



Darul Madinah will nurture our learners into model citizens that exemplify the inherent values of Islam make a positive contribution to the community and are champions of their faith.

First Aid Policy

This policy is in line with the Mission Statement of the School

Document Control

This policy has been approved for operation within Darul Madinah Primary School

Date of last review:	August 2025
Date of next review:	August 2026
Review period:	Annually
Policy Status:	Statutory
Owner:	Directors

Policy Statement

Darul Madinah will undertake to ensure compliance with the relevant legislation about the provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on premises. Depending on the situation and nature of the accident/ emergency an ambulance may be called before parents or guardians are informed, in which case the parents or guardians may need to go straight to the hospital.

Responsibilities

The Headteacher Sofia Nasir is required to develop Health and Safety policies to cover Darul Madinah. Waqas Choudhary is the health and safety officer. In practice, the day-to-day functions of managing health and safety are delegated to the Operations Headteacher.

The Senior management must provide adequate and appropriate equipment, facilities and qualified first aid personnel and retraining of such personnel. Sofia Nasir must inform all staff of the first-aid arrangements.

First Aiders

Darul Madinah building has registered first aiders:
Please look at the first aider sheet in the appendix.

Training/Retraining

All first aiders have attended a training course approved by the Local Authority Slough Borough Council and the Ofsted guidelines and will be retrained in due course.

Pupils with Medical Needs

If a child has a specific medical need, they must inform Darul Madinah, who will provide an individual health care plan, which will clarify the requirements of the child. Not all children will require a health plan. Appendix 1

Duties

The main duties of a first aider are to:

- administer 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.

Equipment

Darul Madinah keeps the following:

1 Permanent first aid container at Darul Madinah which is situated in the classroom

All first aid boxes must be suitably stocked with first aid box containing the following items:

Quantity	Contents
6	Disposable Gloves
2	Large Sterile dressing (18x18)
4	Med Sterile Dressing (12x12)
5	Low Adherent pad (5cmx5cm)
5	Low Adherent pad (10cmx10cm)
2	Eye pad sterile dressing
1	Finger Bandage & Applicator
4	Triangular Bandage
10	Alcohol free Sterile Wipes
20	Wash proof Hypo allergenic Plasters
10	Sterile Gauze Swabs (5cmx5cm)
6	Safety pins
1	Scissors
1	Hypo allergenic Tape
1	Face Shield
1	NHS Guidance Leaflet
1	Conforming bandages

Darul Madinah's Health and Safety Assessment rules provide that these should be checked every term and restocked as soon as possible after use. Items removed from each box should be logged into the chart in the first aid folder. All out-of-date products should be discarded safely after the expiry date has passed. It is the responsibility of the Headteacher to make sure the first aid box is stocked and restocked.

Medicine /Records

Darul Madinah will only store, supervise and administer medicine that has been prescribed for an individual child and that has been given parental consent and school consent to administer the medicine. Information is added to the family app and then authorised by the parents and the headteacher. Medicines will be stored strictly by product instructions. It should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

The Headteacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and should not be locked away. All inhalers are also stored in the medicine box in the room as the children may not be able to use their inhalers by themselves. For diabetics, there will always be some form of sugar kept in the room, which will be administered under staff care if necessary.

A record of medicine administered to an individual child and a record of medicine administered to all children will be kept in the office.

All staff will be aware of pupils with medical conditions, such as asthma, diabetes, epilepsy and severe allergies, which will alert them to a need for prompt action if required.

Outings

There is a sufficient number of first aid (marked with a white cross on a green background) containers ready for use for taking on outside activities. They must contain

- First Aid Guidance Leaflet
- 6 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins
- 1 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- 2 alcohol-free wipes
- 1 pair of disposable gloves.

All items which have an expiry date must be discarded.

Accidents

Darul Madinah must keep a record of all accidents in the accident log forms. The headteacher is responsible for ensuring that record of all accidents is logged in the Accident Log form. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Officer.

The Headteacher keeps a record of any reportable injury, disease or dangerous occurrence, which is kept in a separate record.

This includes: the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Major Accidents:

If a major accident occurs, the procedure is as follows:

- At all times, the staff must wear protective gloves.
- If able to be moved, the child is taken to an appropriate area of the Darul Madinah staff room first aid bed and the Headteacher is notified straight away.
- The 1st Aider and the headteacher will then assess the situation and decide whether the child needs to go immediately to the hospital, or whether the child can wait for the parent/carer to come. In any case, the parents are informed immediately.
- If a child needs to go straight to the hospital, an ambulance will be called. Then the parent/carer will be contacted, and arrangements will be made to meet the parent/carer at the hospital. A member of staff will accompany the child to the hospital but will not sign for any treatment to be carried out.
- If the child can wait for the parent/carer to come, then the child will be made as comfortable as possible until the parent/main carer arrives.
- If the accident results in death, then the ambulance is called, parents are informed, and the Ofsted is notified by telephone.
- A report of the accident will also be recorded in the accident form. (RIDDOR)
- At no time is any member of staff insured or authorized to take a child to hospital in their own vehicle,

however, if the accident is not serious enough to warrant an ambulance, a taxi may be called/hailed.

Minor Accidents:

If a minor accident occurs, the procedure is as follows:

- At all times, staff must wear protective gloves during dealing with injury.
- The child is taken to a comfortable area of Darul Madinah for the treatment.
- The injury is assessed by the First Aider and the Headteacher is called.
- The injury is then treated.
- The child is re-settled back into the environment and observed.
- The incident is then recorded in the accident form on famly app which is sent to parents straightaway. Parents will read an acknowledge it.
- Each incident is kept in the child's folder and recorded on the system.

Existing injury

If a child comes in with an injury, the procedure is as follows:

- The staff member noticing the injury will ask the child how it happened. This will be done in a friendly and non-demanding manner.
- The parent/carer accompanying the child will be asked what happened and be informed that a confidential record will need to be made of the injury. If there is any suspicion that speaking to the parent/carer about the injury may put the child at risk of harm, then the advice of the Designated Safeguarding Lead Person (DSL Sofia Nasir) will be sought.
- The injury will be recorded on the 'Existing Injuries' form. The date, type of injury and what happened will be recorded; a body map may be used to record the location of the injury.
- The form will be signed by the member of staff recording the injury, an additional member of staff, and the parent/carer.
- A separate record sheet will be used for each child.
- The form will be completed and sent to parents.

RIDDOR

RIDDOR stands for **R**eporting of **I**njuries, **D**iseases and **D**angerous **O**ccurrences **R**egulations which came into force in April 1996.

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

RIDDOR requires for work related accidents, diseases and dangerous occurrences to be written up or reported on when they occur.

- This is a legal requirement
- Additionally any person must immediately inform the Headteacher, Directors and OFSTED of any incident and complete a RIDDOR form to keep on file

- All reports can be made by telephoning the incident center on 0345 300 9923 and then following their instructions.
- The center will send a copy of the information that they have and when it is received it will need to be read and checked.
- If any information is incorrect the center should be contacted and notified of any necessary amendment.

Incidents on site that are to be reported are:

1. Deaths
2. Accidents resulting in Hospital admittance or over 3 day's injuries
3. Major injuries (broken bones, stitches or hospital treatment)
4. Infectious diseases
5. Dangerous occurrences
6. Gas incidents if there is any uncertainty of a reportable case then you can either contact the incident centre or OFSTED for advice.

Infection Control Guidelines To be followed with no exception

1. If there is a risk of contact with blood or bodily fluids staff must always wear disposable gloves and aprons which are supplied by Darul Madinah.
2. When cleaning up always use paper towels and disinfectant.
3. Always wash any bedding and equipment that may have been used during this time separately and immediately after the child has left. Again everywhere must be disinfected equipment, areas and flooring.
4. Always ensure that hands are washed to stop the spread of infection
5. The correct procedure for disposing of clinical waste must be followed at all times

HSE Head office

RIDDOR Reports
Health and Safety Executive
Redgrave Court, Merton Road
Bootle, Merseyside
L20 7HS

Construction division
Covers all HSE regions
151 buckingham palace road
London
SW1W 9SZ

Head Injuries

Children with a head injury must **ALWAYS** contact their parents. The head injury form is completed on family.

If there are any doubts, the Headteacher must be contacted, who will contact the parent/guardian and send the child to the Accident and Emergency Unit at the hospital for professional medical advice.

The following accidents must be reported to the Health and Safety Officer if they injure either Darul Madinah's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (as defined by HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents (Annex A) (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

An accident must be reported if it relates to:

- any school activity, both on or off the premises
- the way a School activity has been organised and managed (e.g. the supervision of a field trip) equipment, machinery or substances
- the design or condition of the premises.

Under the Reporting of Injury, Diseases and Dangerous Occurrences Regulations, the Health and Safety Officer must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone).

This must be followed up within ten days with a written report. Other reportable accidents do not need immediate notification, but they must be reported to the Health and Safety Officer.

Emergencies

All minor injuries such as cuts and bruises and mild cases of epilepsy, allergic reactions, diabetes and asthma will be treated on-site.

In the event of an emergency, all staff should know how to call the emergency services (Appendix 3). All staff will also know who is responsible for carrying out emergency procedures in the event of need. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

An ambulance will be called:

In the case of a **severe asthma** attack if:

- the symptoms do not improve sufficiently in 5-10 minutes
- the child is too breathless to speak
- the child is becoming exhausted
- the child looks blue

In the case of a **severe epileptic** attack if:

- it is the child's first seizure
- the child has injured themselves badly
- they have problems breathing after a seizure
- a seizure lasts longer than the period set out in the child's healthcare plan
- a seizure lasts for five minutes if you do not know how long they usually last for that child
- there are repeated seizures unless this is usual for the child as set out in the child's health care plan

In the case of **diabetes** if:

- the child's recovery takes longer than 10-15 minutes

- the child becomes unconscious

In the case of a **severe allergic** reaction

First Aid Room

First Aid room is in the library. The room consists of a first aid bed and first aid box. Any complaint of illness should be considered carefully. If in doubt, send the child to the Headteacher. If the child's condition does not improve the child's parents should be contacted and the class teacher informed.

Fluids

Where there is blood or any other bodily fluids, surgical gloves must be worn to avoid infection. All bloodstained items should be disposed of in the plastic bags provided in the staff room. If a child is sick, the area will be sanitised by the staff.

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows: (insert School/setting address)
3. State that the postcode is
4. Give exact location in Darul madinah/setting (insert brief description)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone