

# FIRST AID POLICY

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## **FIRST AID POLICY**

### **General Statement**

Iqra Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the Academy in regard to all staff, pupils and visitors.

The Principal has overall responsibility for ensuring that the Academy has adequate and appropriate first aid equipment, facilities and first aiders to ensure correct procedures are followed. All staff will use their best endeavours, at all times, to secure the welfare of the pupils. Anyone on the Academy premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of academy policies aiming at safeguarding pupils in all circumstances.

### **Aims of this Policy**

- To ensure that the Academy has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the Academy when permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the Academy site.

### **To achieve the Policy Aims, the Academy will:**

- Have suitably stocked first aid boxes;
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health;
- Appoint sufficient First Aiders to take charge of first aid.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services and parents.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).
- The appropriate number of suitably trained people are appointed as First Aid persons to meet the needs of the Academy;
- Adequate training and guidance is available for first aiders; a record of such training is maintained and monitored.
- A written record is kept of all significant accidents both on and off the premises;

- A record is kept of any first aid treatment administered;
- Learning from accidents and treatment is shared among first aiders;
- Medical forms are completed for each pupil describing any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions that the academy should be aware of.

### **First Aid Room**

The Academy has a designated First Aid Room which is located in between room 1 and room 2 on the ground floor and clearly marked by a sign on the door.

### **First Aid Boxes and First Aid Travel Bags**

The first aid boxes are located in the following locations:

- The First Aid room.
- The Academy office.
- The Science lab.
- Outside room 2 and ICT Suite
- Outside the main hall.

First aid travel bags for off site visits are also located in the Academy Office.

It is the responsibility of the Lubna Akhtar to check the content of the first aid kits regularly and restock if necessary.

### **First Aiders**

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Principal.

The following staffs have completed an approved first aid course and hold a valid certificate of competence in First Aid.

### **First Aiders on Duty**

#### **First Aid Training**

The principal will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals. The Academy will maintain a record of employees who have undergone first aid training, which can be requested from the Academy office.

#### **First Aid Information**

Notices are located throughout the Academy indicating the location of the first aid boxes and the names of the Academy's First Aiders on duty are displayed in each room.

#### **Emergency Procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

#### **Ambulances**

The first aider/appointed person are to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupils is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present. A member of staff will remain with the pupils until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

#### **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;

- Wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- Take medical advice (if appropriate).

### **Accident Reporting**

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book which is located in the Academy Office.

The Record shall include:

- Date, time and place of accident.
- Name and form of the person involved (if a pupils)
- Details of injury and treatment and any medication given.
- Outcome of accident
- Name and signature of the person or first aider dealing with incident.

### **Reporting to Parents**

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment the pupil's form teacher, in consultation with the Principal, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the Academy Office.

In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone at the end of the Academy day.

A copy of the Academy's accident book is available for inspection by parents.

### **Reporting to HSE**

The Academy is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving pupils or visitors:

- Accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
- Any Academy activity (on or off the premises);
- The way a Academy activity has been organised or managed (e.g. the supervision of a field trip);

- Equipment, machinery or substances;
- The design or condition of the premises.

### **Accidents involving Staff**

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- Work related accidents which prevent the injured person from continuing with her normal work for more than three days must be reported within 10 days;
- Cases of work-related disease that a doctor notifies the Academy of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

### **Visits and Events off Site**

Before any off-site events take place the Principal or designated person of Iqra Academy will assess the level of first aid provision required, by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate a portable first aid kit will be carried.

Please see separate Educational Visits Policy for more information about the Academy's educational visit requirements.

### **Administration of medicine (and procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc)**

Although it is usual for a girl who is unwell not to attend academy, it is possible at times, a girl may be well enough to attend academy but may be taking medication. This may be prescribed by the doctor e.g. Antibiotics, inhalers for asthma or insulin for diabetes.

A central list of all pupils' medical conditions and any particular requirements are kept at the Academy Office. (Listed on application form)

If a girl is prescribed medication that must be administered during academy hours then the girl's parents should fill in a 'medicine administration form' (Appendix A). If a pupil arrives to academy with medication but no form has been completed it must clearly be understood that no medication will be administered.

The medication must be clearly labelled with the name and dose of the drug and the girl's name. This should be handed to the main office (Lubna Akhtar). The parent and the member of staff must both sign the medicine in and out at the end of the day on a regular basis (Appendix B). This procedure must be completed daily until

the course of the medication has been completed. In cases of long term medication this can be done on a weekly basis. (Appendix C)

Parents of pupils who are carrying or using an inhaler or Epipen are required to notify the Academy of this. The information held by the Academy will include a record of pupils who need to have access to asthma inhalers, Epipens, injections, information regarding relevant parental consent, and a record of dispensation of medication (name of pupils, name of medicine, date, time, dosage, and signature of person who supervised).

The request form will be placed in the administration of medicines folder. Antibiotics in need of refrigeration should be placed in the staff room refrigerator. In other cases, such equipment and medicines will be kept, suitably labelled, in a locked cabinet by a First Aider in the Academy Office.

The First Aiders will retain and administer an inhaler or Epipen for each pupil who is deemed not to be sufficiently competent to carry these themselves.

As a general rule, First Aiders shall not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.  
No pupils shall be given medicine containing aspirin or paracetamol unless prescribed for those particular pupils by a doctor.

When the medication is administrated the member of staff should:

- Check the medication against the parents request form and the medicine container.
- Check the dose of medicine against the administration form and remove the appropriate amount from the container.
- Ensure that the witness has observed and agreed the dosage before administering the medication.
- Record the name of the girl, her date of birth, the date and time of administration, the name of drug and the amount given.
- The record needs to be signed by the staff member.

### **Storage of Medication**

Medicines are always securely stored in accordance with individual product instructions except where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent when no longer required to arrange for safe disposal.

**(Policy updated in May 2019. To be reviewed and updated in May 2020.)**



## MEDICINE ADMINISTRATION FORM

*Request for school to Administer Medication*

Iqra Academy will not give your child medicine unless you complete and sign this form.

<b>Name Of Pupil:</b>		<b>Form:</b>	
<b>Date of Birth:</b>			
<b>Condition or illness:</b>			
<b>MEDICATION</b>			
Name / Type of medication:  <i>(as described on the container)</i>			
How long will you daughter take this medication:			
Date dispensed:			
<b>FULL DIRECTIONS FOR USE OF MEDICATION</b>			
Dosage and method:			
Timing:			
Special Precautions:			
Side effects:			
Self Administration:			
Procedures to take in an emergency:			
<b>CONTACT DETAILS</b>			
Name:			
Contact Telephone number:			
Relationship to pupil:			
Address:			

***I understand that I must deliver the medicine personally to my daughter's school with this form.***

<b>Signature(s):</b>	
<b>Date:</b>	

**APPENDIX A**
**MEDICATION SIGN IN/OUT FORM**
**(Short Term)**

Date	Admin/Form Teacher (Signing in Medication)	Parent (Signing out medication)
	I have received the medicine from:  Parent's name:  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)

**LONG TERM ADMINISTRATION OF MEDICATION SIGN IN/OUT FORM**

Date	Admin/Form Teacher (Signing in Medication)	Parent (Signing out medication)
	I have received the medicine from:  Parent's name:  <b>This will be kept in school over Iqra Academy week</b>  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  <b>This will be kept in school over Iqra Academy week</b>  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  <b>This will be kept in school over Iqra Academy week</b>  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  <b>This will be kept in school over Iqra Academy week</b>  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)
	I have received the medicine from:  Parent's name:  <b>This will be kept in school over Iqra Academy week</b>  Signed:.....(Teacher)	I have received the medicine from:  Teacher's name:  Signed:.....(Parent)

## **APPENDIX B**

### **First Aid Boxes**

The first aid boxes will be located and re-supplied regularly by the Office Manager.

All staff should know where the first aid boxes are kept.

The boxes must contain a 'sufficient quantity' of first aid material and nothing else.

The school requires the following items to be in the box as a minimum.

Guidance card	1
Individually wrapped sterile adhesive dressings	20
Sterile eye pads, with attachment	2
Triangular bandages	4
Sterile coverings for serious wounds (where applicable)	6
Safety pins	6
Medium size, sterile unmedicated dressings	6 12 x 12
Large, sterile unmedicated dressings	0
Extra large, sterile unmedicated dressings.	2 18 x 18
Gloves	

### **LOCATION OF FIRST AID BOXES:**

Outside Kitchen  
 Outside ICT Room  
 Outside Science Laboratory  
 Staff room  
 School Office X2

## APPENDIX C

### PERMISSION FORM FOR THE ADMINISTERING OF

#### **NON-PRESCRIPTION MEDICINES**

NAME OF STUDENT.....

I do/do not give permission for the School Nurse or First Aid trained member of staff to administer first aid as necessary to the above student.

Signed:..... Date:.....  
Parent/Guardian

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If required, I do/do not give permission for **Paracetamol** to be administered to the above student.

Signed:..... Date:.....  
Parent/Guardian

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I do/do not give permission for the School Nurse or First Aid trained member of staff to administer other non-prescription medication (example: cough mixture, throat lozenges, alternative pain relief medication and the like) to the above student.

Signed:..... Date:.....  
Parent/Guardian