



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

First Aid Policy

Document Control

This policy has been approved for operation within:	Manchester Muslim Preparatory School
Date of last review	July 2020
Date of next review	July 2021
Review period	1 Year
Policy status	Statutory
Owner	MMPS

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

Size of school

Type of school

Building layout

Past history of accident

3.Sick Pupils

If a teacher feels that a pupil is not well enough to remain in school the office staff must be informed. The pupil should be sent to the office. Parents will be contacted asked to take the pupil home. The responsibility for deciding whether the pupil should go home or not resides with the class teacher.

If pupils become ill at break or **lunch times** they should report to the staff on duty, the class teacher should also be informed. Pupils should be sent to the office until parents arrive. They will be monitored regularly by a member of the office staff.

4. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

. Responding promptly to all requests for assistance

- . Summoning further help if necessary and Look after the casualty until recovery has taken place or further medical assistance has arrived
- . Reporting details of any treatment provided
- . Calling an ambulance where necessary

5. Procedures

The following are general first-aid related procedures to be followed by all staff:

If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.

Assess the patient's condition and then **call 999 or 112** for advice.

If you need to access a first aid kit for personal use, do not remove it from its designated place.

The accident must be recorded in the accident book by the member of staff on duty and appropriate First Aid will be administered. In the case of a head injury a 'bumped head' form must be completed and given to the pupil to take home.

Should the pupil still feel unwell after the administration of First Aid, the class teacher must be informed and the pupil's parents will be contacted to

collect pupil from school. An exit slip should be completed by the office staff.

In situations where the parents cannot be contacted the pupil will be taken to hospital by two members of staff who will remain with the pupil until the parent(s) arrive. **The staff should take with them the pupils 'medical details' and 'healthcare plan' if one is in place.** In the meantime the school will continue to try and contact the parents or the 'emergency contact' given on the medical form. When speaking with parents the following information must be given:

1. Name of the Hospital to which their child has been taken
2. Asked to attend the hospital as a matter of urgency
3. Re-assured to prevent distress and a possible accident as they travel to the hospital.

Medical advice and common sense state that it is better for the patient to be waiting at a hospital, rather than at school, especially if complications develop, e.g. concussion.

If no member of staff is available to take the pupil to hospital or in the case of more serious accidents an Ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names, telephone numbers, medical details and health care plan' if one is in place, and this should be given to the ambulance crew on their arrival at the school. The school should contact the parents to inform them of the

decision to send the child to hospital and should be advised as to which hospital their child will be taken to. The hospital may also contact parents and may contact the police if deemed necessary.

Pupils must be sent to hospital **immediately** by ambulance in these cases

1. Any head injuries and wounds needing stitches
2. All suspected fractures
3. Any loss of consciousness even for a few seconds

N.B. Legally pupils must be sixteen years old to be given medical treatment without parental consent, however in 'life or death' situations treatment is offered immediately.

In case of spillage of blood or body fluid, the following must be adhered to:-

1. Gloves must be worn at all times
2. Area must be cleaned immediately
3. To use sanitizer to cover the area to avoid infection
4. Area to be cleaned/disinfected using disposable material
5. All materials to be put in separate plastic bags before putting in normal bin bags.

Follow up:

Any situations where a pupil is taken to hospital must be recorded in the accident book and the 'taken to hospital form' should be completed and placed in the pupils file. The school should make a 'follow up' phone call to the parents to ask how the pupil is feeling.

In the case of more serious accidents (other than minor cuts and abrasions) the pupil's parents will be contacted and they will be asked to collect their child and take him/her to hospital for further treatment.

Employee Accidents

(This applies to all School employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Any loss or damage to first aid equipment must be reported to

Saima Chaudhri and Khadiza Jahan

If a first aid kit is poorly stocked, this should be reported to

Saima Chaudhri

All staff on visits out of school are expected to carry a first aid kit with them at all times.

6. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

7. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course.

8. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff by the Health & Safety

Co-ordinators Saima Chaudhri and Khadiza Jahan

First Aid boxes can be found in the following areas:

All classrooms, dining room, hall, reception office, sick bay and the art room.

OUR FIRST AIDERS

Saima Chaudhri – H&S CO

Khadiza Jahan – H&S CO

Rafifah Osman – NUR

Ruksana Ismail – YR 2

Mariam Bham - SENCO

Mariam Khawaja YR 4

Nouria Taash – YR 1

Guncha Khan – Lunchtime supervisor

Sharmin Chowdhry – Lunchtime supervisor