



FIRST AID POLICY

Date of last review: January 2025
Date of next review: January 2026

Introduction

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

Similarly, while basic first aid is now taught to pupils in both secondary and primary schools as part of compulsory health education it is not dealt with in this policy.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Dar ul Madinah this is the governing board

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the governing board is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times.

Any first aider must receive training but since the Health and Safety Executive (HSE) no longer approves first aid training, it is up to the school to ensure that any training provider that is selected for the purposes of first aid training is competent to deliver it. We use guidance from HSE to appoint suitable trainers.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under the school's public liability insurance policy. Dar ul Madinah follows the requirements for paediatric training and handling accidents or injuries as set out for early years pupils in the DfE's Statutory framework for the early years foundation stage 2021.

Objectives and targets

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

Action plan

All staff will be informed of first aid arrangements and made aware of this policy.

Responsibilities of the headteacher

In discharging its duty of care, the governing board delegates to the headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements.

This will include:

- Risk assessments including:
 - Consideration of the size of the school and its layout and location.
 - Specific hazards or risks on the site.
 - Specific needs.
 - Accident statistics.
 - Selection of first aiders, and number required.
 - Contacting first aid personnel.
- Ensuring first aid training is up-to-date and sufficient for school needs.
- Ensuring that the medical room and adjacent WC are available at all times for first aid provision and suitably furnished and supplied while people are on the school premises.
- Ensuring that first aid provision is available while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

Responsibilities of the site manager

- Ensuring that access to the school site for emergency vehicles is maintained at all times.

Responsibilities of the first aid officer

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete an appropriate training course.
- Be aware of the details of all first aiders and the location of, and signage to, all first aid boxes (see appendix 1 at the end of this policy).
- Maintain fully stocked first aid provisions (see below for details).

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see appendix 2) for any incident.
- Report to the headteacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR)'. An HSE 'Health and safety incident report' form will also need to be completed in these circumstances.
- Where use of force to restrain a pupil has been used and first aid is required a 'Use of force to control or restrain pupils: incident form' will also need to be completed for the records (see Pupil restraint policy).

Responsibilities on off-site activities

A first aid kit compliant with BS 8599 must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

Responsibilities of hirers

When others use the premises, eg for extended activities at the school or by those who hire any of the school premises, the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (eg, hazards on the premises).
- First aid arrangements in the school and location of first aid kits and the school's automatic external defibrillator (AED) for emergency use by a trained operator.

Maintenance of fully stocked first aid containers

- On a weekly basis, an appointed first aid officer will check the following and arrange for stocks to be replenished where necessary:
 - The number of first aid containers the school has and their contents.
 - That there are sufficient first aid containers.
 - Travelling first-aid containers.
 - First aid containers in public service vehicles.
 - First aid accommodation.

Contents of first aid containers

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers

- A leaflet giving general advice in first aid.
- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 large and medium size (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable and the kits will be BS 8599 compliant.

Procedure for sick pupils and those with medical needs

Students who feel unwell should be sent to the medical room to explain the nature of their illness. The decision to send a sick student home will be made by the duty member of the leadership team on the recommendation of the medical assistant. If a member of the leadership team is not available, the

medical assistant will make an informed decision. Unwell students must be signed out when leaving school for medical reasons.

Students with medical needs must be brought to the attention of the SEN co-ordinator and teaching staff in year group meetings, and to the attention of all supervisory staff and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.

A register of students with EpiPens is kept in the first aid box in the medical room. EpiPens will be carried by the student at all times. PE staff and staff supervising visits off-site should be particularly mindful of students carrying EpiPens. Dar ul Madinah holds salbutamol inhalers for use only in emergencies. The inhalers may only be used by children whose parents have agreed the use of the emergency inhaler and by children who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (eg because it is broken, or empty).

Accident procedures

Outside of class time, students should be dealt with in the first instance by a member of staff on duty. However, if the injury requires first aid treatment, the student should be sent to the medical room to be dealt with by the first aider.

During lesson times, if members of staff of the department are unable to deal with the injury, then the student should be sent to the medical room, if necessary accompanied by another student.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the resource room. All head bumps/injuries must be recorded/reported on the relevant forms located in the accident file.

Where it is appropriate for the school to communicate directly with the student's parent/carer, a brief description of the incident will be recorded on the notification form and sent home with the student.

If the medical assistant believes that the injured person requires medical treatment, they will consult with the SLT and:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents.

Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual departments are also required to discuss and record their response to first aid matters on a termly basis.

Reviewing

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.