

Al-Khair Prep School

First Aid Policy



Approved by:	Qasim Rashid	Date: September 2020
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Last reviewed on:	16 th July 2019	Almas Iqbal
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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aiders within the EYFS and primary site are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on Sims on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports on Sims for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, one of the school admin team will contact parents immediately
- The member of staff or first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

4.3 Head Injuries

in the event of a head injury, the following precautions must be taken:

- **Alert** - Is the person alert? Question him/her: • Can you open your eyes? • Can you explain to me what happened? If there is no response to either question immediately call 999 or 111 for medical assistance.
- **Ask** - If the person is alert, ask him/her: • Do you have a severe headache? • Do you feel like you may vomit? • Do you have difficulty staying awake? If the answer is yes to any of these questions or if the person has any symptoms that concern you, seek medical assistance or call 999 or 111..
- **Aid**- All head injuries should be evaluated by an appropriate healthcare professional. A hit on the head can cause a brain injury. • Brain injuries can range from mild (mild concussion) to severe (coma). • Symptoms may appear hours or days later.

After a brain injury, the person should rest and not engage in any activities requiring a lot of concentration or physical activity until symptom free.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Admin office
- Head teacher office
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form on Sims will be completed by the member of staff dealing with the incident on the same day or as soon as possible after an incident resulting in an injury

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- Records held in Sims will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The school business manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school business manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The admin team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The head teacher will also notify the child protection agencies:

Croydon Council LADO

The Local Authority Designated Officers are:

Steve Hall and Jane Parr 02082552889

LADO@croydon.gov.uk

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders on the SCR, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

All staff working in the EYFS will have paediatric first aid.

8. Monitoring arrangements

This policy will be reviewed by the head teacher every year.

At every review, the policy will be approved by the SLT.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

9. Covid 19

Due to the Covid 19 outbreak in 2020 the school has made precautionary measures to ensure the first aid is up to the highest standard.¹

Prevention

- Minimize contact with individuals who are unwell (have coronavirus symptoms) or someone in the household who does have it does not attend school. The school will liaise with parents via email and telephone. In relation to reducing contact, external visitors will not be visiting the school however other alternatives can be introduced e.g. meet the author via zoom.
- Practice of cleaning hands often will be practiced daily especially before and after meal times.
- Guarantee good respiratory hygiene by promoting the '**catch it, bin it, kill it**' approach given by governmental guidelines.

¹ <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support>

- To enhance cleaning throughout the premises, the school will have cleaners in the day and after school who will ensure the requirement of cleaning is at a high standard. The stock for cleaning products will be updated and checked by administration staff.
- Risk Assessments will be carried out daily to ensure the safety of the school is protected for the staff and pupils.

Infections

- If a student has symptoms of the coronavirus, they are to be isolated in the first aid area in the staff room. If the child is in KS1/Reception they are to be supervised however in KS2 they are to be in a closed room with a window and the door closed preferably. As the student is awaiting collection the staff member(s) supervising the student are to be at least 2 meters away from them (and other people). If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Posters and emails regarding the symptoms and risks in relation to covid 19 will be displayed/emailed to parents/visitors to ensure everyone is aware of risks involved and what to do in such circumstances. It will also be clear of who to contact if symptoms were to occur.

Staff and pupil

- Majority Staff are trained and will be briefed on how to identify symptoms of Covid 19.
- If a staff member has been tested positive or has symptoms, they are not to attend school for at least 7 days.
- Students will be briefed on Covid 19 symptoms, they are to inform staff if they suspect themselves or another student has any symptom.
- If a child has symptoms of coronavirus they are to be sent home immediately to isolate for 14 days, to reduce the risk in schools and further transmission of the Covid 19.
- PPE is to be worn by the staff caring for the child while awaiting collection if the distance of 2 meters can not be maintained.
- PPE should only be used in a small number of cases otherwise staff and students are not to wear the PPE as there is no need.
 - Staff awaiting a child's collection with Covid symptoms are to wear PPE if they can not maintain 2 meters distance.
 - Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
 - First Aid staff are to wear PPE during break, lunch and if a child were to be sent to them for first aid purposes. ²
- External contractors will be asked to sign a declaration of no symptoms prior to entering the premises.

² <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Appendix 1: list of first aiders

Staff member's name	Role	Contact details
Mr Almas Iqbal	Head teacher	Almas.iqbal@alkhairschool.org.uk
Ms Sameera Sacoor	Administrator	Sameera.sacoor@alkhairschool.org.uk
Ms Saher Iqbal	assistant to the head	saher.iqbal@alkhairschool.org.uk
Ms Afshan Siddiqui	Year 3 Teacher	afshan.siddiqui@alkhairschool.org.uk
Mrs Amina Abdi	Year 2 Teacher	amina.abdi@alkhairschool.org.uk
Ms Shabana Iqbal	Year 3 Teacher	shabana.iqbal2@alkhairschool.org.uk
Mr Ibrahim Amjad	Quran Teacher	ibrahim.amjad@alkhairschool.org.uk
Mrs Azuma Haque	Year 1 Teacher	azuma.haque@alkhairschool.org.uk
Mrs Amina Abdi	Year 2 Teacher	amina.abdi@alkhairschool.org.uk
Ms Naveed Ahmed	Year 6 Teacher	naveed.ahmed@alkhairschool.org.uk
Ms Nadia Nazim	Year 6 Teacher	nadia.nazim@alkhairschool.org.uk
Ms Shifani Wafee	Year 2 teacher	shifani.wafee@alkhairschool.org.uk
Mr Zafar Razvi	Year 5 Teacher	zafar.razvi@alkhairschool.org.uk
Ms Seloua Izeboudjene	KS2 Arabic Teacher	seloua.izeboudjene@alkhairschool.org.uk
Ms Shabana Iqbal	EYFS teacher	Shabana.iqbal@alkhairschool.org.uk

Appendix 2: how to deal with head injury

Head Injury Advice Sheet

Advice for parents and carers of children



How is your child?



RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

You need urgent help

Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

You need to contact a doctor or nurse today

Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

Self Care

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 - dial 111

How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

www.what0-18.nhs.uk

This guidance is written by healthcare professionals from across Hampshire, Dorset and the Isle of Wight

Concussion following a head injury

- Symptoms of concussion include mild headache, feeling sick (without vomiting), dizziness, bad temper, problems concentrating, difficulty remembering things, tiredness, lack of appetite or problems sleeping – these can last for a few days, weeks or even months. Some symptoms resolve quickly whilst others may take a little longer.
- Concussion can happen after a mild head injury, even if they haven't been "knocked out".
- 9 out of 10 children with concussion recover fully, but some can experience long term effects, especially if they return to sporting activities too quickly. It is really important that your child has a gradual return to normal activities and that they are assessed by a doctor before beginning activities that may result in them having another head injury.
- If you are very concerned about these symptoms or they last longer than 2 months, you should seek medical advice from your doctor.

Advice about going back to nursery / school

- Don't allow your child to return to school until you feel that they have completely recovered.
- Try not to leave your child alone at home for the first 48 hours after a significant head injury.

Advice about returning to sport

- Repeated head injury during recovery from concussion can cause long term damage to a child's brain.
- Expect to stay off sport until at least 2 weeks after symptoms are fully recovered.
- Always discuss with your child's school and sports club to discuss a gradual return to full activity.

For further information:

Rugby: goo.gl/1fsBXz



Football: goo.gl/zAgbMx

