

FIRST AID POLICY

Date of last review:	July 2018
Date of next review:	July 2019
Approved by:	Rabia Education Trust

Rabia Girls' School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regard to all staff, pupils and visitors.

The Headteacher has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

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*.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

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

This policy is part of a number of school policies aiming at safeguarding children in all circumstances.

Aims of this Policy

- 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.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

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.

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 ground floor and clearly marked by a sign on the door.

First Aid Boxes and First Aid Travel Bags

The first aid boxes are located in the following locations:

- The First Aid room
- The School office

First aid travel bags for off site visits are also located in the School Office.



The School's minibus(es) also have a prominently marked first aid box, which is stocked in accordance with *Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986*.

It is the responsibility of the First Aid Lead to check the content of the first aid kits regularly and restock if necessary.

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 through liaison with the Head Teacher.

A sufficient number of staffs have completed an 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):

Their names can be found in the First Aid room, School Office and every classroom.
(Training is currently under arrangement with suitably qualified external personnel to ensure further staff available.)

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 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.

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Ambulances

The first aider/appointed person 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).

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 Senior Management 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.

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)

A central list of all pupils' medical conditions and any particular requirements are kept at the School Office. A further copy is held by each form teacher.

Parents of pupils required to carry or use an inhaler or EpiPen are required to notify the School of this.

The School will obtain parental consent before administering any medicines to pupils.

The information held by the School will include a record of pupils who need to have access to asthma inhalers, EpiPens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them if a Parent consents to the pupil carrying his/her own medicine. This will be reviewed on a regular basis.

The First Aiders will retain and administer an inhaler or EpiPen for each pupil who is deemed not to be sufficiently competent to carry this themselves.

In other cases, 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.

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

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent when no longer required to arrange for safe disposal.

Diabetics

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

- All members of staff should be aware of a pupil's condition and relevant symptoms. Should a diabetic pupil 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 Hypostop 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

First Aid in school

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.

Safety/HIV Protection



Always wear disposable accidents/incidents, which sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag

gloves when treating any involve body fluids. Make

and fastened securely. Any students' clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Supplies

First aid boxes are located in the first aid room, school office, science lab and food tech Lab.

Person Responsible for Supplies

The 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 the School Secretary if the supplies in any of the first aid boxes are running low.

Each first aid box should contain:

- guidance card
- 20 individually wrapped adhesive dressing
- 2 Sterile eye pads
- 10 sterile water
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sterile wound dressings
- 2 large sterile wound dressings
- 2 pairs of disposable gloves
- plastic disposable bags
- Resuscitaid

CHECKLIST

BOX IN ROOM _____

EQUIPMENT	S	O	N	D	J	F	M	A	M	J	J
guidance card											
20 individually wrapped adhesive dressing											
2 Sterile eye pads											
10 Sterile water											
4 individually wrapped triangular bandages											
6 safety pins											
6 medium sterile wound dressings											
2 large sterile wound dressings											
2 pairs of disposable gloves											
plastic disposable bags											
Resusciaid											

Allergies/Long Term Illness

A record is kept in the School Office and in the classroom 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 students 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	6 days minimum from onset of rash
German measles	7 days minimum from onset of rash
Measles	7 days minimum from onset of rash
Mumps	7 days minimum or until swelling has gone
Whooping cough	21 days minimum from onset of cough
Impetigo	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 ambulance sent for.

Accidents fall into four categories:

Category 1: Fatal

Category 2: Major injury

Accidents in these two categories should be reported immediately to:

The Health and Safety Executive Quay House,

Quay Street

Manchester

M3 3JB

Telephone 0161-952-8200

The accident should be reported by telephone immediately, and then confirmed in writing on form F2508 for injury or dangerous occurrences and form F2508A for diseases at work.

If the accident is major for child or adult, please report it immediately to the Headteacher who will send for an ambulance if needed and contact parents.

When in doubt, contact parents/guardians.

Major Injuries are

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Category 3:

Accidents to employees resulting in more than three days consecutive absence

Category 4: Other accidents

These are the accidents, which more commonly occur in school. Procedure to follow:

Always fill in the School Accident Book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This is kept in the School Office.

If a child has a bump on the head, you must send a letter home and/or contact the parent/guardian. The letters are kept in the School Office.

Fill in the School Accident Book if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment.

Accident Documentation

The following documentation is available to view in the School Office:

- Reporting of school accidents to the Health and Safety Executive
- Guidance notes on completing Form F2508
- Form F2508
- Accidents to school students

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee Accidents

(This applies to all School employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need



to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Pupil Accidents (Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities, by phoning the following number 0845 3009923 (RIDDOR).

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 9514381.

Near misses

Part of ensuring the premises are a safe environment is to ensure that potential accidents do not occur. Staff are required to log any near misses in the incident book.

Monitoring the Accident/Incident book

The Health and Safety co-ordinator will analyse and report on the accident/incident book on a termly basis.