

# QED Education Group

## First Aid Policy

( Revised 2025 )

---

QED Education Group has created this First Aid Policy as part of arrangements for Safeguarding the Health and well-being of children, staff, and visitors to the Summer Programme. It also ensures that staff, teachers, and pupils can access first aid during school co-curricular activities both on and off-site.

This Policy should be read in consultation with:

*QED Safeguarding Policy*

*QED Risk Assessment*

*QED Student Code of Conduct*

### **1. First Aiders**

QED The School has a number of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, a pupil is injured during sport.

There is a qualified first aider at summer school whenever children are present on site. First Aider lists are prominently displayed throughout the summer school site and brochures.

The first aiders are responsible for:

- responding promptly to calls for assistance;
- providing first aid support within their level of training;
- summoning medical help as necessary;
- recording details of treatment given via accident forms

#### QED First aiders:

| Name       | Position              | Telephone No. | Email address                       |
|------------|-----------------------|---------------|-------------------------------------|
| Ni Li      | AP& First Aider & DSL | 07564 529135  | nikki.li@qededucationgroup.co.uk    |
| Ming Guan  | First Aider           | 07874 201206  | ming.guan@qededucationgroup.co.uk   |
| Shiyue Bao | First Aider           | 07422 585956  | shirley.bao@qededucationgroup.co.uk |
| Helin Zhou | First Aider           | 07410581941   | holly.zhou@qededucationgroup.co.uk  |

## 2. Equipment

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). QED takes first aid boxes when groups of pupils go out of school on organised trips.

A QED first aid box contains the following items:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

A traveling first aid box includes the following items:

- a leaflet giving general advice on first aid – HSE information is available
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

The QED DSL undertakes an inspection of all the First Aid Boxes at the end of each day and maintains a register for these.

### **3. Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes, ADHD, allergies and anaphylaxis etc.**

To ensure the safety and well-being of all students, the following procedures have been established for managing children with medical conditions such as asthma, epilepsy, diabetes, ADHD, allergies, and anaphylaxis.

- **Medical Information collection:** During the enrollment process, parents/guardians must provide detailed medical information about their child, including any diagnosed conditions, medications, and known allergies. A Medical Information Form must be completed and submitted, outlining specific details about the child's condition, treatment plan, and emergency contact information.
- **Individual Health Plan (IHP):** An IHP will be developed for each child with a medical condition, in collaboration with parents/guardians and healthcare providers if necessary. The IHP will include information on daily care, emergency procedures, and any accommodations required for the child's participation in activities.

- **Information sharing:** All staff members will be informed about the medical conditions of enrolled students and their specific IHPs. Confidentiality will be maintained, and information will only be shared with staff on a need-to-know basis.
- **Medication Administration:** Medications must be provided by parents/guardians in their original containers, labeled with the child's name, dosage, and administration instructions. QED DSL will be responsible for storing and administering medications as per the IHP.
- **Monitoring:** Children with medical conditions will be monitored throughout the day for any signs of distress or symptoms related to their condition. Regular check-ins will be conducted to ensure they are comfortable and managing well.
- **Emergency:** If the situation is urgent, the QED DSL and on-site staff need to make an immediate judgment and call 999.
- **Parent Notification:** Parents/guardians will be notified immediately in the event of a medical emergency involving their child. Regular updates will be provided to parents/guardians about their child's well-being and any incidents that occur during the program.
- **Documentation:** All medical incidents, medication administrations, and emergency responses will be documented in detail. Records will be maintained securely and reviewed as needed to improve procedures and care.

#### 4. Procedure in the Event of An Accident or Injury

To ensure the safety and well-being of all the children in the QED Summer Programme, the following procedures have been established for handling accidents and injuries during the Summer Programme:

- **Immediate Response:** The onsite staff should quickly assess the situation to determine the severity of the injury. If the injury is minor, provide first aid as outlined in the first aid training. If the injury is severe or life-threatening, proceed to emergency response dial 999.

In the following situations, QED staff should immediately call 999 for an ambulance.

- In the event of a serious injury or illness
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a serious fracture or dislocation
- In the event that the First Aider considers that he/she cannot deal adequately with the presenting condition by the administration of First Aid or if he/she is unsure of the correct treatment.
- **Parent Notification:** Inform the parents/guardians of the injured child as soon as possible, providing details of the incident and any first aid administered. If the injury requires further medical treatment, advise the parents/guardians on the next steps.
- **Documentation:** Record the accident/ injury. Records will be maintained securely and reviewed as needed to improve procedures and care.

## 5. Investigation

In the event of any accident, injury, or medical condition, QED onsite staff and the first aider must immediately report to the DSL. As soon as reasonably practicable after a reportable incident has occurred, the CEO will be notified by the DSL where appropriate. Where required, the CEO will investigate the accident or incident. Such an investigation may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils, or to brief lawyers for the purpose of obtaining legal advice or in relation to litigation that is current or in prospect. Where appropriate, QED will seek legal advice from QED's solicitors before commencing an internal investigation. If an investigation is required this should precede the submission of Form F2508 to the HSE, where possible.

**Knowledge pool:**

Accident Book: <https://www.hse.gov.uk/pubns/books/accident-book.htm>

Basic advice on first aid at work: <https://www.hse.gov.uk/pubns/indg347.pdf>

First Aid topics: <https://www.sja.org.uk/get-advice/>

**Review**

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: .....3/1/2025.....(date)

Signed: .....Ni Li.....

Date: .....3/1/2025.....

