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Islamia Girls School/Brondesbury College "The School"

First Aid Policy

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1. Introduction

- 1.1. This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility.
- 1.2. This policy applies to all students and staff in the School.
- 1.3. The Head Teacher will ensure that all staff and students are aware of this policy and that it is regularly reviewed with the Senior First Aiders.

2. Purpose

- 2.1. The purpose of the First Aid Policy is to ensure the safest possible environment for School staff, students and visitors to the School.

3. Aims

- 3.1. Provide awareness of the health and safety issues within the School.
- 3.2. Ensure all staff and students are aware of the system in place which will prevent where possible potential accidents or dangers.
- 3.3. Ensure there is effective First Aid cover for students, staff and visitors.

4. Recording and Reporting Accidents

- 4.1. In the event of an accident, the injured person must be seen by a First Aider.
- 4.2. It is the duty of any teacher/adult/student present to call one of the First Aiders.
- 4.3. The complete, updated list of Senior First Aiders/First Aiders at each School is displayed in the School office.
- 4.4. There is a School Accident Record Book that must be completed and held for all accidents at the School.
- 4.5. The Accident Record Book is kept in the School office.
- 4.6. The School's Accident Record is mandatory for every accident that occurs on and off the School's premises (e.g. on a School trip).

5. Reporting for Serious Injuries/Accident (RIDDOR):

- 5.1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR) is a Statutory Instrument of the Parliament of the United Kingdom.
- 5.2. It regulates the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences" that take place at work or in connection with work.

- 5.3. Under RIDDOR some accidents must be reported to the HSE (Health and Safety Executive) as follows:
 - 5.3.1. HSE must be notified IMMEDIATELY for fatal or major injuries by telephone (0345 300 9923) or via the website www.riddor.gov.uk giving accident details
 - 5.3.2. HSE will send a form/report to be completed by the School, and accident details previously given over the telephone verified. This must be returned immediately
- 5.4. Other types of injuries/accidents that must be reported are listed in the RIDDOR Guidelines. These include injuries resulting from assault.

6. Arrangements for First Aid

- 6.1. Materials, Equipment and Facilities:
 - 6.1.1. Location of First Aid Boxes at Brondesbury College:
 - 6.1.1.1 Medical Room
 - 6.1.1.2 School Office
 - 6.1.1.3 Staff Room
 - 6.1.1.5 Biology Lab
 - 6.1.1.5 Chemistry/Physics Lab
 - 6.1.2. Location of First Aid Boxes at Islamia Girls School:
 - 6.1.2.1. Staff Room
 - 6.1.2.2. Main Office
 - 6.1.2.3. Medical Room
 - 6.1.2.4. Science Labs
 - 6.1.2.5. The Food Tech Room
 - 6.1.3. Contents of First Aid Boxes:
 - 6.1.3.1. The First Aid boxes at the Schools consist of items recommended by the HSE as minimum stock
 - 6.1.3.2. Inventory of Box contents is kept on the inside lid of each First Aid box
 - 6.1.3.3. Contents are checked and maintained both in the event of an accident where First Aid treatment is given and on a regular basis by the appointed Senior First Aiders
 - 6.1.3.4. Contents must be replenished at the beginning of every year

6.1.4. Room for Medical Treatment:

6.1.4.1. This medical room must be used when deemed appropriate by the Senior First Aiders

6.1.5. Responsibilities of Senior First Aiders:

6.1.5.1. Take charge when someone is ill/injured

6.1.5.2. Maintain and restock the First Aid Store

6.1.5.3. Maintain and replenish First Aid Boxes

6.1.5.4. Ensure ambulance is summoned where appropriate

6.1.5.5. To be aware of the current list of students with medical concerns, and to keep a copy of this list

6.1.5.6. To telephone AND send the standard letter to parents/carers in the event of an accident

6.1.5.7. To be responsible for the First Aid Policy

7. Provision Away From School/Out of School Hours:

7.1. Away from School:

7.1.1. The Travelling First Aid Kit must be taken on all School trips

7.1.2. It is the responsibility of the trip organiser to obtain the kit from the Senior First Aiders

7.1.3. Our best efforts are made to ensure a First Aider is also present on School trips, should a situation arise where they are required

7.1.4. As part of the procedure of arranging a School trip, permission letters are sent home

7.1.5. We will also include a reminder to the parents/carers of children with specific health conditions such as asthma, to ensure that their children have the appropriate medicines with them, as a precautionary measure

7.2. Out of School Hours:

7.2.1. In an event (say for instance a parent/carer evening or extra-curricular activities) that is conducted out of normal School hours, there is always a trained First Aider available in the case of an emergency

7.2.2. Emergency/First Aid protocol is followed as it would be in School hours

8. Students With Specific Health Conditions:

- 8.1. An up-to-date list of students with specific health conditions will always be kept in the School Office and Head Teacher's Office.

9. Staff With Specific Health Conditions:

- 9.1. All staff are required to complete a medical questionnaire upon starting work at the Schools. Completed questionnaires are kept in confidential personnel files with the Head Teacher.
- 9.2. The Head Teacher is responsible for compiling a list of staff with health conditions that may require support from the School (e.g. asthma, diabetes and allergies).
- 9.3. This list is kept with the Head Teacher and the Secretary.

10. Dispensing Medicines:

Under the First Aid Policy there will be no dispensing of any medicines (including paracetamol) at all, within the School.

11. Giving First Aid:

- 11.1. If an accident occurs or in an emergency situation there are 4 first aid priorities:
- 11.1.1. Assess the situation
 - 11.1.2. Make the area safe
 - 11.1.3. Assess all casualties and give emergency first aid
 - 11.1.4. Get help
- 11.2. Check your own safety, NEVER put yourself at risk!
- 11.3. Check the safety of the casualty, seat casualty where appropriate, protect them from further danger.
- 11.4. Keep calm, assess the situation by talking to the casualty (this will reassure them). If more than one casualty, assess to determine treatment priorities (life threatening first).
- 11.5. Get a first-aider (send a student where possible).

12. First Priorities:

- 12.1. Breathing
- 12.1.1. Give mouth to mouth if not breathing
- 12.2. Bleeding
- 12.2.1. If severe apply firm, direct pressure on wound to stop bleeding, then use sterile dressing-maintain until First-Aider becomes available

12.2.2. If limb is bleeding elevate 10-12 degrees to decrease blood flow

12.3. First Aid Shock (Trauma or Fluid Loss)

12.3.1. Keep casualty quiet and reassure

12.3.2. Keep warm with a light covering

12.3.3. NO food/drink (may complicate if treatment required later)

12.4. First Aid Electric Shock

12.4.1. DO NOT touch injured until the electric current is switched off

12.4.2. If you cannot switch the current off stand on a dry/insulated material and use a wooden or plastic implement to free casualty

12.4.3. If stopped breathing start mouth to mouth and continue until breathing and medical help arrives

12.5. Burns and Scalds

12.5.1. Cool by flushing with copious amounts of water for at least 10-15 minutes, (this includes chemical burns)

12.5.2. Cover affected area with dry, sterile dressing or cling film (won't stick, prevents airborne contaminants contacting burn)

12.5.3. NEVER APPLY LOTIONS OR OINTMENTS - COLD WATER ONLY!

12.5.4. DO NOT burst or remove charred material

12.5.5. ALWAYS obtain medical attention

12.6. Eyes

12.6.1. ALL foreign bodies (including chemicals) should be flushed with clean cool water for at LEAST 10-15 minutes

12.6.2. If tap water is not immediately available use sterile eye wash bottles (sealed cap type)

12.6.3. Casualties with eye injuries should ALWAYS be sent to hospital with eye covered by pad

13. All letters sent to parents will include the following headings:

13.1. Date

13.2. Description of accident

13.3. Time and place

13.4. Details of incident

13.5. What remedial actions the First Aiders took

13.6. Suggestions for Parents to consider