

Noor ul Islam Primary School First Aid Policy

The Governors and Headteacher of Noor ul Islam Primary School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The Governors recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

1. FIRST AID ORGANISATION

The School's arrangement for carrying out the policy includes nine key principles.

- a) Places a duty on the Governing Body to approve, implement and review the policy.
- b) Place individual duties on all employees.
- c) To report, record and where appropriate investigate all accidents.
- d) Record all occasions when first aid is administered to employees, pupils and visitors.
- e) Provide equipment and materials to carry out first aid treatment.
- f) Make arrangements to provide training to employees, maintain a record of that training and review annually.
- g) Establish a procedure for managing accidents in school which require first aid treatment.
- h) Provide information for employees on the arrangements for first aid.
- i) Undertake a risk assessment of the first aid requirements of the School.

2. ARRANGEMENTS FOR FIRST AID

2.1 MATERIALS, EQUIPMENT AND FACILITIES

The School will provide materials, equipment and facilities as set out in Section H of the Authority's Guidance on First Aid in Schools.

The location of first aid containers in the school are:

- In the Administration Office
- Outside the Administration Office
- In Reception Class
- In the School Kitchen
- In the annex building

The contents of the first aid box (es) will be checked termly by office staff (Ms Sakeenah Maudarbocus)

The first aiders will be responsible for all record keeping on first aid.

2.2 ITEMS IN FIRST AID BOXES TRAVELLING FIRST AID KITS

	Box	Travelling kit *
Guidance card/leaflet on first aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sized individually wrapped sterile Unmediated wound dressings (approx 12cm x 12cm)	6	
Large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)	2	1
Individually wrapped moist cleaning wipes	Small packet	
Disposable gloves for wear by any Personnel handling blood, vomit, excreta, etc.	1 pack	2 pairs

The school's first Aid room has the following in place:

- sink with running hot and cold water
- a couch or bed (with waterproof cover), pillow and blankets;
- soap;
- suitable refuse container (foot operated) lined with appropriate plastic bags.

2.3 APPOINTMENT OF FIRST AIDERS

The appointment of First Aiders within the School will follow the GUIDANCE ON FIRST AID FOR SCHOOLS by the DfE. The completed Risk Assessment is provided at Appendix 1 to this policy.

The Headteacher will appoint members of staff to be responsible for First Aid.

The duties of the person, in this case Ms Sakeenah Maudarbocus, are to:

- look after the first aid equipment e.g. restocking the first aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate.

The Governing Body recognise that the Appointed Person need not be a First aider, however they will support any member of staff who is an Appointed Person to then undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Governing Body accept their responsibilities towards non-employees (e.g. pupils and visitors). In order to provide first aid for pupils and visitors, the Governing Body will undertake a risk assessment to determine, in addition to the person responsible, how many emergency First Aiders are required and if appropriate an employee with a First Aid at Work certificate of competence.

3. INFORMATION ON FIRST AID ARRANGEMENTS

The Headteacher, Majid Ishaque, will inform all employees at the School of the following:

- a) the arrangements for recording and reporting accidents;
- b) the arrangements for first aid;
- c) those employees with qualifications in first aid;
- d) the location of first aid boxes.

In addition the Headteacher will ensure that signs are displayed in the School providing the following information:

- a) names of employees with first aid qualifications;
- b) location of first aid boxes.

All members of staff will be made aware a copy of the School's First Aid Policy.

3.1 LOCATION OF FIRST AID BOXES

The first aid boxes are located across the school building;

Box 1 – Outside admin office

Box 2 – In the medical room

Box 3 – Annex building on the first floor as you walk into the first room

Box 4 – Reception class, on the shelf near the classroom door

Box 5 – Kitchen, mounted on the wall between the two windows

3.2 PROVISION AWAY FROM SCHOOL

Provision for first aid on school visits and journeys will be determined by its risk assessment.

3.3 ADMINISTERING OF MEDICATION

Staff are not obliged to administer medication to pupils however may agree to do this. Any medication brought into school for pupils must be handed to the school office, clearly labelled with the child's name, class number and instructions for use. Parents must also give written authority to the school to administer this. An authorisation form is available from the school office. Only where medication has been prescribed to the child would the school consider administering medication. Even where the medication is to be self-administered the form must still be completed by the parents.

The authorisation form must be completed by the parent prior to administering any medicine. The school office staff will also need to check the medication is within its valid period of use. The authorisation form will also contain a log of the number of times any medication has been administered.

At the end of the academic year all medications must be returned to the pupil's parents. (See Appendix 5)

3.4 BODILY FLUIDS

If there are any bodily fluids in school as a result of an accident or similar, this will be cleaned, with disinfectant, normally by caretaker, Hussein Rawat or another caretaker.

3.5. HYGIENE & INFECTION CONTROL

Basic hygiene procedures must be followed by staff at all times, single-use disposable gloves must be worn when treatment involves blood or other bodily fluids.

3.6 ACCIDENT REPORTING

The Governing Body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees at work.

1. An accident that involves an employee being incapacitated from work for more than seven consecutive days (excluding the day of the accident but including non working days).
2. An accident which requires admittance to hospital for in excess of 24 hours.
3. Death of an employee.
4. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

Appendix 3 has more details on Reporting.

For non-employees and pupils an accident will only be reported under RIDDOR:

- a) where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- b) it is an accident in school which requires immediate emergency medical treatment at hospital.

The procedure for managing accidents to pupils is provided at Appendix 2 to this policy.

An accident book is kept to record all accidents that occur to employees, whilst at work.

3.7 PUPIL ACCIDENTS INVOLVING THEIR HEAD (HEAD INJURY)

The Governing Body recognise that an accident involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- a) Where a pupil receives a blow or injury to the head the form "Bump on the Head" will be completed. Attempts will also be made to contact parents by phone to inform them of the injury. Teachers should be told about the injury and to monitor the child. Should the injury occur on a trip parents will be contacted in the first instance where parents are not available emergency contacts will be called should the injury require the use of an ambulance.

b) The Bump on the Head form will be sent to the parents. The school's medical form will detail the injury. This must be signed by the person collecting the child with a brief chat on the child's demeanour given taking place.

c) A copy of this form will be filed in the pupil's records (appendix 4).

3.8 TRANSPORT TO HOSPITAL OR HOME

a) The Head teacher will determine what a reasonable and sensible action to take in is each case in consultation with the First Aider.

b) Where the injury is an emergency, an ambulance will be called for, after which the parent will be contacted and told what has happened.

c) Where hospital treatment is required but it is not an emergency, then the school will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital.

d) Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- i) Only staff cars insured to cover such transportation will be used;
- ii) No individual member of staff should be alone with a pupil in a vehicle;
- iii) The second member of staff will be present to provide supervision for the injured pupil;
- iv) Both members of staff should be the same gender as the pupil.

3.9 PERSONNEL

This section contains the names of employees at the school with a qualification in first aid or who have a first aid responsibility.

a) Responsible for First Aid

Mr Majid Ishaque

b) First aiders at work

Mrs Sakeenah Maudarbocus

A list of current first aiders has been placed on the administration office noticeboard. They are currently:

<i>Full Name</i>	<i>Certificate</i>
Sakeenah Mauderbocus	Lead First Aider - EMERGENCY FIRST AID AT WORK 17/08/2018
Assia Ben Hamed	Paediatric – 07/05/2019
Murrium Razak	Paediatric – 07/05/2019
Shazia Razak	Paediatric – 01/10/2019
Akhtar Hussain	Paediatric - 18/04/2020
Terese Husell (Tahura)	Paediatric - 18/04/2020
Hawa Moorea	Paediatric – 18/04/2020
Imrana Naz	Paediatric – 18/04/2020
Sahira Toonah	Paediatric –18/04/2020

Hussain Mulla	Paediatric - 18/04/2020
Shahzaman Hussain	Paediatric - 18/04/2020
Fatima Nazneen	Paediatric – 18/04/2020
Seema Vawda	Paediatric – 18/04/2020
Zohra Patel	Paediatric –18/04/2020
Ruqiya Aiderous	Paediatric – 18/04/2020
Lepe Begum	Paediatric – 18/04/2020
Khadija Abdi	Paediatric –18/04/2020
Razia Shabir	Paediatric – 18/04/2020
Rukhsana Mushtaq	Paediatric – 18/04/2020
Nusrat Abdoola	Paediatric –18/04/2020
Sadia Butt	Paediatric – 18/04/2020
Sajeda Patel	Paediatric –18/04/2020

3.10 REVIEW OF THE FIRST AID POLICY

The Governing Body will review the First Aid Policy on an annual basis.

APPENDIX 1

FORM RA8

SCHOOL FIRST AID RISK ASSESSMENT

This form is to enable the Governing Body of the School to determine the number of appointed persons/First Aiders required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. The form allocates weightings to possible replies to the questions. These weightings are shown in brackets.

- Complete Parts 1-16 of the Assessment by placing a tick (a) in the appropriate box. Unless otherwise stated, choose only one reply for each question.
- Calculate the overall total for Parts 1-16 using Table A. Once you have calculated your overall total, refer to Table B to determine your First Aid requirement.

PART 1

What types of injury to employees have been recorded in the past?

Injury (choose one)

- | | |
|--|-----|
| a) Minor cuts and bruises; eye irritation | (1) |
| b) Lacerations; burns; concussion; serious sprains; minor fractures | (2) |
| c) Amputations; poisonings; major fractures; multiple injuries; fatalities | (3) |

PART 2

What are the risks of injury arising from the work undertaken by employees as identified in your risk assessments?

Category of Risk (Choose one reply only)

- | | |
|------------------------------|-----|
| a) Trivial/Tolerable Risk | (1) |
| b) Moderate/Substantial Risk | (2) |
| c) Intolerable Risk | (3) |

PART 3

Does your workplace contain any of the specific hazards listed below?

- | | |
|----------------------------|-----|
| a) Hazardous substances | (3) |
| b) Dangerous tools | (3) |
| c) Dangerous machinery | (3) |
| d) Dangerous loads/animals | (3) |

Total for Part 3

PART 4

Are there parts of your establishment where different levels of risk can be identified? **(Choose one reply only)**

- | | |
|--------|-----|
| a) Yes | (2) |
| b) No | (1) |

PART 5

Type of work undertaken **(Choose one reply only)**

- | | | |
|--|-----|-----|
| a) Offices, libraries, classrooms | etc | (1) |
| b) Construction, work with dangerous machinery, sharp instruments etc
(This includes school workshops and laboratories) | | (2) |

Are there hazards for which additional First Aid skills are necessary? **(Choose one reply only)**

a) Yes (2)

b) No (1)

Total for Part 5

PART 6 (Choose one reply only)

Are there inexperienced workers on site or employees with disabilities? (This includes NQTs and pupils in specialist subject areas) **(Choose one reply only)**

a) Yes (2)

b) No (1)

PART 7 (Choose one reply only)

Are there several buildings on site or multi-floor buildings?

a) Yes (2)

b) No (1)

PART 8 (Choose one reply only)

Is there shift work or out-of-hours working?

a) Yes (2)

b) No (1)

PART 9 (Choose one reply only)

Is the workplace remote from emergency medical services?

a) Yes (2)

b) No (1)

PART 10 (Choose one reply only)

Do you have employees at work sites occupied by other employees? (E.g. catering, cleaning)

a) Yes (2)

b) No (1)

PART 11 (Choose one reply only)

Do you have any work experienced trainees?

a) Yes (2)

b) No (1)

PART 12 (Choose one reply only)

Do members of the public visit your premises?

a) Yes (2)

b) No (1)

PART 13 (Choose one reply only)

Do you have employees with reading or language difficulties?

- a) Yes (2)
- b) No (1)

PART 14 (Choose one reply only)

Do you have pupils with disabilities or special health care needs?

- a) Yes (2)
- b) No (1)

PART 15 (Choose one reply only)

What is the age range of your pupils?

- a) 11-18 (3)
- b) 11-16 (2)
- c) 3-11 5-11, 3-7 or 7-11 (1)

PART 16 (Choose one reply only)

What is the Net Capacity of the school?

- a) Under 100 places (1)
- b) 101 – 210 places (2)
- c) 211 – 420 places (3)
- d) 421 – 500 places (4)
- e) 501 – 1000 places (5)
- f) Above 1000 places (6)

TABLE A

Now that you have completed the risk assessment, enter the totals for Each Part below and calculate the Overall Total.

PART 1:

PART 2:

PART 3:

PART 4:

PART 5:

PART 6:

PART 7:

PART 8:

PART 9:

PART 10:

PART 11:

PART 12:

PART 13:

PART 14:
PART 15:
PART 16:
OVERALL TOTAL:

Having obtained the overall total refer to Table B to determine the recommended level of first aid personnel.

TABLE B
Recommended First Aid Personnel

LOW RISK

Overall Total 16 to 33

Fewer than 50 employees and up to 210 pupil places:

- one appointed person;
- one emergency first aider.

OR

Fewer than 50 employees and more than 210 pupil places:

- one appointed person
- one qualified first aider at work.

Where no member of staff will volunteer for the first aid at work qualification, then the school should substitute with employees who have been trained in emergency first aid.

MEDIUM TO HIGH RISK

Overall Total 34 to 51

- one appointed person
- two qualified first aiders at work

Where the net capacity of the school is above 1000 places then an additional qualified first aider at work.

- consideration should be given to having additional emergency first aider at work

The above table is a recommended minimum level of provision.

Schools must give additional consideration to the following factors when determining the level of provision:

- a) the arrangements when a qualified first aider is not on site due to absence/training;
- b) the design/layout of the site/premises is such that staff who are trained in emergency first aid should be available.

APPENDIX 2

Procedure for managing accidents to pupils

When a child is hurt they are sent to the office and office staff that are first aid trained will look after them.

The child will be asked where and how they got hurt.

Then depending on the wound, the first aider will give either icepack or apply plaster (if bleeding) and or tie a bandage (if wound is bigger than plaster or is a difficult place to put plaster).

This is then reported on the injury book which includes:

- The date, time and place of incident;
- The name and class of the injured or ill child;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

At the end of the school day teachers take the injury books and make the parent sign the injury forms as by doing so the parents are made aware of what has happened to their child.

If the injury is to the head then parents would need to collect their child from the admin office where they will also receive a letter and a brief description of their child's behaviour since the accident. Then the injury form is then filed away in the child personal folder.

APPENDIX 3

DEFINITION OF MAJOR INJURIES WHICH MUST BE REPORTED TO THE HEALTH AND SAFETY EXECUTIVE

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body; or
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness or
 - requires resuscitation or admittance to hospital for more than 24 hours;

APPENDIX 4

Dear Parent of

Class:

Date:

ACCIDENT INVOLVING THE HEAD

I have to inform you that today your child had an accident which involved an injury to the head.

The nature of the accident was such that it was not necessary to summon an ambulance or call for you to collect your child.

Following the accident your child was closely observed for any signs of any adverse effects but none were seen.

Details as to what to look out for are provided on the reverse side of this letter.

Details of the actual injury was given to the person who collected your child today.

As a precaution you are strongly advised to monitor your child and if you are concerned you should seek medical advice.

Yours sincerely

Take your child to the nearest hospital A&E department if they have the following symptoms:

- Unconsciousness (or lack of full consciousness (eg problems keeping eyes open)
- Dizziness or nausea on recovery
- Any confusion (not knowing where they are)
- Drowsiness (feeling sleepy) for more than an hour when they would normally be awake.
- Difficulty in waking up
- Problems standing or understanding
- Loss of balance or problems walking
- Weakness in one or more arms or legs
- Problems with eyesight
- Painful headache that won't go away
- Any fits (collapsing or passing out suddenly)
- Clear fluid coming out of their ears or nose
- Bleeding from one or both ears
- New deafness in one of both ears

There may be minor symptoms such as mild headache, slight dizziness, and tiredness. If you are unsure please seek medical advice.

Do ensure that they have plenty of rest and avoid stressful situations. It is advisable that they do not play any contact sports for now. Do not leave them on their own for the next couple of days.

END

Appendix 5

REQUEST FOR SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname: _____

Forename(s): _____

Address: _____

Male/Female: _____

D.O.B: _____

Class/Form: _____

Condition or Illness: _____

MEDICATION

Name of Medicine		
Duration of Course		
Dosage and method		
Timing		
Self-Administer (y/n)		
Date prescribed		
Expiry date of medicine		
Dr Name & Telephone*		

***The school reserves the right to contact the doctor to confirm the above prescription.**

Side effects from medication: _____

Emergency Procedures: _____

I understand that I must deliver the medicine personally to a first aider and accept that this is a service which the school is not obliged to undertake. I confirm that my child's Doctor has stated that (s)he considers it is necessary for the medication to be taken **at the above dosage & timing** during school hours.

Signed: _____ Parent/Guardian

Relationship to Pupil: _____ Date: _____

Medication Administration Log

Date	Class	Medicine	Expiry date checked	Dosage	Time (24hr format)	Given by	Signed