

First Aid Policy



Approved by	Trustees
Last reviewed:	August 2021
Next review:	August 2022

Essex Jamme Masjid Trust (hereby referred to as EJM) is committed to providing a safe, stimulating, consistent, and accessible service to children and their parents/carers. EJM will endeavour to comply with all relevant legislation to promote the wellbeing with regards to first aid of students, staff and all other interested parties.

A first aider shall be any member of staff that has completed first aid training from a formal organisation and certified as a first aider.

Responsibilities

Health and Safety Officer: Secretary

The secretary shall fulfil the role of health and safety officer on top of their health and safety coordinator role (see Health and Safety Policy).

They shall be responsible for the following duties:

- Organising relevant training for staff and maintaining a list of qualified first aiders.
- Organising and maintain first aid equipment and supplies for each area of the premises.
- Ensuring records are accurate and up to date.

Injuries

General injuries throughout the day will be assessed by a first aider. Depending on the verdict of the first aider, parents may be notified. At the discretion of the academy, based on the severity of the injury, they may send a student home. Where a parent is unable to make the necessary arrangements, the student will be kept under supervision of an adult.

If a child suffers any head injury, parents will be notified and through consultation of the first aider and parents, they may be sent home.

Emergency injuries are those injuries that require immediate and further care beyond the scope of the academy. If the injury is deemed to be so severe, emergency services will be contacted prior to all other contact. Whenever possible in such a circumstance, the first aider should ensure that parents are contacted about the injury and advise parents of any outcomes associated with emergency services.

If a student is to be taken by emergency services and parents are unable to get to the premises on time, a responsible member of staff may go with the student in an ambulance.

If it is a teacher that has had an injury, they should also be assessed by a first aider. If the injury is severe, then all staff should responsibly follow general procedures related to their wellbeing and calling emergency services as well as family members.

Recording First Aid Incidents

Any incident should be recorded and maintained in formal records by the health and safety officer. If there are multiple events in one day, a daily log may be taken rather than individual records. See Appendix A – First Aid Incident Form.

Appendix A – First Aid Incident Form

Date/Time/Place of Incident:	
Name of Casualty (person in question):	
Details of Injury/Illness:	
Treatment/Advice Given:	
Destination of Casualty: (sent home, back to class, hospital)	
Name of First Aider:	