

DAWAT E ISLAMI UK



FIRST AID POLICY

Prepared by: Dr Zeerak Nasim, Health & safety Lead

Status of Policy: Final

Ratified by: Trustees

Implementation Date: Jul 2019

Review Date: Jul 2020

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from interested parties, or significant changes to the premises/activities.

First Aiders

Adequate number of relevant staff should complete Emergency First Aid for Schools course in each building. These trained staff members shall be responsible for administering first aid to employees, pupils and anyone else who visits our premises. They must hold a current three year first aid training certificate and have completed an administration of medicines e-learning course. They shall keep their certification up-to-date through regular refresher training.

First Aid Kits

First aid kits should be located in appropriate areas of the building and their location should be known to everyone.

All first aid kits are clearly identifiable with a first aid sign and available to all staff.

First aid kits are replenished regularly. Supplies are kept in each building and further orders placed by the appointed First Aider as per need. Trained First Aiders are responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered. First aid kits contain equipment relevant to their location, e.g. Burns kit in the kitchen.

In addition, each building should have available emergency" Ventolin and salbutamol inhalers to be used in the event of a pupil or adult requiring aid in the absence of their personal inhaler. A list is also available informing the member of staff in charge as to which "prescription" inhaler the individual has been prescribed.

Each full first aid kit contains the following in sealed packages:

- Waterproof plasters.
- Blue plasters (for kitchen staff).
- Eye pad with bandage.
- Triangular bandages.
- Safety pins.
- Sterile dressings (assorted sizes).
- Moist wipes. (medicated, alcohol free)
- Disposable gloves.

Medical Attention Procedure

Should a pupil/staff suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the casualty.
- Assess the casualty's condition.
- If you are not a trained first aider, request help from the nearest trained staff member.
- If necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the casualty's parents/carers/NOK and make them aware of the situation.
 - If parents/carers/NOK cannot be contacted, leave a message asking them to contact you urgently. In case of casualty being a child, the child's emergency contact person may have to be informed in the case of parents being unavailable.
 - A member of staff must accompany the pupil to hospital and stay with them until their parent/carer arrives. The pupil's admission form and/or Individual Healthcare Plan must be taken with them to provide details of their emergency contact numbers, medical conditions, allergies and family doctor.
- Complete an Incident Form and hand to the building zimmadaar for further actions.

Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- Health & Safety Lead is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- If a member of staff/pupil feels unwell, is sick, has diarrhoea, has an accident and/or teachers feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated appropriately and arrangements made for collection by their parent/carer.
 - Emergency contact numbers will be used if the parent/carer cannot be contacted.

- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email us prior to opening of the Madrassah if their child is unwell and will not be attending.
- We expect, and inform, parents/carers to state the reasons for absence.

Individual Health Care Plans

Dawat e Islami UK recognises that some staff/pupils may have medical conditions that require support so that they can attend the workplace/Madrassah regularly and take part in school activities.

Health Care Plans will be developed for all pupils with medical conditions requiring support during madrassah time.

- Plans are developed with input from the parent/carer and/or their doctor.
- Plans are reviewed as necessary by the Headteacher or class teacher with input from the parent/carer.
- Parents/carers are expected to inform Dawat e Islami of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply Dawat e Islami with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.
- Copies of Health Care Plans can be accessed by all staff members in the Madrassah office.

Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer (e.g. penicillin, ear/eye drops, cough mixture, allergy creams & pills and travel sickness pills - No Aspirin shall be administered. Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms are part of the Individual Healthcare plan and must be signed by the parent/carer.

Records shall be kept by Dawat e Islami of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the Madrassah office.

Epipens and inhalers are kept in a clearly marked bag, situated in Madrassah office for quick access.

Anaphylaxis

A list of pupils who may require the use of inhalers and epipens due to susceptibility to anaphylaxis is displayed in the Madrassah office and kept up-to-date by the Madrassah staff.

All First Aiders have been trained in anaphylaxis awareness and the use of epipens and inhalers.

The following procedure regarding anaphylaxis is briefed to all staff members and regularly reviewed during staff meetings:

- Educate susceptible pupils so that during the Madrassah time they know what not to eat or touch.
- The pupil may be unwell if they exhibit the following symptoms:
 - Strange scratching at neck.
 - Strange unformed sentences.
 - Wheezing / gasping for breath.
 - Tongue may be 'tingling'.
- This indicates their airway may be affected and requires action.
- Send for additional help and call an ambulance, stating anaphylaxis.
- Hold the pupil on your lap.
- Administer adrenaline.
- Call their parent/carer.
- Administer a second dose if needed after 5 minutes.

Diabetes

The individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the Madrassah office.

Accidents

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the building zimmadaar without delay.

Accident Book is located in the health & safety folder and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

Health & safety lead shall investigate all accidents, report their findings to the building zimmadaar and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the building zimmadaar and any trends identified reported to the health & safety lead for action.

Completed Accident Books must be kept for a minimum of 3 years.

Accident Reporting - HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by health & safety lead within 10 days of occurring:

<http://www.hse.gov.uk/riddor/>

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).
- Injuries to pupils, and other non-employees, through activities connected to Dawat e Islami UK's activities that lead to a hospital visit.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Accidents - Pupils

In addition, the following arrangements are in place should a pupil suffer an accident:

- Parents/carers are asked to sign the accident book entry, and informed by a telephone call if not collecting their child.
- Pupils suffering a minor head injury will be issued with the 'Head Injury advice' leaflet'. Parents will be notified in the event of a major head injury requiring hospital attention or 'one to one' observation.