

# First Aid Policy

## Aims

At Jamiatul Uloom Al Islamia we aim to keep pupils safe at all times. However sometimes children will have accidents; whether intentional or unintentional and this policy sets out the procedures that staff should follow when dealing with these or with medical conditions that they may have. We will fulfil our responsibility towards children from the Every Child Matters agenda; that they should:

- Stay safe.
- Be healthy.
- Enjoy and achieve.
- Achieve Economic Stability.
- Make a positive Contribution

The school is committed to its responsibility in providing adequate and appropriate first aid to students, staff, parents and visitors and have procedures in place to meet that responsibility. To achieve these aims, the school will endeavour:

- To ensure that the School has adequate, safe and effective first aid provision in order 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
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are only administered at the School when express permission has been granted for this
- To ensure that all medicines are appropriately stored
- To promote effective infection control

Nothing in this policy should 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 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy.

## First Aid Procedures

### Emergency Services – 999

### Luton & Dunstable Hospital (direct line) – 0845 127 0127



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The procedure to be adopted in the case of an accident which results in a person(s) being injured in connection with any activity under taken by Jamiatul Uloom al Islamia are: If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve:

- Sending the child to the office to see the First Aider if the student is fit to go himself
- Sending the student to the office with a responsible student or a Teacher
- Call immediately for the Chief First Aider or one of the qualified First Aiders. If summoned, the qualified First Aiders will assess the situation and take charge of first aid administration and/or call an ambulance.

### Minor accidents/incidents

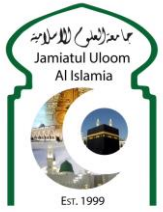
An accident/incident is defined as 'minor' when the child is able to be treated by a qualified first aider. Listed below are accidents that could be termed 'minor':

- Small cut/abrasion;
- Or bump or bruise (usually resulting from a fall or running into someone or something);
- Minor nosebleed.

This list is non exhaustive.

### Action required

- Send to the office or call for First Aider if the student finds difficulty manoeuvring
- Chief First Aider will deal with student(s) appropriately and if he is not available, one of the other First Aiders in the office will tend to the individual.
- A message will be given by the First Aider to take home for parents and to show class teacher when student returns to class.
- Parents will be informed by phone if necessary
- The student may be observed by the First Aider for a time that he feels is appropriate and then the student is sent back to class.
- Any decision to deem the case as a major incident with the students being sent home/sent to hospital can only be made by the Chief First Aider in conjunction with the SLT.



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## Major accidents/incidents

An accident is defined as 'major' when the first aider deems that a more professional opinion is required. Listed below are some accidents and Red Flag symptoms that are deemed as 'major':

### **RED Flag symptoms (this is not an exhaustive list and other circumstances may be considered as red flag)**

- Broken, fractured or chipped finger, thumb or toe (or if one of these is suspected);
- A burn
- Severe bleeding (including severe nosebleed)
- Fainting or falling unconscious (includes epileptic fit)
- Deep cut/wound
- Severe asthma attack
- Dislocated joint
- Any hard knock or bang on the head
- Anaphylactic shock
- Any damage to the face
- A tooth being knocked out or chipped
- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material



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## Managing an Accident: The 5 Point Action Plan

In all 'major' accidents/incidents, the Headteacher or Chief First Aider needs to be informed without delay. In certain situations, when the Chief First Aider may decide to call an ambulance, if deemed necessary, include but are not limited to:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- If there is the possibility of a fracture or where this is suspected
- If the first aider is unsure of the severity of the injuries

In addition the following procedures will be followed:

1. **ASSESS THE SITUATION:** Take in what has happened quickly & calmly. Look for dangers to yourself & the casualty.
2. **MAKE THE AREA SAFE:** Protect the casualty & yourself from danger.
3. **ASSESS ALL CASUALTIES; GIVE EMERGENCY AID:** Decide priorities of treatment. Deal with life-threatening conditions first. With more than one casualty, decide who needs attention first.
4. **GET HELP:** Quickly ensure that specialist help (an ambulance etc) is on its way. Get other members of staff to help.
5. **DEAL WITH THE AFTERMATH:**
  - Report to the ambulance crew.
  - Complete any further reports.
  - Clear up the scene to make it safe.
  - Take care of uninjured students /adults.
  - Talk things through with students & adults. You may all be a bit shaken by what happened. Don't be afraid to ask for help with your own feelings.
  - Replenish the first aid kit. First Aid Kit needs to be checked weekly & should contain the following; A) sterile dressings of various sizes, B) individual wrapped adhesive dressings, C) eye pads, D) triangular bandages, E) safety pins.

**NB: The 5 point Action Plan will be conducted by a qualified First Aid appointed person. The names of qualified First Aid Staff are located in every class room.**

The Accident Register is located in the main office. If accidents occur, a **Student Accident Report** must be completed by the Chief/Deputy First Aider or a member of staff who is trained in First Aid within 24 hours. Parents/Guardians should be notified as soon as possible from the time of the



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incident/accident (within 30 minutes) and in the case of the injured individual having to be taken to hospital, the individual should be accompanied by their parent(s)/guardian/next of kin. The SLT will carry out any necessary investigation/risk assessment into cause and take remedial action to prevent further occurrences. **First Aiders should not hesitate to call an ambulance if in doubt about seriousness of injury to the child or adult.**

Students will be taken to hospital by their parent(s)/guardian/next of kin if red flag symptoms have been alerted by the member of staff given first aid. If their parent(s)/guardian/next of kin do not arrive by the time an ambulance takes the individual to hospital, as a duty of care, an allocated member of staff will accompany the individual to the hospital and be present until parent(s)/guardian/next of kin arrives. If red flag symptoms are not present it is up to the first aider to judge whether immediate hospital treatment is required or if close monitoring at school is sufficient until parents arrive.

### **In the event of a more serious incident:**

Do not move a child who is fallen or who is unconscious. During break and lunch times, there are always at least 2 members of staff on duty; one should stay with the injured child – the other should go for admin staff.

Admin staff will be responsible for injured child and call medical aid if necessary.

### **Dealing with individual who have blood-borne diseases**

All first aiders should:

- Wear latex gloves at all times when dealing with first aid
- Cover cuts or grazes on their own exposed skin to prevent blood etc. accidentally entering their bodies and ensure that cuts or grazes on children are covered.
- Continually remind children not to touch blood/body waste of other, not to share food or drinks and not to spit. You need to explain that germs might be passed in this way that will make them sick.

### **Parental Provision and Medical Information**

At the time of admission, the school requests that all parents/carers complete and sign the medical emergency form found in the application form, these detail any medical conditions of their child as well as any medical conditions and allergies. This information enables appropriate members of staff to seek emergency medical advice/training for treatment of the student in the event of a major accident, incident or illness occurring at school.

A list of students with medical conditions and/or food allergies is kept in the school office. This is updated annually and when advised by parents of changes to their child's condition by the school office.



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Medical records are kept securely in the school office. Parents are asked to inform the school of any changes to their child's medical information and are periodically reminded in writing to update information. All staff are notified of the student's medical condition and made aware that any incidents involving students with conditions will need prompt action.

Parents are responsible for informing the school of their children's medical conditions or any changes. The school administrator is responsible for contacting and providing details of students' medical conditions when they move to a new school which includes transfer to secondary schools.

## Administration of Medication(s)

The school will only give prescription medicines if absolutely necessary, when it is prescribed by a doctor and the medication is in its original container with pharmacy dispensing instructions e.g. antibiotics, Ritalin, inhalers etc. Non-prescription medicines will not be given unless parents have given consent e.g. Paracetamol, cough mixture. Medicines will only be given if the parent signs an indemnity form detailing, medicine, amount, timing etc. These are held in the office.

**Medicines will be kept in fridge if appropriate or in a lockable cupboard. Areas where blood, body fluid spillage or other spillages has occurred will be cordoned off for health, safety and hygiene purpose. The area will be cleaned thoroughly by the caretaker.**

**Qualified First aiders are responsible for giving medicines, returning them to children at the end of the day/course and checking that they are not out of date.**

**N.B. teachers must check dates on any inhalers held in classrooms.**

## First Aid materials, equipment and facilities

The Chief First Aider should ensure that the appropriate number of first-aid kits are available on site and it is his responsibility to check the content of the first aid kits regularly and restock if necessary.

The Chief/Deputy First Aider will check student medical supplies half-termly and dispose of any medication which are out of date and if necessary inform parents. Any outdated asthma pumps will be disposed and a reminder letter will be sent to parents to request a replacement pump, parents will be required to notify the school of any changes to their child's medication. The school medical room is located next to the playground entrance on the ground floor. There is a bed, a wash-hand basin, access to drinking water, a lockable first aid cupboard/box and first aid cabinets. Keys are kept in the school office only.



Date of last review: September 2021

Date of next review: September 2023

Review period: 2 years

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## **Appendix 1 - Medical Consent Form**

### **Medical Consent Form**

Please complete this form and return to your school if your child needs to be administered medication during school hours

364-370 Leagrave Road,  
Luton, Beds, LU3 1RF  
Tel: 01582 595535  
Dcsf No: 821/6006  
Charity No: 1084269  
www.jamialuton.org  
school@jamialuton.org





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**STUDENT DETAILS**

Student Name: \_\_\_\_\_ Year Group: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICATION DETAILS**

Please state below all necessary information on the medication which needs administering or storage:

Date	Name of Medication	Amount to be Given	Time to be Given/ Frequency	Additional Comments

Please state below all additional necessary medical information including allergies, illnesses and other conditions the school needs to be aware of:

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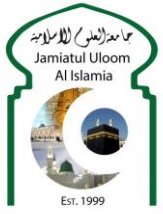


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**PARENTAL CONSENT**

I hereby grant permission to my child \_\_\_\_\_ of year \_\_\_\_\_ to bring the medication detailed above to Jamiatul Uloom al Islamia and hereby grant permission to Jamiatul Uloom al Islamia first aiders to store and administer medication and to provide emergency first aid under certain circumstances to my son as and when required.





I have ensured that the original pharmacy/GP label is attached to the medication detailing dosage and frequency.

Name of Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

## Appendix 2 – First Aiders in School

### Designated First Aiders

Name	Position
Mufti Waheedur Rahman	Chief First Aider
Maulana Abul Hassan	Deputy Chief First Aider
Fazal Subhan	Assistant First Aider
Mamun Miah	Assistant First Aider

### Emergency First Aiders in school

Name	Position
Mohd Ali	Headteacher
Saleh Ahmed	SLT/English teacher
Abubakar Siddek	SLT/Science teacher
Mohammed Shafique	Maths teacher
Fazal Subhan	Science teacher
Sohol Choudhury	English/History teacher
Talha Nasser	Hifz
Shaheen Rahman	Geography teacher
Hassan Khan	Islamic Studies
Asad Ahmed	Hifz/Islamic Studies

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