

Quwwat ul Islam Girls' School



First Aid Policy

| Issue Ref No | Policy Name | Date Reviewed | Reviewed by | Date of Next Review | Changes Made |
|--------------|------------------|---------------|---------------------------|---------------------|--------------------------------|
| Issue 1 | First Aid Policy | 03/03/2011 | Ms B.Malik and Mrs B.Khan | March 2012 | Appointed Staff/ First Aiders. |
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First Aid Policy

Staff need to be extra vigilant at all times, to ensure the safety of all students and each other. The following procedure should be followed in the following cases:

Children Feeling Poorly in Class

If students are complaining that they are feeling unwell, this should be reported to the office. Ms. Butt or Ms. Malik will then assess each case. Parents will then be informed and sent home if need be. On other occasions the student may be sent back to class and the office staff and class teacher would keep an eye on the child. If the problem persists students should then be sent back to the office.

First Aid Incidents

All first aid incidents should be reported to the office immediately. Staff should be extra vigilant in the playground to make sure children are playing safely. If in the event a child has hurt themselves, the child should be sent straight to the office. A member of staff will then assess the injury and deal with each case on its merit. Incident forms should be completed for each injury. Incident forms are available in the office. Once forms have been completed they need to be returned to the office and filed. Parents are informed when necessary and a record is kept in the office.

First Aid Kit

The central first aid kit is located in the office.

First Aid Appointed Member of Staff

Appointed member of staff - Ms. Butt and Ms. Malik

- An appointed member of staff takes charge when someone is injured or ill
- Looks after the first aid equipment, making sure stock levels are appropriate
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

Attendees of First Aid Course (September 2009)

Amina Syeda

Sabba Butt

Safiyya Patel

Jameela Rob

Asma Khanam

Amenah Yousuf

Bushra Malik

Raheema Patel

Anisah Patel

First Aid course to be reviewed in 3 years from above date.