



Green Oak

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First Aid Policy

Updated: December 2018

Next review: September 2020

Ratified by the Chair of Governors

Name: Mawlana Maseehullah Patel

Signature:

Green Oak Academy Birmingham

First Aid Policy FIRST AID, ACCIDENTS AND INCIDENTS

Mission Statement:

Green Oak Academy nurtures the very best in each individual, providing a high standard of learning. Our Muslim values encourage care for all, mutual respect, responsibility and strong partnerships between home and the school.

Introduction

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all students are given the same care, and understanding, in our school.

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

First Aid Training

Two permanent staff are given full training in accordance with current legal requirements (i.e. staff attend emergency first aid at work training). The school maintains an up-to-date list of those employees who have undergone emergency first aid training. This training is valid for 3 years.

All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

First Aid Equipment

A first aid room with a first aid kit, a bin for waste materials and a wash basin (nearby) is available for incidents occurring on the school site. This room is located near to toilet facilities in case of unexpected emergencies.

In addition to this, portable first aid kits are provided for out of school visits.

The checking and ordering of stock is carried out by the admin staff, who fill the boxes around school, dispose of any out of date items and ensure that enough stock is maintained to supply the school. There is no first-aid budget; stock is purchased on a need basis.

Accident Procedures

The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff). No member of staff or parent helper should administer first aid unless he or she has received proper training.

During break times and lunchtimes injuries that require first aid treatment should be dealt with, in the first instance, by the staff on duty. For injuries that require closer attention students should be sent to the medical room where the admin staff are based.

Minor incidents and accidents should be dealt with, wounds cleaned etc and the student returned to the playground when possible and practical. Persons administering first aid should wear disposable

gloves where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body.

During lesson times if no trained member of staff is present, and the injury cannot be dealt with, the child should be sent to the office, accompanied by another child or adult.

All head bumps/injuries must be recorded in the incident forms (including a brief description of the incident) and parents will be notified.

If a child has an accident, which requires urgent hospital treatment, the appointed first aid officer or the admin staff will be responsible for calling an ambulance in order for the pupil to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted a member of staff will accompany the child and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

Certain types of accident must also be reported to the Health and Safety Executive, details being as follows:-

Form F2508

Fatal accidents and those which cause major injury must be reported to the Health and Safety Executive immediately, usually by telephone. Form F2508 should also be completed and sent to the Health and Safety Executive or the local authority (as appropriate) within seven days of the accident occurring. Conditions which require medical treatment, or which cause incapacity for work for more than 3 days, must also be notified on Form F2508 within 10 days of the accident or incident. The term "incapacity for work" includes people at work but unable to carry out their normal duties as well as those who are off sick. If an employee dies within one year of a reportable accident or incident then the employer must notify the Health and Safety Executive. Copies of Form F2508 can be obtained from HMSO. A record of every reportable accident must be kept for at least 3 years. The simplest way of doing this is to hold a photocopy of each completed Form F2508 on file.

Illness

Children who feel unwell should be sent to the school office (they should be sent with an accompanying note from the teacher explaining the nature of the student's illness).

The decision to send an unwell child home will be made by the Head teacher or Deputy Head teacher. If neither are available the office staff will make an informed decision.

Vomiting and diarrhoea

There are buckets in the First Aid room for pupils who feel sick. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a student vomits or has diarrhoea in school, they will be sent home immediately. Students with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

Rashes and other skin related ailments

If a child is suspected of having a skin related ailment, a member of staff will look at their arms or legs.

If a child has any of these infections, they will need to stay off school for a prescribed period of time. The Head teacher or school office will advise timescales.

Pastoral care:

There may be occasions that students state that they are unwell or require First Aid but actually require 'pastoral care'. Incidents requiring 'Pastoral Care' should be treated as follows:

- If an incident occurs during a teaching session, a member of staff supporting the class / year group should take 'Pastoral' care of the child ensuring his well-being.
- If an incident occurs at break time the teacher on duty should take 'Pastoral' care of the child ensuring his well-being. It is the teacher's responsibility to inform the child's class teacher and the admin staff.
- If an incident occurs at lunchtime a lunchtime supervisor should take 'Pastoral' care of the child ensuring his well-being. If they require additional support they will seek the support of the head teacher, deputy head teacher or a member of the senior leadership team. It is the lunchtime supervisor's responsibility to inform the child's class teacher.
- If any member of staff is unsure whether a child is unwell, requires First Aid or requires pastoral care then they are encouraged to send them to a trained First Aider.

It is the class teacher's responsibility to inform parents of significant pastoral care needs.

Current staff responsibilities:

First Aid Officers: Ms Amina Walele / Ms Lea Kunzli / Mrs Amenah Dabhelia / Mrs Nazma Lakdawala / Dr Razia Ghani.

Last updated: Dec 2018

Name	Date	Qualification	Renewable By
Ms Amina Walele Dr Razia Ghani Mrs Tasnim Mohammed Ms Maryam Nawaz Mrs Ayesha Chaudhry Mrs Khatija Memi Mrs Anisa Makda Ms Maimoonah Dabhelia	11/12/2018	Emergency First Aid At Work	10/12/2021
Ms Lea Kunzli Mrs Amenah Dabhelia Mrs Nazma Lakdawala	September 2017	First Aid at Work	Sept 2020

LOCATION OF FIRST AID KITS

1. SCHOOL OFFICE/RECEPTION
2. MEDICAL ROOM
3. SCIENCE LABORATORY
4. (STAFF ROOM)
5. (CAREER ROOM)
6. DINING HALL