## First Aid and Accident Procedures Policy

1. First aid box is available in the Admin Office, Medical room and Staff room.
2. In event of minor injury – e.g. cut, trapped finger, knock, graze, fall or a trip, it is the responsibility of the class teacher to send the child to office or nominated First-aider.
3. The injury must be recorded in the Accident Book located in the office.
4. An Accident/Injury Report Form must be completed however minor the injury may seem. This form must be sent home with the student.
5. The First Aider will be responsible for applying first aid to student, staff or volunteer.
6. In the event of a MAJOR INJURY/EMERGENCY – e.g. heavy blood loss, loss of consciousness, major fall, injury to limbs/bones the teacher will need to call for 999 Emergency Assistance immediately.
7. Then seek help from the First Aider.
8. Parents/emergency contact must be informed straight away.
9. This must be recorded in the Accident Book located in the office.
10. An Accident/Injury Report Form must be completed.

**In the event of blood loss/fluid spillages**

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

**Regular First Aiders are**:

1. M Sayeed – Lead (Hifz Teacher)
2. Mr. Shahidul Islam (PE Teacher)
3. Ml. Mahfuz Rahman (Admin)

**Reviewed: June 2025 Next Review: June 2026**