

## First Aid Policy

The First Aid Policy and procedure of Al-Burhan Grammar School is in operation to ensure that every student, member of staff and visitors will be looked after. In the event of an accident, all members of the school community should be aware of the support available and the procedures available to activate this.

This policy is part of the School's Health and Safety policies, but is also a part of a number of school policies aiming at safeguarding children in all circumstances.

### Legal Framework

This policy aims to comply with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

### Aims

The aims of this policy are to ensure that:

- The School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- All staff and pupils are aware of the procedures in the event of any illness, accident or injury
- Medicines are only administered at the School when express permission has been granted for this
- All medicines are appropriately stored
- Effective infection control procedures and habits are promoted

### Responsibilities

The Headteacher is to ensure that:

- All staff have read and understood this policy and know what to do in the event of an illness, accident or injury
- All staff are aware of who the first aiders are
- First aiders have up to date training and repeat their training every three years
- First aid boxes are kept in the named location and are fully stocked with in date items
- This policy is followed at all time

Admin staff are to ensure that:

- First aid boxes are signed out when removed from the named location (e.g. for trips)
- First aid boxes are returned to the office and signed back in
- First aid boxes are kept in the named location and fully stocked with in date items
- First aid boxes are easily accessible

All staff members are to ensure that:

- They have read this policy and understand what to do in any situation where first aid is required

- They follow this policy
- They call a first aider
- They try to the best of their ability to secure the welfare of pupils at all times.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

### First Aid Provision

To achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health
- Appoint sufficient First Aiders to take charge of first aid
- Provide information to employees, pupils and parents on the arrangements for first aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis)

### **First Aid Room**

The School has a designated First Aid Room which is located on the Ground floor between the Science Lab and Room 3.

### **First Aid Boxes is the School office**

First aid travel bags for off site visits are located in the School Office, as well as the main First Aid Box for use in School.

### **First Aid Training**

The Proprietor will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals.

The School will maintain a record of employees who have undergone first aid training, which can be requested from the School office.

### **First Aiders**

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their first aid certificates are kept up to date.

The following staff have completed a HSE-approved first aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

- Dr Mohammed Nasrullah
- Mrs Parveen Akhtar
- Mrs Naeema Ksuar
- Ms Naomi Amoo

### **First Aid Information**

Notices are located throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.

### Procedures

#### **In the case of a severe illness or similar medical emergency**

- If a child become severely unwell, she should be escorted to the medical room. If not possible, she should be kept isolated where she is and other pupils must be sent to another room
- Notify a first aider immediately; a pupil can be sent to do so
- The first aider will assess the situation, take charge of first aid administration and decide on the appropriate course of action
- In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by administering first aid, he/she should arrange for the injured person to access appropriate medical treatment without delay. Depending on the illness, this may include calling a paramedic, an ambulance, or calling the child's family so that the child can be taken to the GP
- In any situation, the first aider must also inform a senior member of staff and the child's parents/next of kin

### **Ambulances**

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present

A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

### **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

### **Accidents and injuries**

#### *Procedure*

- A first aid should be called immediately
- The injured person should be reassured and where necessary removed from danger
- The first aider will decide on the appropriate course of action. Depending on the illness, this may include calling a paramedic, an ambulance, or calling the child's family. In any situation, the first aider must also inform a senior member of staff and the child's parents/next of kin.
- Accidents and injuries must be reported: The accident book is available in the Main Office

#### *Accident reporting*

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Book which is located in the School Office

The Record shall include:

- Date, time and place of accident.
- Name and form of the person involved (if a pupil)
- Details of injury and treatment and any medication given.
- Outcome of accident
- Name and signature of the person or first aider dealing with incident.

#### *Reporting to Parents*

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment the pupil's form teacher, in consultation with the Proprietor, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the School Office.

In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone at the end of the School day.

A copy of the School's accident and first aid book is available for inspection by parents.

#### *Reporting to HSE*

The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving pupils or visitors:

- accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

Accidents involving Staff:

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

#### **Visits and Events off Site**

Before undertaking any off-site events, the Head(s) of School will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate a portable first aid kit will be carried.

Staff conducting parties of pupils outside the school should ensure that they have the mobile telephone numbers of the Head Teacher or Designated Person. In the event of a serious or potentially serious accident they should immediately be informed. They will then take action to inform emergency contacts as necessary. In such situations, the teacher will remain with

the injured/unwell pupil and other pupils until the injured/unwell pupil's parent/guardian make(s) contact.

Please see separate Educational Visits Policy for more information about the School's educational visit requirements.

**Administration of medicine (and procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc)**

*More information in the Medicines Policy*

A central list of all pupils' medical conditions and any particular requirements are kept at the School Office. Teachers are notified if any pupil has a medical condition which requires them to take medication whilst in school or which could potentially result in an emergency situation e.g. pupils with asthma, epilepsy or serious allergies.

Unless a child has written parental permission to keep an inhaler or epipens etc. on their person, other medical such equipment and medicines will be kept, suitably labelled, in a locked cabinet by a First Aider in the School Office.

As a general rule, First Aiders shall not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist. In the first instance, it is always the pupil who will self-administer the medicine.

*No pupil shall be given medicine containing aspirin or Paracetamol unless prescribed for that particular pupil by a doctor.*