First Aid Policy

First Aid can save lives and prevent minor and major injuries. According to Health and Safety legislation, employers have to ensure that there is adequate and appropriate equipment and facilities for providing First Aid in school.

Madani Academy's main educational goals are to ensure and provide an environment in which students can learn in a healthy and safe way. To support and maintain this goal, our premises has a number of qualified First Aid trained staff. These trained individuals are available at all times while students and staff are in the classroom or off the premises, e.g, school trips, outdoor activities etc.

A. School First Aid Kit and Facilities

- The school has First Aid boxes located in the medical room and in Reception area.
- A travelling First Aid kit is also provided for outdoor activities or trips.
- First Aid kit items are checked every month for expiration and are replaced as needed.

B. First Aider Qualification

- The head teacher is responsible for First Aid training for new and existing staff.
- The school has appointed primary First Aiders who are required to always be available for emergency situations. Their names are posted in every classroom.
- First Aiders are expected to give immediate help to those who are injured or ill and be responsible for contacting further medical assistance if necessary.
- First Aid appointed staff is required to take First Aid training courses approved by the Health and Safety Executive (HSE) and have to renew their certificates 2 months before it expires. (Standard and Pediatric First Aid training courses).
- The school keeps records of all First Aid certificates completed by new and old staff.

C. Hygiene and Infection Control

- All staff is required to take precautionary measures when handling injuries resulting in bleeding or direct fluid contact. They have access to disposable gloves and hand washing facility.

D. Reporting Incidents/Accidents and Keeping Records

- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) of DEE accidents occurring in school must be reported directly to HSE.
- The school keeps a central record of all minor or major accidents involving both students and staff.
- Parents should be informed immediately of any illness, head injury or any other serious injury that occurs to their children while they are in school by the head teacher or by the admin staff.
- A written form will be given to the parent at the end of the school day about any medical issue that is recorded and advice about head injury, if appropriate.

E. Emergency Cases

- If any emergency cases that happen in the school or during the school day outside the school grounds (e.g. on trips), the emergency services will be contacted immediately. The head teacher will be informed, as soon as possible, after the incident has happened.
- Parents are contacted immediately and should receive all the information required.

F. Administration of Medication

- If a student requires medication to be administered at school such as asthma pumps or Epi-pen, the parent has to ensure that the medication is prescribe by the doctor, labeled properly and inform the school administration.
- The parent has to complete a Medication Administration form from the school office.

MONITORING AND REVIEWING

It is the responsibility of HT or governing body to monitor the effectiveness of this policy. The policy must be reviewed annually.

- **This policy must read with Allergy Safety Policy.**

Signed:

Date: 3rd September 2026