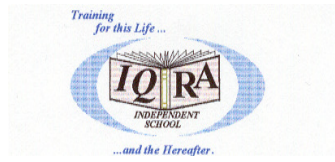


IQRA INDEPENDENT SCHOOL POLICY

First Aid Policy

Date	August 2007
Author	School Manager - Eram Sheikh
Review date	Sept 2010



FIRST AID POLICY

1. STUDENT MEDICAL RECORDS

- The school should be informed of the details of student's health conditions and their needs.
- Important medical details should be noted by a First Aider.

Iqra Independent School First Aiders are:

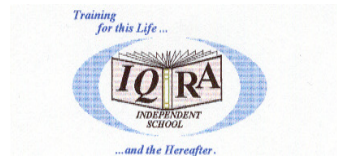
- ✓ Lateefah Crosbourne
- ✓ Aisha Smith
- ✓ Shukri Mohammed
- ✓ Firdos Qazi

Details to be recorded:

- Medical information.
- Doctor's name, address, etc.
- Emergency first aid procedures if required.
- Emergency contacts.
-
- Parents should be encouraged to leave medication at the student reception or with any one of the First Aiders in the school if it is needed during the day.
- School will contact ambulance if need be.

2. PROCEDURE

- There is a rota to ensure that a qualified First Aider is on site and on call during the school day.
- All users of the school will be able to contact the First Aider on duty via the general office or a member of staff.
- Once informed of an incident, the First Aider on duty will go to the casualty(ies) without delay and provide emergency care.
- Secondary aid will be sought if necessary and at the same time the parent/guardian (or other appropriate adult) will be informed.
- If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany the casualty.



- All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc.
- The First Aider is responsible for recording in the First Aid Day Book details of the incident and treatment.
- The First Aider is responsible for ensuring where appropriate that the school's 'Statutory Accident Book' and the Authority's Accident Report are completed.
- First Aider call-out procedures are to be found in all teaching rooms, the staffroom, the library and are contained in the 'School Diary'.
- In the event of a pupil/student feeling unwell during a lesson, they should be sent to the general office accompanied by another pupil/student with a completed memo to support staff regarding pupil illness.