

# **FIRST AID POLICY**

## **ADVICE ON FIRST AID REFERRALS**

1. First Aid is about providing medical attention to pupils and staff at Al Jamiah Al Islamiyyah in cases of emergency. It is not a facility to provide on-going medical attention i.e. First Aid is not for pupils feeling unwell it is for pupils/member of staff needing treatment for an accident / injury which occurred on the school site.
2. Pupils should not 'self-refer'. Pupils who do will be returned to class to obtain appropriate permission.
3. If a pupil requires emergency medical attention during lesson time:
  - a. Pupils should only be referred to First aid for accidents/incidents that have just occurred on the school premises.
  - b. Pupil must have a 'permission to be out of lesson to attend First aid' note signed by classroom teacher.
  - c. Pupils should leave bag and coat in classroom (unless incident is near the end of a lesson and the likelihood is that the lesson will conclude before the pupil returns from First aid.
  - d. Pupils should attend First Aid on their own unless this presents a further risk to the pupil.
  - e. If moving the pupil will increase the risk of further or worsening injury, a request for the First Aider to attend the incident should be made.
4. It is understood the delivery of First aid for incidents that happen during break and lunchtime will not always be preceded by a signed note from a teacher.
5. Please use common-sense judgement on what is a medical emergency.
6. First Aid treatment is not appropriate for on-going complaints, and in these cases, the First Aider will inform the Head of Pastoral care or the Principal by way of written communication, that treatment has been sought, but that treatment has not been administered. The reason for this will be stated. The Head of Pastoral care or the Principal will follow this up with the pupil and/or parents/carers as appropriate.
7. Those students' who have known specific on-going medical conditions where additional support and attention is required will be provided for accordingly.
8. Minor ailments should not be referred to First Aider

## **INSTRUCTIONS ISSUED TO FIRST AID STAFF**

1. First aid should only be administered to pupils after referral by another member of staff except in emergency situations or during boarding hours.
2. First aid should only be administered in response to an immediate and serious medical problem.
3. First aid staff are not permitted to administer or issue any medication or cream.
4. First aid staff are not permitted to deal with a medical problem resulting from any on-going medical problems.
5. First aid officers have a duty to pass on to other staff any information relating to serious medical or personal problems.
6. First aid staff will not treat any pupil unless they show respect and politeness. They are expected to pass on the names of any pupils who are disrespectful or impolite.
7. Pupils should not be in the treatment room for any length of time they should return to lessons promptly after treatment.
8. Pupils with very minor injuries must not be treated as a priority over emergencies.
9. If an emergency occurs and the First Aider needs to leave the First Aid room but is unable to do so due to treating a pupil/member of staff also with a major injury then Admin should be informed immediately so that an alternative First Aider can be sent to the new emergency.
10. If however the person receiving treatment when an emergency occurs is not seriously injured then they should be sent back to lessons, where possible, or alternatively sent to sit in Admin whilst the emergency is dealt with. First Aider will call and collect them to continue treatment after dealing with emergency.
11. Pupils must not be left in the Treatment Room unattended at any time.

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