



**Ghausia Girls High School**

**FIRST AID Policy**

<b>Academic Year</b>	<b>Approved by Head teachers</b>	<b>Approved by Governors</b>
2016-2017	Mrs Aneela Masood	M Yaqub – January 2017

**Review dates for this policy**

<b>Review Dates</b>	<b>By Whom</b>
January 2018	Mrs Aneela Masood

## **Introduction**

This policy outlines the school's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet the responsibility. This policy is reviewed annually.

## **Aims**

Ghausia Girls High School ensures that First Aid provision is available at all time whilst student/ staff are on school premises, and also off the premises whilst on schools visits. To identify the First Aid need of the school in line with the management of health and safety at work regulation 1992 and 1999. A copy of the health and safety policy can be found in the policy folder.

## **Objective**

**At Ghausia Girls High School Rafida Khaliq & Ikrah Shahid are the appointed person who has received appropriate First Aid training.**

- There is a First Aid room in the school on the first floor where student/ staff can go if an incident has occurred, there are also First Aid boxes located around the school in case of emergency ( main office and First Aid room)
- All staff are informed as to where the school's First Aid arrangements are.
- An accident records book is kept in the office and all incidents are reported as required under the reporting of injuries, disease and dangerous occurrences regulations 1995

## **Personnel**

Rafida Khaliq is responsible for the health and safety of the employees and anyone else on the premises. This includes teachers, non teaching staff, pupils and visitors.

The appointed first aider is responsible for putting this policy into practice and for developing detailed procedures. She also ensures that the policy and information on the school's arrangement for First Aid are made available to all staff. Teachers and other staff are expected to do all they can to secure the welfare of the pupils at Ghausia Girls High School.

The appointed First Aider has undertaken emergency First Aid training. She will

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restoring the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting the First Aiders, the school has considered

- Reliability and communication skills

- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- The first aiders are available to leave immediately to assist in an emergency

## **Procedures**

### **Risk assessment**

Reviews are required to be carried out at least annually

### **Re- assessment of First – Aid provision**

As part of the schools annual monitoring and evaluating cycle

- First Aiders review the school's first aid needs following any changes to staff, building/ site, activities, off-site facilities etc.
- First Aiders monitors the number of trained First Aiders, alert them to the need for refresher courses and organises their training sessions.
- First Aiders checks the contents of the First- Aid boxes termly providing information to the Head teacher who will ensure that staff are informed about the school's First Aid arrangement.
- First Aiders gives all staff information on the location of equipment, facilities and First Aid personnel.

### **Provision**

There are 2 First Aid personnel at Ghausia Girls High School, the school is a low risk environment but the appointed first aider has considered the need of specific times, places and activities in dealing on their provision First Aiders will consider off site activities e.g. P.E, school trips, science labs and art rooms. Adequately equipped First aider will be present. Procedures of fire safety are in place within school.

- Provision in case of absences including trips
- Out of hours provision e.g. clubs, events arrangement, the school ensures that the required level of cover of the First Aiders are available at all times when people are on school premises

### **First Aiders**

The recommended number of certified First Aider is one per 100 pupils. At Ghausia Girls High School there are 31 students and the school has 2 appointed First Aiders.

First Aid material, equipment and facilities

The First Aiders ensures that the

- All first aid containers are marked with a white cross on a green background, there is a First Aid box in the office and in the First Aid room

- First aid containers accompany staff whilst girls are doing P.E

### **Accommodation**

During school hours in case of medical treatment and care of students, student will be taken to the First Aid room. In the First Aid room there is a lavatory and a wash basin. All staff at Ghausia Girls High School follows basic hygiene procedure. Whenever dealing with blood or other body fluids, staff/ first aiders make sure that single use disposable gloves are worn; care is always taken when disposing of dressing or equipment. An accidents book is kept in the office where all incidents are reported this also includes the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

If any of the following accidents occur the school reports it to the HSE involving employees or self employed people working on the premises

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

### **Involving pupils and visitors**

- Accidents resulting in the person being killed or being taken from site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to
- Any school activity, both on or off the premises
- The way the school activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises HSE must be notified of fatal and major injuries and dangerous occurrences without delay. Sofia is responsible for ensuring this happens

### **Record Keeping**

Statutory accidents records: The head teacher ensures that readily accessible accidents records, written or electronic are kept for a minimum of seven years. The head of First Aiders ensures that a record is kept of any First Aid treatment given. This should include

- The date, time and place of incident
- The name of the injured or ill person
- Details of their injury/ illness and what First Aid was given
- What happened to the person immediately afterward
- Name and signature of the First Aider or person dealing with the incident

There is a placed procedure for ensuring that parents are informed of significant incidents.

## **Monitoring**

Accidents records can be used to help the first aiders to identify trends and areas for improvement. This also could help to identify training or other needs and may be useful for insurance or investigative purposes.

## **Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to pupils.

These requests fall into two categories:

- Pupils who requires emergency medication on a long term basis because of the chronic nature of their illness ( for example, asthma)
- For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.
- If it is unavoidable that a child has to take medicine in school, written approval and instructions are to be given by the parent:

The medicines must be brought into school in a properly labeled container which states:

- (a) The name of the child (b) The name of the medicine, (c) The dosage, (d) The time of administration
- Medicines will be kept in a secure place by staff in accordance with safety requirements

## **Asthma Policy**

The school recognizes that asthma is a widespread, serious but controllable condition affecting many pupils at school. The school positively welcomes all pupils with asthma to achieve their potential in all aspects of school life by having a clear asthma policy that is understood by school staff and pupils.

### **Asthma Medicines:**

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler
- Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. These should be labeled with the child's name and kept in school office.
- Office staff should check the expiry date of inhaler and inform the parent.

- School staff are not required to administer asthma medication to pupils. All school staff will let pupils take their own medicines when they need to.

### **Record keeping;**

At the beginning of each school year or when a pupil joins the school, parents are asked to indicate any medical conditions their child might have included asthma on an enrolment form.

Staff will be given a list of known medical conditions at the beginning of the year and are expected to follow the procedure of indicating medical conditions in their mark books/planner.

### **PE, games and activities**

- Taking part in school, games and activities is an essential part of school life for all pupils. All teachers are made aware which pupils have asthma.
- Pupils with Asthma

**Asthma sufferers** who require inhalers are required to keep them on their persons at all times. Staff will allow them to self – administer when required.

Letters will be sent to parents at the beginning to the school year reminding them to send a labeled inhaler to the office available should the pupil forget to bring their inhaler.

Where long term needs for emergency medical attention exist, such as epilepsy, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/ guidance should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adults is available at all times.

### **Diabetics**

After consultation with parents the school requires the following actions to be taken;

- All members of staff should be aware of a pupil's condition and relevant symptoms. Should a diabetic pupil be taken off the School premises, for any length of the time, the staff member in charge is responsible for ensuring the required medicines are taken. **NO RISKS SHOULD BE TAKEN.**
- Pupil should always have a supply of dextrose tablets or equivalent on her person
- A further store of these items should be made available in a named secure plastic container
- A supply of Hypostop which is within its 'Use – By Date' should be in the office fridge.
- If applicable a supply of emergency insulin should be in the office fridge
- All relevant items should be taken on Educational Visits