

## **FIRST AID POLICY**

### **Policy Statement**

The Governing Body and Principal of Iqra Academy accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid and the very best possible care for our pupils, staff and visitors.

However, the Governing Body recognises that there may be instances where pupils are injured but choose to not inform an adult and therefore First Aid may not have been provided in such circumstances. The academy will emphasise to pupils the importance of informing an adult where they have been injured or involved in an accident so that proper care can be provided.

### **Health & Safety Responsibilities**

The Health & Safety Executive take the view that provided the academy management and staff act in accordance with the Health and Safety Policy and guidelines issued by the LA, asking advice when in doubt, then there should be no difficulty in meeting Health & Safety obligations. This approach will also ensure that Principal, Governors and staff remain within the protection of the academys insurance policy.

### **Key principles**

The academys arrangements for carrying out the policy involve nine key principles:

- Places a duty on the Governing Body to approve, implement and review the policy;
- Places individual duties on all staff;
- To report, record and where appropriate investigate all accidents;
- Record on all occasions when First Aid is administered to staff, pupils and visitors;
- Provide equipment and materials to carry out First Aid treatment;
- Make arrangements to provide training to staff, maintain a record of that training and review annually;
- Provide information to staff on the arrangements for First Aid;
- Undertake risk assessments where appropriate.

### **Appointed person for First Aid**

- There is an appointed person who has overall responsibility for First Aid – Mrs Sharon Ratnik
- Orders first aid equipment and supplies
- Ensures Health & Safety procedures are followed
- Ensures accident reporting procedures are followed

### **Staff qualified with First Aid Training**

Mr Ryan Beeley – PE Coach  
Mr Jamie Freeman – Nursery Nurse (Paediatric Trained)  
Mr Arif Khan – Learning Leader  
Mr Zirak Nafees – Learning Leader  
Mrs Sharon Ratnik – (Paediatric Trained)  
Mrs Humera Ahmed (Paediatric Trained)  
Mr Ian Davies – Site Manager

Mr Peter Cusack – Assistant Site Manager  
Mrs Shazia Hussain – Teaching Assistant  
Mrs Fahima Idrees – Teaching Assistant  
Miss Sarah Malik – Teaching Assistant

A list with photos of qualified First Aiders and their duty rota days can be found in every classroom and other areas around the academy building. First Aid staff have been trained by a range of providers.

All support staff are provided with basic First Aid training as soon as possible upon entering the Academy employ in order that pupils may receive prompt attention if an injury is sustained.

### **Location of First Aid equipment**

Main First Aid boxes and accident record files are kept in the following locations:

- Foundation Stage kitchen
- First Aid Room (located next to IT suite)

Other First Aid boxes are filled with basic first aid equipment and can be found:

- KS2 entrance (opposite Leadership Room)
- School Office
- Outside Year 1 & Year 2 disabled WC
- Outside Busy Bees
- In Nursery

### **Procedures**

Non-latex plastic gloves should be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the medical waste boxes located in the Foundation Stage and Main building disabled WC's All treatment given to pupils will be recorded on Medical Tracker software.

***Also refer to Appendix 1 for First Aid Procedures Flow Chart***

### **Minor accidents/incidents**

The class teacher should be informed and parents will be informed at handover at the end of the day. This will be verbal.

### **Head Injuries**

The Governing Body recognises that accidents involving bumps to a pupil's head can be problematic in that the injury may not be evident and the effects may only become noticeable after a period of time.

The accident should be dealt with by First Aid staff and recorded on the Medical Tracker software. The child should be given a "Bumped Head Letter". In severe cases, parents are encouraged to collect their child from school and to seek professional medical advice. If the injury requires hospital treatment, an Accident Form (RIF1) form should be completed. A copy is to be kept in the main first aid file located in the school office. The class teacher should always be informed. All incidents of head injury should be reported to parents.

### **More Severe Accidents/incidents**

Accidents should be recorded Medical tracker software and a RIF1 completed should hospital treatment be required. A copy is to be kept in school office. Parents are to be informed immediately and pupil sent home and parents encouraged to seek professional medical advice.

## **Educational Visits and Offsite Activities**

Classes leaving the school premises take a First Aid travel box and a sick bucket containing essential cleaning aids which can be obtained from Mrs Ratnik at least 1 day prior to the trip. Individual pupil's medication e.g. inhalers, epipens etc will also be taken. It is not always necessary, but a recommendation, that a qualified First Aider should accompany the children on the visit as long as 1 member of staff on the trip has received Basic First Aid training. This is dependant of the pupils and type of offsite activity. Risk Assessment forms should identify any medical needs that may be encountered on the visit.

## **Dealing with Emergencies**

**The Principal will determine what is reasonable and sensible action to take in the circumstances of each case.**

In an emergency, a qualified First Aider will attend to the casualty and an ambulance will be called for without delay if necessary. The parent will then be contacted. If the parent (or responsible adult) cannot be contacted the Principal will instruct a member of staff to act in *loco parentis* until the parents can arrive at the hospital. The member of staff must obtain a printout of the pupils data record sheet to take with them. If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, the Principal will make arrangements to supervise the injured child so that the child's medical needs are met.

Every attempt to contact the parents will be made by the school.

## **Hygiene Control Guidelines**

The following Hygiene Control Guidelines should be followed:

- Razors, toothbrushes or other implements which could become contaminated with blood must not be shared.
- Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.
- Seek medical advice in the event of splashes of blood from one person to another.
- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- After accidents resulting in bleeding, contaminated surfaces, eg tables or furniture should be disinfected.
- If staff giving care to infected children have cuts and abrasions, these should be covered with waterproof or other suitable dressings.

## **Waste Disposal**

Urine and faeces should be attended to immediately. A call to the school reception to locate a member of the site team to clear the area should be made. If there is no member of the site team available, staff should deal with issue as per 'Safe Working Procedures Note – Dealing with Body Fluid Spillages' – details located in cleaners cupboard in main building. Soiled waste and bloods should be disposed of in the medical waste bins. These are collected regularly and the contents disposed of by an outside contractor.

## **Administration of Medicines**

Refer to the school's policy on Administration of Medication, which applies when medication needs to be taken more than 3 times per day.

## Children with Special Medical Conditions

An up to date list of pupils medical conditions, asthma etc is kept by the class teacher. Children with specific medical conditions and treatment are photographed and their details can be located in the first aid room and staffroom for quick reference.

## Declaration of Responsibility

This First Aid Policy was reviewed and formally adopted by Iqra Academy on

..... Date

..... Signed Chair of Governors

..... Signed Principal

<b>Named Governor:</b>	Asama Javed
<b>Monitoring the Policy:</b>	Principal
<b>Reporting to:</b>	Governors ( <i>Curriculum</i> )
<b>Next Review Date:</b>	May 2021

## APPENDIX 1

### First Aid Procedures Flowchart

