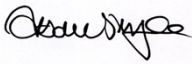
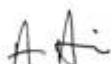


# First Aid Policy



## LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of Governing Body	Signature	Headteacher	Signature	Review
Sep 2017	Abdul Hayee		Askor Ali		Review as necessary

## **1. Introduction**

This policy incorporates the latest DfE<sup>1</sup> guidance and aims to ensure that arrangements are in place to support pupils with medical conditions and ensure that all pupils<sup>2</sup> can access and enjoy the same opportunities as any other pupils regardless of their medical needs.

The schools also aim to work in strong partnership with parents and other relevant professionals to ensure that pupils' needs are being fully met. This policy also aims to ensure adequate arrangements to effectively deal with minor accidents and pupils' medical needs at school.

The schools will ensure that pupils are provided with high quality care, guidance and support so that their medical needs are effectively met and that they are safe from serious injury and accidents. When a pupil is involved in an accident the schools will take all reasonable steps to treat the pupil and inform their parent as detailed in this policy.

## **2. Medical Conditions**

A list of pupils with medical conditions and/or food allergies is kept in the school office. This is updated annually and when advised by parents of changes to their child's condition by the Office Manager.

Parents are responsible for informing the school of their children's medical conditions or any changes. The Office Manager is responsible for contacting and providing details of pupils' medical conditions when they move to a new school which includes transfer to secondary schools.

## **3. Individual Healthcare Plans**

The schools work in partnership with other health professionals to draw up individual health plans where needed.

## **4. Medicine**

First Aid does not include the administration of medicine. For the administering of medicine parents are requested to provide written instructions to the Office Manager, who will ensure that the medication is administered by staff who are listed on Appendix C.

Medicine brought into school must be in a container, clearly labeled and will only be accepted if prescribed by GP. It will be kept in the school office and not in the classroom. The pupil or the parents are responsible for collecting the medicine at the end of the school day from the school office.

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<sup>1</sup> DfE, Supporting pupils at school with medical conditions, April 2014

<sup>2</sup> The word Pupil is used to refer to pupils and students at Al Mizan and London East Academy (LEA)

Medicines are clearly marked with the pupil's name and kept in the admin office for LEA students and staffroom for Al Mizan students. Pupils must not carry any medicine in school. Those who are able to administer their own medication are encouraged to do so under the supervision of an adult. Parents must ensure that all medications are in date and are collected at the end of each academic year.

If a problem arises, the school will contact the parent/guardian for advice.

#### **5. Record Keeping**

Written records are kept of all medicines administered to pupils in the log books that are kept securely in the admin office.

#### **6. Arrangements for First Aid**

The school has fully trained first-aiders. A list of the qualified First Aid providers is displayed in the medical room, school office and staff-room.

Portable First Aid boxes are available at playtime; lunchtime; visits and sports outside the school building or off-site activities. A basic First Aid Kit should contain the required contents in accordance with the British Standard *BS 8599*.

#### **7. Responsibilities of the First Aider**

The responsibilities of the appointed First Aider/s are:

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed;
- In cases of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/carer.
- No attempt to move an injured pupil will be made until appropriate examination and an assessment has been completed. Minor injuries may be treated on a self-help basis or by any members of staff in loco-parentis.

#### **8. Procedure for Dealing With and Recording Accidents, Injuries and Emergencies**

- First aid assessment is carried out in the medical room and appropriate first aid is administered.
- After assessment, if the person remains in the medical room then admin staff notified.

- Major/Minor incident log book are kept in the medical room and must be completed. The log book can be completed by any staff while the assessment is taking place by first aider.
- Any incident considered being major, parents are immediately informed by admin staff; emergency services are contacted immediately, if required.
- If the major incident log book is completed then, 'Incident information for parents' needs to be completed (See appendix A). A copy of this is placed in the student's file, whilst the other is given to parents.
- All serious injury or major accident/incident must be reported immediately to the headteacher or a senior leader.
- If parents /carers are delayed then a staff member will accompany the injured person to the hospital and wait with the person until parents / carers have arrived. The member of staff will keep the headteacher informed of any development.

**Major accidents/incidents include:**

- Badly bumped heads, e.g. heavy bruising, severe headache, distorted sight
- Possible fractured/broken bones
- Severe cuts or external bleeding
- Asthma attacks (not normal)
- Seizure or allergic reaction
- Breathing difficulty
- Other injuries considered by first aider to be serious

**Minor accidents may include:**

- Grazed knees, elbows, etc
- Complaints of minor stomach-ache or headache
- Minor injuries to limbs
- Twisted ankles
- Normal nosebleeds
- Other injury assessed to have no major impact on pupils' well-being

If serious accident occurs an investigation into the accident should be undertaken immediately or at least on the same day. Judgments should be made as to what can be done to reduce the risk of similar accidents occurring again. All accidents / near misses will be reported in accordance with the School's Health and Safety Policy and will be reviewed by the Governing Body.

**Reporting procedure for Accidents/injury to staff or visitors**

Any accidents involving staff, visitors or parents must be reported to the school office immediately. The school office must report this to the Health & Safety officer at the London Muslim Centre (LMC).

## 9. **School Trips & Visits**

School visits and trips are of great education and social value for all pupils.

At Al-Mizan and London East Academy, teachers ensure that the highest standards of health and safety are applied at all stages of any trips or visits. Teachers carry out a risk assessment as part of planning a school visit or trip regardless of the distance or number of pupils involved.

The risk assessment ensures that all reasonable steps are taken to avoid exposing pupils to dangers which are foreseeable and beyond what certain pupils can be expected to cope with.

## 10. **Training for Staff**

The headteacher will ensure that this policy is implemented effectively and is made available to all stakeholders. The headteacher will also ensure that there are sufficient trained staff members to implement the policy effectively. A training need will be carried out at the end of each academic year and subsequent accredited training will be made available to relevant staff. The school will have at least six fully trained First Aid providers.

## 11. **First Aid at the schools**

The school aims to ensure that it provides a safe and secure environment which is conducive to learning. To assist that process the school ensures that there are adequate numbers of trained staff to prevent accidents and administer first aid when required. In particular:

- First Aid provision is available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.
- First Aiders must have attended a recognised **First Aid Course** approved and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.
- All staff, and those parents with responsibility for children in school, are made aware of First Aid personnel, facilities, and the location of First Aid boxes and information. Lists of staff [*Appendix C*] with First Aid responsibilities and/or appropriate training are displayed in the Medical room and appropriate offices. There are portable First Aid Kits which staff take on school trips.
- It is the responsibility of the Headteacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

- The contents of the First Aid Cabinets/Kits are checked every week and maintained and replenished by admin and support staff.

## **12. Procedures for Administering Medicines**

At Al Mizan and London East Academy, we have adopted the guidelines issued by the relevant authorities <sup>3</sup> and guidance available on good practice from the local authority.

Parents must fill in the Medical Consent Form (appendix B) for any medicines to be stored and if required, administered in school.

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<sup>3</sup> DfEE, Guidance on First Aid for schools, 2000  
DfE, Supporting pupils at school with medical conditions, April 2014

## LIST OF APPENDICES

Appendix A - Incident information for parents

Appendix B – Medical Consent Form

Appendix C – First Aiders in School

# Appendix A - Incident information for parents



## Incident information for parents



This incident information form should be filled in by a staff that has either witnessed the incident or treated the student who had an injury. The form should then be given to the parents and a copy kept in the student's file.

Name of child: \_\_\_\_\_ year: \_\_\_\_\_

Teacher involved: \_\_\_\_\_

Time of incident: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Location in as much detail as possible: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detail of incident and action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advice to the parent/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you require further details, please contact the tutor through the normal channel of communication.

Signed by teacher involved: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_

Please put a copy onto the student's file



# Appendix B - MEDICAL CONSENT FORM



## MEDICAL CONSENT FORM



Please complete this form and return to the school if your child needs medication during school hours

### CONSENT

I would like my child .....of year ..... with the following medicines:

- 1.....
- 2.....
- 3.....
- 4.....

to be  administered by a member of staff /  stored in the school (please tick where appropriate).

I have attached the details of the dose to be given accompanied by a letter from the GP.

Name of parent/guardian: ..... Relation:.....

Signature: ..... Date: ..../..../..

Note: medication will only be accepted if is accompanied by Doctors note and medicine should be labelled.

### STUDENT DETAILS

Student Name: .....

Date of Birth: \_\_\_/\_\_\_/\_\_\_

### MEDICAL/HEALTH ISSUES

Please state below all necessary medical information such as allergies, illnesses and other conditions that the Academy should be aware of:

- |         |                 |
|---------|-----------------|
| 1. .... | Doctor: .....   |
| 2. .... | Surgery: .....  |
| 3. .... | Address: .....  |
| 4. .... | Postcode: ..... |

NHS number: ..... Tel (Work): .....

Can be obtained from your GP

### DETAILS OF MEDICATION

Date	Medicine	Amount given	Time given	Staff administering medicine	comments

## Appendix C – First Aiders in School



### Emergency First Aiders in School – Level 3

<b>Name:</b>	<b>Location</b>
Syed Abul Ahsan	Schools' Office
Atiq Khan	Events Office
Sufia Alam	Women's Office, Maryam Centre
Azizur Rahman	LMC Administration Office

### Emergency First Aiders in School – Level 3

#### **Additional Defibrillator Training**

<b>Name:</b>	<b>Location</b>
Fokrul Amin Noor	LMC Administration Office

### Emergency First Aiders in School – Level 2

<b>Name:</b>	<b>Location</b>
Ashraf Ali	Floating between 2 schools
Aminul Haque	Floating between 2 schools
Boshira Khanom	Al Mizan, 4 <sup>th</sup> Floor Maryam Centre
Jamal Islam	Al Mizan, 4 <sup>th</sup> Floor Maryam Centre
Rahima Begum	LEA, 2 <sup>nd</sup> floor LMC

### Emergency paediatric First Aid – Level 3

<b>Name:</b>	<b>Location</b>
Muhidul Zaman	Al Mizan, 4 <sup>th</sup> Floor Maryam Centre
Muhammad Kamrul Hussain	Al Mizan, 4 <sup>th</sup> Floor Maryam Centre
Koyes Miah	Al Mizan, 4 <sup>th</sup> Floor Maryam Centre
Manajir Russel Chowdhury	Al Mizan, 4 <sup>th</sup> Floor Maryam Centre
Micheal Lavane	Al Mizan, 4 <sup>th</sup> Floor Maryam Centre