



IMAM ZAKARIYA PRIMARY SCHOOL

FIRST AID POLICY

Date reviewed: 28th December 2017

Next review Date: 28th December 2018

First Aid Policy

Introduction

At IZA Primary School we believe that ensuring the health and welfare of staff, students and visitors are essential to the success of the school. Our School require that in accordance with the law, first aid is administered in a timely and competent manner. Furthermore our policy must be effectively implemented as one would expect.

We are committed to:

- Providing excellent provision for first aid for students, staff and visitors
- Ensuring that students with medical needs are fully supported at school.

We will ensure that all staff including supply staff and volunteers, are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the school is appropriately insured and that staff are aware that they are insured to support students in this way.

In the event of illness, a staff member will accompany the student to the school, office or first aid room which is located 445 next to the main office in order to manage their medical condition effectively, the school will not prevent pupils from eating, drinking or taking breaks whenever they need to.

Policy Review

This Policy is reviewed annually and as and when deemed necessary. The next annual review for this policy will be December 2018.

Staff Training

19 of our teaching and non-teaching staff members are accredited Paediatric first aiders and the rest are first aiders have attended an appropriately accredited training within the last three years and are able to follow guidelines given at the course. This coupled with all-time access to first aid kits enables qualified staff to administer first aid wherever required. First aid training is appropriate to the age of the children in their care, thus allowing them to provide excellent care. We insist that all is in relation to paediatric first aid

The First Aid Team

All staff are aware which of their colleagues are in charge to administer first aid and will refer any accidents or other medical emergencies to them promptly. At all times there will be at least one qualified first aider on site. The staffing is arranged to ensure that a number of first aiders are on site each day so that even in the event of absences or a first aider is accompanying a school trip there will be first aid cover available All our members are trained in paediatrics first Aid

The first aiders in school who are able to administer medicines are:

Kolom Ullah (Senior caretaker)
Ms Brenda (Yr 3)
Ms Rayhana (Yr1)
MIn Tayyab (Hifz)
Hfz Zubair (Yr2)
Ms Faiza

First Aid Boxes

The first aid boxes are located:

- Medical Room
- Main reception office
- Headteacher's Office
- Principal's Office

All first aid boxes are placed at easy access for staff but out of reach for the children.

Administering First Aid

In the case of an accident, the procedures are as follows:

'EVERY CHILD IS AN AMANAH'

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a comfortable space and calls for a first aider.
- The first aider administers first aid and must record necessary details regarding accidents and other medical emergencies on an accident form. Parents should be informed when necessary and a record will be kept of occasions when they have been.
- If the child has had a bump on the head, they must be given a “‘head injury’ note.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995*), then the health and safety officer will inform them.
- **Regulations 1995 (RIDDOR) - telephone number: 0845 300 99 23.**

First Aid and the Curriculum

Members of staff are made aware of any particular hazards in subjects and all other learning activities that they teach or supervise and therefore a risk assessment is required to ensure all risks are limited. If an accident should occur whilst a teacher is teaching or supervising they will follow the same procedure (mentioned above) and will have access to the first aid kit.

Accidents/Illnesses requiring Hospital Treatment

Staff should note the following. If it is clear that an injury is relatively low level then this can be treated onsite. However, if the level of injury is significant, higher level, involving head injury or if there is any doubt about whether or not the injury should trigger an emergency ambulance call (or visit to the hospital); then, an emergency call or visit to the hospital must take place. If a child has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a child taken to hospital by ambulance if required. Parents will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

Medication

Pupils’ medication is stored in:

- The school in a locked cabinet
- If required in the kitchen fridge.

Administering Medicines in School

Prescribed medicines may be administered in school by a staff member who is first aid trained where it is deemed essential (e.g. Epipen). Most prescribed medicines can be taken outside of normal school hours.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly. Staff will not force the child.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the school office. Staff will ensure that records are kept of any medication given.

Non-prescribed medicines may not be taken in school.

It is the responsibility of the school to return medicines that are no longer required, to the parent for safe disposal.

Asthma inhalers will be held by the school for emergency use, as per the Department of Health's protocol.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. It is essential that such conditions are promptly identified. All efforts will be made through our normal systems of pastoral care and liaison with parents and/ or external agencies to ensure effective identification. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic or similar condition

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most if not all school activities; unless evidence from a clinician/GP states that this is not possible. The School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that the curriculum and school environment is inclusive to pupils with medical conditions too.

The School will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of school life. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan will help the school to identify the necessary safety measures required to support any children with medical needs and ensure that they are not put at risk. The School appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Thus during the initial registration procedure such questions are asked to gain an insight into all children's medical needs.

Parents and the pupil if they are mature enough should give details in conjunction with their child's GP and Paediatrician. The school nurse may also provide additional background information and practical training for school staff.

All staff are made aware of any children with such conditions are alert to the need for prompt action.

Procedure that will be followed when the School is first notified of a child's medical condition

- The parent to complete and sign Medical record forms and return these to school
- Medication that is to be administered at school has to be brought in by a responsible adult and must be in original packaging with instructions of times and dosage to be given
- All medication will be recorded on a medication form and signed for on receipt
- Medication will be kept in a locked medication cabinet and pupil will be made aware who is responsible for the access to the cabinet
- Any medication that is surplus must be sent home to parent/guardian or carer at the end of every term.

This will be in place in time for the start of the relevant school term for a new pupil starting at the school or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the School mid-term.

ASTHMA POLICY

The school recognizes that asthma is a widespread, serious but controllable condition affecting many pupils at school. The school positively welcomes all pupils with asthma to achieve their potential in all aspects of school life by having a clear asthma policy that is understood by school staff and pupils. (new staff are also made aware of the policy.) All staff, including caretakers, who come into contact with asthma are provided with training external first aid organisation. Training is updated once a year.

Asthma Medicines:

📌 Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler. These should be labelled with the child's name and kept in the school's first Aid cupboard- Medicines).

📌 Office staff should check the expiry date of inhaler and inform the parent.

📌 School staff are not required to administer asthma medication to pupils. All school staff will let pupils take their own medicines when they need to.

Record keeping;

At the beginning of each school year or when a student joins the school, parents are asked to indicate any medical conditions their child might have including asthma on an enrolment form. Staff will be given a list of known medical conditions at the beginning of the year and are expected to follow the procedure of indicating medical conditions in their mark books/planner.

PE, games and activities

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers are made aware which pupils have asthma.

Asthma sufferers.

Letters will be sent to parents at the beginning to the school year reminding them to send a labelled inhaler to the office available should the student forget to bring their inhaler. Where long term needs for emergency medical attention exist, such as epilepsy, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Diabetics Policy

After consultation with parents the school requires the following actions to be taken;

- 📖 All members of staff should be aware of a student's condition and relevant symptoms. Should a diabetic student be taken off the School premises, for any length of time, the staff member in charge is responsible for ensuring the required medicines are taken. **NO RISKS SHOULD BE TAKEN.**
- 📖 Student should always have a supply of dextrose tablets or equivalent on her person
- 📖 A further store of these items should be made available in a named secure plastic container
- 📖 A supply of Hypo stop which is within its' Use-By Date should be in the office fridge
- 📖 If applicable a supply of emergency insulin should be in the office fridge
- 📖 All relevant items should be taken on Educational Visits

School Visits

In the case of an educational visit, the School first aider will administer first aid. Reports will be completed in accordance with procedures of the visit site (parliament). In the case of day visits a trained First Aider will carry a travel kit in case of need.

Hygiene procedures in case of body fluid and /or blood spillage

Blood and body fluids for example, faeces, vomit, saliva, urine, nasal and/ or eye discharge may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission

of infection both staff and pupils practice good personal hygiene and are aware of the procedure for dealing with body spillages.

First Aid in school

IF A PUPIL REFUSES FIRST AID THEN THE HEADTEACHER AND PARENT/GUARDIAN MUST BE INFORMED IMMEDIATELY

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time if first aid is required the class teacher should send for one of the registered first aiders, preferably one of the non-teaching staff. If an accident occurs in the playground during breaks or lunchtimes and first aid is required, then one of the staff on duty in the playground should send for one of the first aiders.

Should a student refuse first aid treatment the Head Teacher, parents/carers must be informed immediately

First Aid Supplies

First aid boxes are located in the;
The office
Upstairs in the Headteachers office
Principal's Office
First Aid

Person Responsible for Supplies

Mr. K Ullah is responsible for checking the contents of the first aid boxes on a regular basis and placing orders to replenish stock. All staff are responsible for notifying him if the supplies in any of the first aid boxes are running low.

Each first aid box should contain:

- individually wrapped adhesive dressing
- Sterile eye pads
- individually wrapped triangular bandages
- safety pins
- medium sterile wound dressings
- large sterile wound dressings
- pairs of disposable gloves

Allergies/Long Term Illness

A record is kept in the Administration Office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

Infectious diseases

From time to time pupils contract certain illnesses through no fault of their own, for which they have to be excluded from school for a specific period of time. Below is a list of diseases and the time for which they should be kept at home: Chicken pox
German measles

6 days minimum from onset of rash

Measles

7 days minimum from onset of rash

Mumps

7 days minimum from onset of rash

Whooping Cough

7 days minimum or until swelling has gone

Impetigo

21 days minimum from onset of cough
Until skin has healed

Accidents

Recording

All accidents must be recorded in the Log/Accident Book. All details need to be filled in, including any treatment given.

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an

'EVERY CHILD IS AN AMANAH'

ambulance sent for. A member of staff will collect information and accompany pupil. If Parents are uncontactable the Head Teacher must be informed and the school will take responsibility locus parentis.

Accidents fall into four categories:

Category 1 Fatal

Category 2 Major injury

Staff Contact

- The headteacher will need to be contacted initially so that he can arrange for a member of the team to clean the area appropriately
- The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.

Initial Clean Up Procedure

- Get some disposable gloves from the nearest First Aid kit
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner)
- Put more absorbent towels over the affected area and then contact the headteacher for further help
- The bin that has had the soiled paper towels put in then needs to be double bagged tied up and placed in the outside bin
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home
- The area then needs to be cordoned off until cleaned
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions
- Wash hands thoroughly
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

Management of accidental exposure to blood

Accidental exposure to blood and other body fluids can occur by:

- Injury from needles, significant bites that break the skin etc.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

Action to take if the above occurs

- If broken skin encourage bleeding of the wound by applying pressure
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to the headteacher.
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR dependent on the severity of the injury.

Guidance taken from

DfE – First aid for schools:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

This policy will be updated annually or when any regulations come in place as to be in place with any new requirements.

A first aid audit is done every term and results are used to implement changes.

Signature of headteacher----- Date: -----

Signature of chair of SMB----- Date: -----