Rawdhatul Ilm Wal Huda, 32 Moss Street, Blackburn, BB1 5JT

First Aid Policy

Prophet Muhammad (PBUH) ascended the pulpit, then wept and said: Ask Allah for forgiveness and health, for after being granted *Imaan*, one is given nothing better than health (al-Tirmidhi).

Prophet Muhammad also asserted: No one will be allowed to move from his position on the Day of Judgement until he has been asked how he spent his life, how he used his knowledge, how he earnt and spent his money and in what pursuits he used his health (al-Tirmidhi).

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Notes: **Signed on behalf of Rawdha:**

FIRST AID POLICY

The First Aid procedure at Rawdha is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

Rawdha will provide effective, safe First Aid cover for students, staff and visitors. The Principal will ensure that all staff and students are aware of the system in place. Rawdha will provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

FIRST AIDERS will**:**

1) Ensure that their qualification and insurance [provided by the school] are always up to date.
2) Ensure that first aid cover is available throughout the working hours of the school week.
3) Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
4) Act as a person who can be relied upon to help when the need arises.
5) Ensure that first aid kits are adequately stocked and always to hand (main office, designated staff bedrooms and Medical room).
6) Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital in the case of local pupils ensuring that parents are aware of **all** head injuries promptly.
7) Ensure that a child who is sent to hospital by ambulance is either:
   a) Accompanied in the ambulance at the request of paramedics or

   b) Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted or

   c) Met at hospital by a relative.

8) The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. This person should have DBS clearance and safeguarding training.
9) Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
10) Keep a record of each student attended to, the nature of the injury and any treatment given, in the 'Accidents Book' and within short term record logs inside First Aid Kits external to the Medical Room.

11) It is the responsibility of the designated member of staff in charge of the First Aid Kit in his building to forward complete log sheets of First Aid administered to boarders under his care to the Medical Officer/s as soon as the record sheet is full.
12) Ensure that the school's 'Health and safety Policy' is also adhered to in relation to bodily fluids.

PROVISION FOR BOARDERS:

Boarders will have 24-hour access to staff members who have first aid training. First aid kits will be available in the staff room at all times for the staff members, though the pupils will not have personal access to the staff room itself.

HEADS AND ASSISTANT HEADS OF SCHOOL will**:**

1) Ensure all new staff are made aware of First Aid procedures in school.
2) Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
3) Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
4) At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness/allergy.
5) Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS will**:**

1) Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
2) Be aware of specific medical details of individual students when publicised by Heads of Year.
3) Ensure that their students are aware of the procedures in operation.
4) Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
5) Send for help to the Office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
6) Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
7) Send a student who has minor injuries to the office if they are able to walk where a First Aider will see them; this student should be accompanied.
8) Send a student who feels generally 'unwell' to their respective Tutor and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
9) Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
10) Have regard to personal safety.

OFFICE STAFF will**:**

1) Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by mobile contact if this will hasten contact.
2) Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
3) Send students who simply do not feel well to the Medical Officer/s.
4) NOT administer Paracetamol or other medications

Other related policies

1) Health and Safety policy
2) Supporting students with medical conditions.