and the Head of Operations and Logistics. Accident information is reviewed for trends, repeated locations, hazards and preventive action.

8 First aid facilities equipment and supplies

- The school maintains an accessible medical room or clinic and suitable first-aid kits in locations identified through risk assessment.
- The Head of Operations and Logistics ensures kits, emergency equipment and consumables are checked, replenished, in date and stored appropriately.
- First-aid locations and contact arrangements are communicated to staff and students.
- Specialist areas, vehicles, trips and higher-risk activities carry provision appropriate to their hazards and distance from the clinic.
- Medication is not stored in general first-aid kits unless specifically required by an approved individual healthcare or emergency plan.

9 Training and staffing coverage

The Head of Operations and Logistics maintains an appropriate number and distribution of trained first aiders based on the first-aid needs assessment. Early Years activities have access to staff with appropriate paediatric first-aid competence. Training, certification and refresher dates are recorded and monitored.

All staff receive first-aid-arrangement information during induction and periodic briefings, including how to contact the School Nurse, summon emergency help and report an incident.

10 Medication and individual healthcare plans

Medication is managed under the school's medication procedures and individual healthcare plans. Prescribed medication is administered only with appropriate parent authorisation, clear instructions and accurate records, except where emergency action is required under an agreed plan.

- Emergency medication must be accessible to authorised trained staff and checked for expiry and correct storage.
- Students with significant medical conditions should have an individual healthcare or emergency plan developed with parents and relevant medical advice.
- Staff receive condition-specific training where a student's safe participation requires it.
- Every administration or refusal of medication is documented and communicated as required.

11 Head injuries

All suspected head injuries are assessed by the School Nurse and recorded. Parents are notified and receive appropriate advice about symptoms requiring monitoring or urgent medical assessment. Emergency services are contacted for red-flag symptoms, deterioration, loss of consciousness, seizure, severe mechanism of injury or other serious concern.

12 Infection control and hygiene

First aid is provided using appropriate hygiene and infection-control precautions, including hand hygiene, disposable gloves and safe disposal of contaminated materials. Blood or body-fluid spills



are managed using approved procedures. Staff must protect the casualty's dignity and use protective equipment appropriate to the risk.

13 Off-site activities transport and events

Risk assessments for trips, fixtures, transport and events identify first-aid personnel, kits, emergency contacts, known medical needs, medication, communication arrangements and access to local medical services. A designated trained person holds relevant emergency information while protecting confidentiality. All treatment and incidents are reported to the School Nurse for entry on the accident form on return, or sooner when practical.

14 Serious incidents safeguarding and review

First-aid information may indicate a safeguarding concern. Staff must report concerns to the Designated Safeguarding Lead and must not delay safeguarding action while awaiting medical certainty. Following a serious incident, leaders review the response, communication, environment, supervision, equipment and any lessons for future practice.

15 Monitoring and review

The Head of Operations and Logistics monitors implementation and reports significant themes to SLT and the Board. The policy is reviewed annually, after a serious incident or when school operations or relevant requirements change.

16 Related school documents

Health and Safety Policy; Safeguarding and Child Protection Policy; Medication Procedures; Individual Healthcare Plan procedures; Educational Visits Policy; Accident Reporting procedures; Risk Assessment Policy; Infection Prevention procedures; and Emergency Response Plan.