

Quwwat ul Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

www.quwwatulislam.com

Together we can achieve more

First Aid Policy

First Aid Policy

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. Staff need to be extra vigilant at all times, to ensure the safety of all students and each other. The following procedure should be followed in the following cases:

First aid in school

At Quwwat Ul Islam Girls' School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and for possible staff absences.

Children Feeling Poorly in Class

If students are complaining that they are feeling unwell the class teacher should firstly assess the child and see if they require further attention. If they do require further attention in extreme circumstances they should then report to the office with a note. Office staff will then assess each case. Parents will then be informed and sent home if need be. On other occasions if the student seems to be recovering then they may be sent back to class. The office staff and class teacher would then keep an eye on the child. If the problem persists students should then be sent back to the office.

First Aid Incidents

All first aid incidents should be reported to the office immediately and be recorded in the injury book which is available in the First Aid Room or the Office. Staff should be extra vigilant in the playground to make sure children are playing safely at all times. If in an event a child has hurt themselves, the child should be sent straight to the office. The member of staff on duty should then come to the office and record the injury in the Injury Book. First Aid trained staff will then assess and treat the injury if necessary. Parents are then informed and a note is sent with any additional comments with a recorded copy.

Calling the emergency services

In the case of major accidents, it is the decision of the headteacher/senior teacher if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child

4. Whether the casualty is breathing and/or unconscious
5. The location of the school

First Aid Kit

The central first aid kit is located in the First Aid Room. There are other first aid kits available in the office and staff room. If they are off site each teacher should have a first aid pouch with them at all times.

First Aid Appointed Member of Staff

Appointed members of staff – Paediatric First Aid Trained Staff

- An appointed member of staff takes charge when someone is injured or ill.
- Looks after the first aid equipment, making sure stock levels are appropriate.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.