Accidents and First Aid Policy

Al-Baqir Centre

Reviewed on: 1st September 2026

Introduction:

The Accidents and First Aid Policy of Al-Baqir Centre outlines the procedures and guidelines to be followed in the event of accidents or medical emergencies occurring within the Centre's premises. The safety and well-being of students, staff, and visitors are of paramount importance, and this policy ensures that appropriate measures are in place to provide timely and effective first aid when needed.

First Aiders:

The following individuals are the designated First Aiders at Al-Baqir Centre:

- Ustadha Farkhanda Khatoon
- Ustadha Rukia Ahmed

The following individual is the designated Mental Health First Aider at Al Baqir Centre:

- Ustadha Faatimah Jeelani

These trained individuals are responsible for providing immediate first aid assistance in the event of accidents, medical emergencies and/or mental health related concerns. They are knowledgeable about basic first aid procedures and are equipped to assess and respond to various situations.

First Aid Supplies:

The designated First Aid supplies are in the Administrative Office of Al-Baqir Centre. The First Aiders have access to a well-equipped first aid box containing essential medical supplies to address minor injuries and provide initial care.

Accident Reporting:

In the event of an accident or injury, the following steps must be taken:

1. **Assessment:** The First Aider present at the scene will assess the nature and severity of the injury.
2. **First Aid:** If first aid treatment is required, the designated First Aider will administer appropriate care to the injured individual using the supplies from the first aid box.
3. **Notification:** The Centre's administration and the parents or guardians of the injured student will be notified as soon as possible. Contact information for parents or guardians should be readily available.
4. **Documentation:** Accurate and detailed records of the incident, the actions taken, and any first aid provided will be documented by the First Aider.
5. **Follow-up:** Depending on the severity of the incident, the Centre may follow up with appropriate actions, such as updates with parents, seeking further medical attention, or conducting a review of safety procedures.

Emergency Response:

In the case of a medical emergency that requires immediate attention beyond the scope of basic first aid, the First Aider will:

1. **Call for Help:** If necessary, the First Aider will call emergency medical services for professional medical assistance.
2. **Notify Administration:** The Centre's administration will be informed of the situation and the actions taken.
3. **Parent/Guardian Contact:** Parents or guardians of the affected student will be notified promptly and provided with information about the situation.

Training and Preparedness:

The designated First Aiders at Al-Baqir Centre have undergone training in basic first aid procedures and are equipped with first aid supplies. They are periodically updated on best practices and are prepared to respond effectively to accidents and medical emergencies.

Drills and Awareness:

Periodic drills and awareness sessions will be conducted to ensure that students and staff are familiar with the location of the first aid supplies in the Administrative Office, the designated First Aiders, and the proper steps to take in case of accidents or emergencies.

Modification of Policy:

Al-Baqir Centre retains the right to modify or update this Accidents and First Aid Policy as needed. Any changes to the policy will be communicated to students, staff, and parents through official channels.

By enrolling a student at Al-Baqir Centre, parents and guardians acknowledge their understanding and agreement to abide by the terms and conditions outlined in this Accidents and First Aid Policy.

For any further information or assistance, please contact:

Phone: 07494 757840
Email: admin@albaqir.co.uk

Disclaimer:

This document is intended for informational purposes only and does not constitute medical advice. Al-Baqir Centre retains the right to make changes to the Accidents and First Aid Policy at its discretion. All individuals are advised to prioritise safety and well-being and to refer to the latest version of the policy available on the Centre's official website.