



*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

- **Policy Status:** Statutory
- **Owner:** Directors
- **Date of Last Review:** August 2026
- **Date of Next Review:** August 2027
- **Review Period:** Annually

First Aid Policy

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Policy Statement

Darul Madinah is committed to ensuring the health, safety and welfare of all children, staff, visitors and contractors by providing appropriate first aid arrangements and effective medical support procedures. The school recognises its duty of care to provide adequate and appropriate first aid provision in accordance with current legislation, safeguarding expectations and good practice guidance.

The school aims to ensure that all children receive prompt, appropriate and effective first aid treatment in the event of injury, illness or medical emergency while in the care of Darul Madinah. The school will also ensure that children with medical conditions are properly supported so that they can access education safely and confidently.

Depending on the severity and nature of the incident, an ambulance may be called before parents or carers are contacted. In such cases parents may be asked to attend the hospital directly.

This policy applies to all activities taking place:

- on the school premises
- during educational visits
- during extracurricular activities
- during outdoor learning activities
- whilst children are under the care of Darul Madinah staff

Legal Framework

This policy is written in accordance with:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Statutory Framework for the Early Years Foundation Stage
- Keeping Children Safe in Education (KCSIE 2026)
- Supporting Pupils with Medical Conditions Guidance
- Equality Act 2010
- UK GDPR and Data Protection Act 2018

Responsibilities

The Directors and Headteacher are responsible for ensuring suitable first aid arrangements are in place throughout the school and nursery. This includes ensuring adequate staffing, training, equipment and procedures are maintained at all times.

The Headteacher is responsible for the day-to-day management of first aid provision and ensuring all staff are aware of the school's procedures relating to accidents, injuries, illness and emergencies.

Qualified first aiders are responsible for:

- administering first aid treatment
- assessing injuries and illness
- monitoring children following accidents
- contacting emergency services where required
- completing accident and medication records
- informing leadership and parents appropriately

All staff are responsible for taking reasonable care of pupils and ensuring that accidents, injuries or concerns are reported immediately.

First Aiders

Darul Madinah maintains appropriately trained first aiders across the school and nursery provision. A current list of qualified first aiders is displayed throughout the setting and updated regularly.

EYFS provision will always maintain staff with current paediatric first aid qualifications in line with statutory EYFS requirements.

Staff receive refresher training as required and additional medical training may be provided where children have specific healthcare needs such as epilepsy, diabetes, asthma or severe allergies.

First Aid Equipment

Darul Madinah maintains fully stocked first aid containers throughout the school. First aid boxes are clearly identified and accessible to staff at all times.

First aid boxes contain appropriate supplies including sterile dressings, gloves, plasters, eye pads, wipes, bandages, gauze, scissors, tape and first aid guidance materials.

All first aid supplies are checked regularly and restocked immediately after use where required. Expired items are disposed of safely and replaced promptly.

Portable first aid kits are available for:

- educational visits
- outdoor activities

- sporting events
- off-site learning

The Headteacher is responsible for ensuring all first aid equipment remains adequately stocked and maintained.

First Aid Room

The designated first aid room is located within the school and contains:

- first aid bed
- first aid equipment
- emergency contact information
- medical supplies

The room will remain clean, hygienic and appropriately supervised.

Children who are unwell or injured will be monitored carefully until collected by parents or until medical assistance is provided.

Medical Conditions

Darul Madinah recognises that some pupils may have ongoing medical conditions requiring additional support during the school day.

Where appropriate, Individual Healthcare Plans will be created in partnership with:

- parents and carers
- healthcare professionals
- the child where appropriate
- relevant school staff

Healthcare plans may include:

- medication requirements
- emergency procedures
- signs and symptoms
- dietary needs
- supervision requirements
- emergency contact details

All relevant staff will be informed of pupils with significant medical conditions.

Administration of Medication

Darul Madinah will only administer medication:

- with written parental consent

- where medication is essential during the school day
- where medication has been prescribed or approved appropriately

Medication must:

- be in original packaging
- contain the child's name
- contain dosage instructions
- remain within expiry date

All medication administered will be recorded appropriately.

Medication records will include:

- child's name
- medication name
- dosage administered
- date and time
- staff signature

Medication will be stored safely and securely in accordance with product instructions.

Emergency medication such as inhalers, EpiPens and diabetic medication will remain readily accessible and must never be locked away.

If a child refuses medication, staff will not force administration. Parents will be informed immediately and appropriate medical advice sought where necessary.

Allergies and Anaphylaxis

The school recognises that allergies can present serious risks to children.

Parents must inform the school of:

- food allergies
- medication allergies
- environmental allergies
- severe allergic reactions

The school will ensure:

- allergy information is shared with relevant staff
- emergency medication is accessible
- staff receive appropriate training where necessary
- reasonable precautions are taken to minimise allergen risks

Emergency procedures for severe allergic reactions will be clearly communicated to staff.

Infection Control

Darul Madinah follows strict infection control procedures to minimise the spread of infection.

Where there is risk of contact with blood or bodily fluids:

- disposable gloves must always be worn
- protective aprons should be used where necessary
- contaminated areas must be disinfected immediately
- clinical waste must be disposed of safely
- hands must be washed thoroughly

Equipment and bedding used during illness or accidents will be cleaned and disinfected appropriately.

All staff are expected to follow hygiene procedures at all times.

Intimate Care and Bodily Fluids

Children's dignity and privacy will always be respected during intimate care procedures.

Staff providing intimate care must:

- maintain professional boundaries
- follow safeguarding procedures
- use protective equipment
- record concerns appropriately where necessary

Where safeguarding concerns exist, additional staff supervision may be required.

Accidents and Injuries

All accidents and injuries will be treated seriously and responded to promptly.

All accidents must be:

- assessed appropriately
- treated safely
- recorded accurately
- communicated to parents where necessary

Accident records will include:

- date and time
- nature of injury
- treatment provided
- staff involved

- parent notification

Accident forms will be completed through Family or the school's approved recording system.

Records will be stored securely in accordance with GDPR requirements.

Minor Accidents

If a minor accident occurs:

- the child will be assessed by a first aider
- appropriate treatment will be provided
- the child will be monitored
- parents will be informed through the school's recording system where appropriate

Children will only return to normal activities once staff are satisfied they are comfortable and safe to do so.

Major Accidents and Emergencies

If a major accident or serious medical emergency occurs:

- a first aider will assess the child immediately
- emergency services will be contacted where necessary
- parents will be informed immediately
- the child will remain supervised at all times

A member of staff will accompany the child to hospital where parents are unavailable.

Staff are not authorised to transport seriously injured children in personal vehicles.

Children will only be moved where safe and appropriate to do so.

Head Injuries

All head injuries are treated seriously.

Parents will always be informed if a child sustains a head injury, even where symptoms appear minor.

Emergency medical advice will be sought where symptoms include:

- loss of consciousness
- vomiting
- drowsiness
- confusion
- seizures
- breathing difficulties

- worsening pain

Head injury records will be completed promptly and stored securely.

Existing Injuries

Where a child arrives at school with an existing injury:

- staff will record the injury appropriately
- parents may be asked how the injury occurred
- a body map may be completed where necessary

If staff have safeguarding concerns regarding unexplained injuries, the Designated Safeguarding Lead (DSL) will be informed immediately.

Educational Visits and Off-Site Activities

Risk assessments for educational visits will consider:

- first aid arrangements
- medication requirements
- emergency procedures
- emergency contact details

Portable first aid kits and emergency medication will accompany pupils where required.

At least one suitably trained first aider will accompany visits where appropriate.

RIDDOR Reporting

Certain incidents must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Reportable incidents may include:

- deaths
- major injuries
- dangerous occurrences
- serious work-related accidents
- certain infectious diseases

The Headteacher is responsible for ensuring reportable incidents are submitted appropriately and within required timescales.

Records of reportable incidents will be maintained securely.

Mental Health and Emotional Wellbeing

Darul Madinah recognises the importance of emotional wellbeing and mental health.

Staff may provide appropriate support where children experience:

- distress
- anxiety
- emotional dysregulation
- panic responses
- trauma-related reactions

Safeguarding procedures will always be followed where emotional wellbeing concerns place a child at risk.

Contacting Emergency Services

In the event emergency services are required, staff must provide:

- school name and address
- exact location within the site
- nature of the emergency
- child's condition
- contact telephone number

Staff should remain calm, speak clearly and follow instructions provided by emergency operators.

Emergency contact procedures will be displayed near telephones throughout the setting.

Record Keeping and Confidentiality

Medical and accident records are confidential and stored securely in accordance with:

- UK GDPR
- Data Protection Act 2018
- school data protection procedures

Information will only be shared with authorised individuals where necessary and lawful.

Monitoring and Review

The Headteacher and Directors will monitor:

- accident trends
- first aid provision
- staff training
- medical procedures
- safeguarding concerns relating to injuries

This policy will be reviewed annually or sooner where:

- legislation changes
- guidance changes
- operational needs require amendment
- significant incidents occur

All staff are expected to follow this policy and receive appropriate guidance and training.