

## First Aid Policy

All students are given Induction Training and are given important information which includes emergency phone numbers of both school staff and the emergency services.

All students that have an EHIC (European Health Insurance Card) are covered for basic medical treatment within the UK, but the Department of Health has recommended that additional health cover be purchased for the duration of your stay. The appointed First Aider is Zain Hanif. A First Aid kit is available inside the kitchen cupboard.

All incidences requiring first aid will be documented in the Accident Book and reviewed regularly to ensure that any hazards are dealt with in a timely manner.

Staff members without First Aid training should not attempt to administer First Aid, especially in emergencies.

All staff, including those with First Aid training, should not give tablets to students. Students requesting or needing any medication must be accompanied by the Welfare Officer to a local pharmacy, where they will be advised by the pharmacist only (pharmacy dispensers' recommendations only are not acceptable). Only then can any student be given medication. As such, tablets must be kept separately in a First Aid box. Students can take their own medication brought from home, but they must take responsibility for it.

In the case of a medical emergency, all staff are advised to call an ambulance as soon as possible.

Created: 18/02/2019

Last Reviewed: 18/02/2023

To be reviewed: 21/02/2024

Management