

Iqra Learning Centre

First Aid Policy

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Introduction

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The Madrasah's arrangements for providing First Aid will:-

- Place a duty on the Principal and Management Committee to approve, implement and review the First Aid policy;
- Place individual duties on all staff;
- Report and record accidents using relevant form;
- Record all occasions when First Aid is administered to staff, children and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with to provide First Aid training to staff, maintain records of training and review annually;
- Establish a procedure for managing accidents in madrasa which require First Aid treatment;
- Provide information to staff on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the madrasa and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (For example, specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

The Madrasah will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits are:-

Madrasa Office

A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 safety pins

6 medium wound dressings

2 large wound dressings

3 extra-large wound dressings

1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by ...Hafiz Israr.....

The Madrasah First Aider(s) is/are *Hafiz Israr and Imam Hammad*.....

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Principal will inform all employees at the Madrasah of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those staff who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the Madrasah providing the following information:-

- The names of staff with First Aid qualifications;
- Location of the First Aid Box.

All members of staff will be made aware of the Madrasah's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

Transport to hospital or home

The Principal will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Policy Statement

The Headteacher and Committee of accept their responsibility under the Health and Safety Legislation and acknowledge the importance of providing First Aid for staff, children and visitors within the madrassa.

The staff of this Madrasah recognise their duty to comply with the requirements of this policy.

Signed_____

Date_____

(Head Teacher)

Signed_____

Date_____

(Masjid Chairperson)

Appendix A - Example Template Log Book:

Student Name	Date of Incident	Description of incident	Follow up action if required.