

Quwwat-ul-Islam Girls' School



First Aid Policy

Published Date	September 2025
Review Date	July 2026
Policy Links	Administration of Medicines Policy Health and Safety Policy Child Protection and Safeguarding Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Introduction

First aid can save lives and prevent minor injuries becoming major ones. This policy outlines the school responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors in accordance with The Health and Safety Regulation 1981.

The Head Teacher will ensure that all staff and students are aware of this policy and that it is regularly reviewed with the school First Aiders and the School Welfare Officer.

Policy Overview

- ☐ The school is responsible, under the Health and Safety at Work Act 1974 for making sure that the school has a health and safety policy. This includes arrangements for first aid, based on a risk assessment of the school.
- ☐ The Welfare Officer is responsible in the first instance to give the appropriate first aid measures in case of an injury or illness to any of the students or the staff. The HT/DHT are responsible to implement an Individual Health Care Plan for students with known long term or complex medical needs e.g. Diabetes, Epilepsy

In light of our legal responsibilities, the school considers carefully the likely risk to pupils, staff, parents and visitors and we make allowance for them when drawing up this policy and deciding on the numbers of first-aid personnel. The school ensures that First Aid provision is available at all times while people are on school premises, and also off the premises whilst pupils are on school visits/residential trips.

Providing Information

The head teacher must inform all staff of the first aid arrangements. This should include the location of first aid boxes, facilities and first aid personnel.

A simple way of keeping staff and pupils informed is by displaying first aid notices in the staff room. The information should be clear, easily understood and include names of first aiders and how to contact them.

First Aider's main duties

- ☐ First Aiders must complete a training course and hold a recognised certificate approved by the Health and Safety Executive. Before the certificates expire, first aiders need to undertake a requalification course to obtain another three-year certificate. The School Office Manager is responsible for ensuring that first aiders have valid qualifications.

- ☐ In accordance with the Statutory Framework for the Early Year Foundation Stage, the school ensures that at least one person with a current pediatric First Aid certificate is on our premises at all times when children are present.
- ☐ In the absence of the Welfare Officer, an appointed first Aider should give immediate help to casualties with common injuries or illnesses.
- ☐ When necessary, the first aider should ensure that an ambulance or other professional medical help is called.

An Appointed Person

- ☐ The school ensures that an appointed person, who is usually a teacher or a teacher assistant, will take charge when someone is injured or becomes ill during school outings if a qualified first aider is unavailable to join the school trip.
- ☐ The appointed person should collect a first aid box from the School Welfare Officer the day before the school trip is scheduled.
- ☐ The appointed person ensures that an ambulance or other professional medical help is summoned when appropriate during the school outing.
- ☐ If the appointed person is not a first aider they should not give first aid treatment for which they have not been trained for

First Aid Containers

The school provides a good number of first aid containers which are located in the:

- ☐ School medical room (ground floor)
- ☐ School main office
- ☐ Basement
- ☐ Ground floor/Secondary department
- ☐ First floor/ Primary department
- ☐ Main school hall
- ☐ Kitchen

All first aid boxes are marked with a white cross on a green background. The school ensures that the contents of first aid boxes comply with the recommendation of the Health and Safety Executive.

The HSE recommend that all travel first aid kits should contain:

Content	Quantity
Assorted plasters	20
Individually wrapped sterile adhesive dressings	6
Large sterile unmedicated wound dressing – approx. 18cm x 18cm	1
Pair of disposable gloves	1
Triangular bandages	2
Safety pins	2
Individually wrapped moist cleansing wipes	10

The Welfare Officer checks and restocks the first aid boxes regularly.

We do not keep tablets or medicines in the first aid boxes.

The School Welfare Officer, or in her absence, the First Aider must keep a record of any first aid treatment given during the school day in the accident book that is kept in the medical room.

This should include:

- Date, time and Place of incident.
- Name and class of the injured or ill student.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, back to class, went to hospital)
- Name and signature of Welfare Officer or first aider dealing with the incident.
- All serious or significant incidents should be reported to the parents either by sending a letter home with the student or by telephone.

The school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following accidents to the Health and Safety Executive (HSE) on **0845 300 9923** or online **<http://www.hse.gov.uk/riddor/report.htm> within 14 days of the incident occurring:**

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from doing their normal work for more than five days.