



V1.0

# POLICY IN FIRST AID

DECEMBER 2016

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# First Aid Policy



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<b>Policy Title</b>	First Aid Policy		
<b>Issue Date</b>	December 2015	<b>Review Due</b>	December 2016
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## Mission Statement

As-Sunnah Primary school is an independent, selective, faith-based Muslim School. We strive to offer a holistic education cultivating growth along spiritual, moral, emotional, intellectual, physical and communal dimensions. Our aim is to positively orient our students towards realising their full potential as exemplary contributors to our society, in actively promoting fundamental universal values.

We are against radicalisation that leads to unjust acts of violence and the violation of fundamental universal values. We encourage peaceful but effective communication, dialogue and interaction with all parties who are keen to working towards achieving common goals of goodness.

The policies for the school are provided by the school leadership comprising of the governors, school manager, headteacher and deputy headteacher.

## Expectations

Assunnah Primary School is a unique Islamic School that is committed to maintaining an environment within the framework of Islamic principles and striving to achieve academic excellence and perfection of character.

In order to achieve this the school leadership expects that all staff, parents and guardians fully comprehend and adhere to the policy in full as specified in their employment contract, terms of agreements and handbooks.

## Purpose

In keeping with our ethos this policy serves to ensure that all students are able to learn and develop. The policy represents a framework for all those involved in helping students to develop academically, spiritually and physically. It also acts as a guide for parents and guardians. Our objective is to provide a flexible but balanced curriculum which meets the need of all our students.

**Introduction 1** First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

Part of ensuring the premises are a safe environment is to ensure that potential accidents do not occur. An accident is defined as an unplanned, unexpected and undesired event which occurs suddenly and causes injury or loss of life. The Health and Safety policy deals with issues related to promoting and encouraging a safe and healthy environment. As for the First aid is to do with reporting, recording and reviewing accidents resulting in better safety for all participants.

**Objective 2** To provide a caring, friendly and purposeful first aid care and treatment to any child, staff, parent, volunteer or visitor at Assunnah School

**School responsibilities and duties 3** Assunnah School recognises its legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, to appropriately respect the confidentiality and the rights of pupils as patients.

In order to deliver this the school will endeavour to do the following:

- 3.1 Places a duty on the Governing Body to approve, implement and review the policy.
- 3.2 Place individual duties on all employees.
- 3.3 To report, record and where appropriate investigate all accidents.
- 3.4 Provide equipment and materials to carry out first aid treatment.
- 3.5 Make arrangements to provide training to employees, maintain a record of that training and review.
- 3.6 Establish a procedure for managing accidents in school which require first aid treatment.
- 3.7 Provide information for employees on the arrangements for first aid.
- 3.8 Undertake a risk assessment of the first aid requirements of the School.

**Staff Responsibilities 4**

Staff are expected to adhere to the following:

- Ensure you understand the school policies and objectives.
- Know the emergency arrangements of the school.
- Ensure you understand the control measures, specified in the school's procedures and risk assessments.
- Ensure you have received suitable information, instruction and training in the task you are carrying out.
- Ensure you wear all personal protective equipment that is specified for the task you are to carry out.
- Staff are required to log any near misses in the incident book.

**Arrangements for First Aid 5**

**First Aid Equipment and Facilities**

- The School will provide materials, equipment and facilities
- The contents of the first aid box(es) will be checked every month to ensure there is minimum levels of the following:
  - Guidance leaflet
  - 20 individually wrapped adhesive dressing
  - 2 Sterile eye pads
  - 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

**Location of First Aid Items (Primary School)**

- Equipment: Medical room & School Office, first aid cabinet
- Ice pack: Staffroom fridge
- Treatment: Medical Room, School Office
- School accident / incident book: School office

**Location of First Aid Items (EYFS)**

- Equipment: Medical Room
- Ice pack: Staff Kitchen Fridge
- Treatment: Medical room, Medical Room
- School accident / incident book: EYFS Office

**Monitoring the Accident/Incident book**

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

**Designated First Aiders 6**

In the event of any incidents / accidents, **at least** one of the following designated persons need to be **immediately** informed:

- 6.1 **Lead First Aider (Primary School):** Shiree Alam (Deputy Headteacher)
- 6.2 **Lead First Aider EYFS):** Samsam Abdullahi (EYFS Manager)
- 6.3 **Managing First Aid items:** Adam Mohamed
- 6.4 **Any Paediatric First Aiders):** Refer to updated list from the school office

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

**Accident Types 7  
(Pupils and Adults)**

Accidents are classed as follows:

Type	Examples
<b>Category 1:</b> Fatal	<p><b>Must be reported to Health and Safety Executive by phone and then written up on form 2508 within ten days.</b></p> <ul style="list-style-type: none"> <li>• Injuries resulting in death</li> <li>• Near miss injuries that could have resulted in death</li> </ul>
<b>Category 2:</b> Major injury	<p><b>Must be reported to Health and Safety Executive by phone and then written up on form 2508 within ten days.</b></p> <ul style="list-style-type: none"> <li>• Fractures (not fingers, thumbs or toes)</li> <li>• Any amputation</li> <li>• Dislocation of the shoulder, hip, knee or spine</li> <li>• The loss of sight of an eye (temporary or permanent)</li> <li>• A chemical or hot metal burn to the eye</li> <li>• Any penetrating injury to the eye</li> <li>• Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.</li> <li>• Any other injury leading to hypothermia, heat induced illnesses or unconsciousness.</li> <li>• Resuscitation or requiring admittance to hospital for more than 24 hours.</li> <li>• Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent</li> <li>• Conditions or symptoms due to exposure, absorption, inhalation, skin ingestion of any substances, biological agent, toxins or infected material.</li> <li>• Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours (after injuries are confirmed but not overnight observations)</li> </ul>
<b>Category 3:</b> General injury, non fatal / major	Accidents causing in excess of three days of absence
<b>Category 4:</b> Other Accidents	Including head injuries, but not minor cuts and grazes

These are the accidents, which more commonly occur in school. It is essential to understand that:

- Category 1 and 2 (fatal and major) **must** be reported to the HSE and then recorded in the accident book.
- Category 3 and category 4 accidents do not need to be reported but must be recorded in the accident / incident book
- All minor injuries must be recorded in the accident book
- Head injuries, including all bumps to the head must be recorded in the accident book
- Minor cuts and grazes **are not** required to be recorded in the accident book.

### **What to do when an accident/incident happens**

The following steps need to be followed when an incident takes place:

- Determine the seriousness of the incident, which category is the incident is the pupil in need of any first?
- If administration of first-aid is required, staff/pupils should immediately call for/inform the appointed person.
- The appointed person will then take charge of the situation, summoning a first-aider if need be.
- The first aider will then administer first-aid if appropriate; the medical room should be used if required.
- The appointed person and first-aider will decide whether the emergency services are to be called, in which case the appointed person will do so.
- The reporting member of staff/pupil and the first aider should record the incident in the accident book, and the appointed person should inform the Head Teacher of the incident and its outcome.
- If the incident involves a pupil, the Head Teacher will ensure that the parent/carer of the pupil is informed, and report it
- If the incident involves spillage of bodily fluids, the affected area should be cordoned off by the appointed person at the earliest opportunity and cleaned with disinfectant, stored in the medical room.
- The appointed person should always wear gloves when cleaning and disposing of body fluids

### **Recording Accidents**

All accidents from all categories must be recorded in the accident book recording the following details:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved,
- a brief description of the nature of the event or disease and
- the treatment given

### **Serious Accidents**

If the accident is more serious, the aim of the school is as follows:

- to get the child qualified medical attention as quickly as possible.
- Parents are informed straight away, and
- if necessary, an ambulance sent for.
- A member of staff will collect information and accompany pupil.
- If parents are incontestable the Headteacher must be informed and the school will take responsibility locus parentis.
- 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.

### **Head Injuries**

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury.

If a child has a encountered a head injury, including a bump on the head, the following steps need to be taken:

- Send child to the office or medical room for assessment.
- 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.
- Contacts parents by phone to inform them of the injury.
- Teachers should be informed about the injury and to monitor the child.
- Carefully monitor the pupil looking for key signs such as sickness, dizziness, incoherence or

- drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help.
- Provide a copy of the details filled out in the accident book to the parents to give to the doctor or medical staff at the hospital.
  - The school's medical form will detail the injury. This must be explained to the person collecting the child with a brief chat on the child's demeanour given taking place.

#### **Injuries away from school site**

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.

#### **Near misses**

A near miss is an unplanned event that has the potential to cause injury or loss of life. Near miss incidents whether they result in injury or not should be recorded in the accident book. This helps to analyse and review the safety of the premises, especially on issues that may have been overlooked.

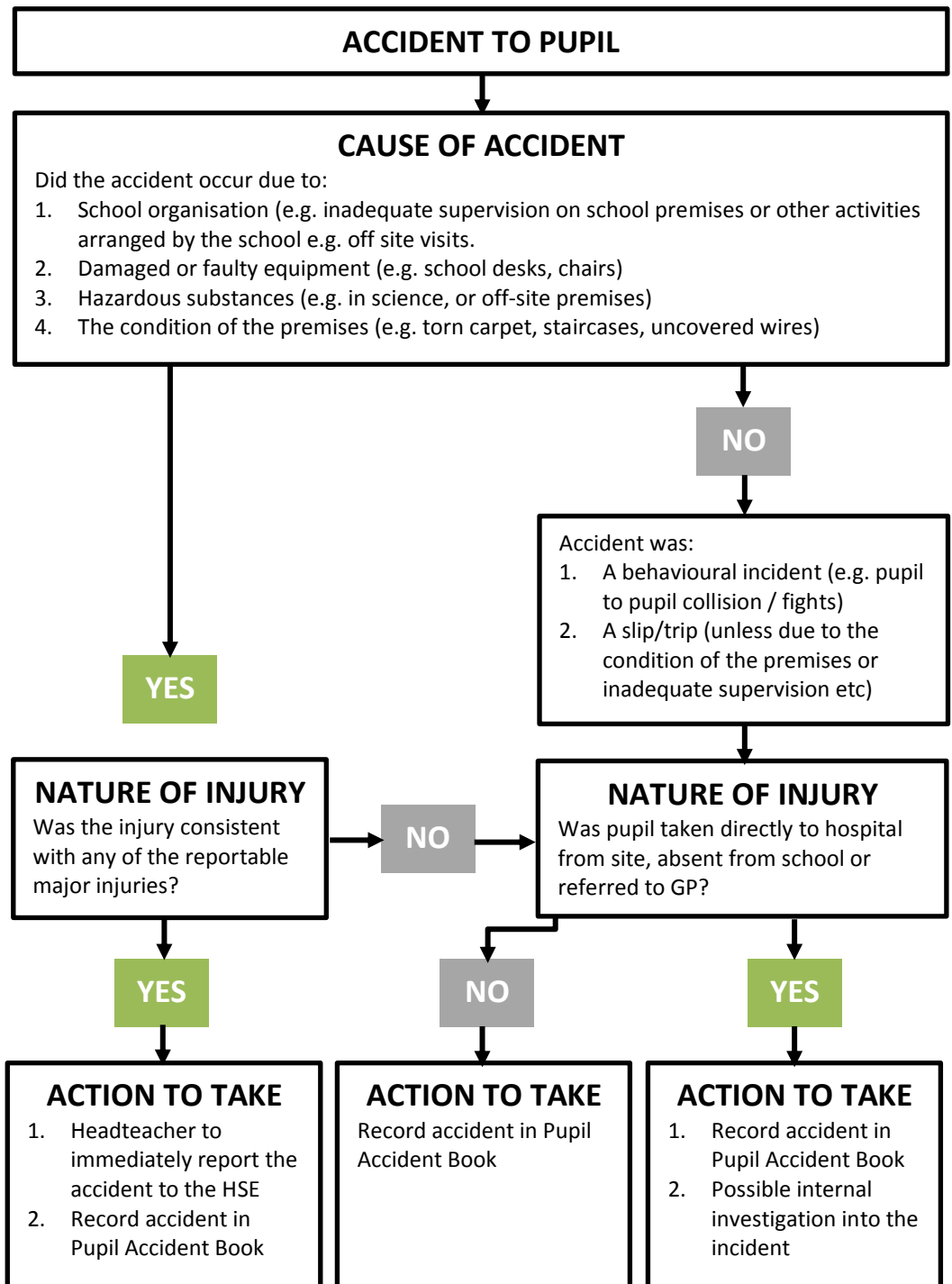
#### **Transport to a hospital or a pupil's home**

- The Head teacher will determine what a reasonable and sensible action to take in is each case in consultation with the First Aider.
- Where the injury is an emergency, an ambulance will be called for, after which the parent will be contacted and told what has happened.
- 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.
- Where the Headteacher makes arrangements for transporting a child then the following points will be observed:
  - No individual member of staff should be alone with a pupil in a vehicle;
  - The second member of staff will be present to provide supervision for the injured pupil;



**Guide to reporting 9**

This is a guide for the path of action that should be taken in the instance that a pupil accident occurs. The guide summaries what to report and record.



**Administration 10 Medication**

- In relation to administrating medication in schools, please note the following points:
- Medication cannot be brought in to school and taken without notifying the school.
  - There is no legal duty that requires school staff to administer medication.
  - In normal circumstances the school will not administer medication to any pupil.
  - If the school permits (under exceptional circumstances), a child to bring medicine to school, the consent form must be signed by the parent assuring it has been prescribed by the child's G.P.
  - The medication will be handed in to the school office and stored there at all times.
  - The child's parents will be responsible for administering the medication themselves.
  - Paracetamol must not be administered to any child.

**Review 11**

The governing body reviews this policy every year. However they may review the policy earlier

than this when new regulations or guidelines come into effect or if the governing body receives recommendations on how this policy might be improved.

**Abbreviations used 12**

HSE: Health and Safety Executive

GP: General Practitioner (Doctor)

**Useful Numbers 13**

HSE Infoline: 0541 545500

St John Ambulance: 0171-235 5231

Child Accident Prevention Trust 0171-608 3828

**Sources 14**

Authority's Guidance on First Aid in Schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)