



Birchfield Independent Girls School

## POLICY FOR FIRST AID

### **Introduction**

The health and safety of all our pupils and staff at Birchfield Independent Girls School is of the highest importance.

This policy explains the practices addressing the health needs of the pupils, as a result of accidents or medical conditions.

The school has qualified first aiders who are responsible for dealing with first aid matters. If any persons in the school, student or adults (including visitors) require first aid please contact the following qualified first aiders:

- Nafeesa Ashiq - Level 3 First Aider
- Anisa Mahmood - Level 2 First Aider
- Saba Khalid – Level 2 First Aider
- Feroza Patel– Level 2 First Aider

Location of first aid kits as follows:

### **GROUND FLOOR**

- Admin Office
- PE Cupboard
- Student Kitchen (Inc. Burns Kit)

### **1<sup>ST</sup> FLOOR**

- Staff Room (Inc. Burns Kit)

### **2<sup>ND</sup> FLOOR**

- Science Lab

### **TRAVEL/TRIPS**

- Admin Office
-

Fire blankets are located in the student kitchen and science lab.

The contents of the kits are checked on a regular basis – (plasters, dressing, antiseptic wipes etc.)

Medical Room is located through the prayer hall, on the left-hand side before the Art room.

### **How to treat pupils in need of First Aid**

- 1) NO pills are to be given to any of the staff or pupils. Medicines can only be administered to a pupil where instructions have been received from the parents or legal guardians.
- 2) Check to see if the pupil has been hurt at home or school, and where and how they have been hurt.
- 3) Cuts are cleaned using, where appropriate, running water and/ or antiseptic wipes and if needed, plasters are available.
- 4) If the pupil requires a fresh plaster at any point, she will be provided with one.
- 5) Ice packs are kept in the fridge Tuck Shop and can be used to reduce the swelling for bumps and suspected strains and sprains. A cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.
- 6) When dealing with bodily fluids – isolate the area. Always use disposable gloves (located in the First Aid box)
- 7) NEVER touch bodily fluids with your bare hands.
- 8) Always wash hands after taking disposable gloves off.
- 9) All medical waste is disposed of in a Medical Disposal unit in the First Aid Room.
- 10) If there is no first aider in school, staff will contact the School Nursery at the Aston Health Centre to let them know that the pupil will need First Aid attention. She will then be taken to the centre, accompanied by a member of staff.
- 11) A member of staff will, at all times, assist the first aider (if matters are serious).
- 12) If the accident is major, staff will immediately contact the parent or next of kin and then make arrangements to take the person to hospital. The Head teacher will determine the sensible action in each case.
- 13) Re-assure the pupil and the rest of the pupils in the class that everything is under control.

- 14) In the event of injury or concerns, first aiders will complete an accident/ incident report form, located in the First Aid folder in Reception. A letter of injury will be sent home with the pupil.

### **Allergies and Food Allergies**

The school is fully aware of pupils with allergies. Their emergency contact details are kept at hand in the case of an incident, as well as any medication they may require.

Staff can refer to the following document which details comprehensive advice and guidance on how to assist pupils suffering with allergies.

<http://www.allergyuk.org/downloads/factsheets/childhood-allergy/starting-school.pdf>

### **Individual Medical Support**

Pupils with medical conditions, who are on medication:

The medication is carefully stored in a locked cupboard within the reception office. Reception are fully aware of the pupil's condition. The pupil takes the medicine as when prescribed by their doctor at reception. Staff in reception witness the pupil taking the medicine and this is then logged.

### **Storage of medication Medicines:**

These always securely stored in accordance with individual product instructions, save 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.

### **Pupils needing emergency attention:**

Pupils in need in emergency medical attention are assisted by the main first aider (Mrs. Nafeesa Ashiq) or in her absence another of the listed first aiders as mentioned at the beginning of this document. An ambulance is called out (using the reception phone) immediately depending on the pupil's situation.

### **Role of the First Aider**

The main duties of First Aiders will be 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. They will ensure that their training is up-to-date and to ensure all first aid kits are properly stocked and maintained.

### **Reporting to parents**

In the event of accident or injury to a pupil an injury form is filled and this is filed, one copy of this form is given to pupils for their parent. Parents must be informed by phone 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 first aider/admin, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at Reception.

### **Medical Consent Forms**

Parents will be asked to complete and sign a Medical Consent Form by reception when their child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. Details of allergies and chronic conditions are included on this form.

Our staff will always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

### **Individual Healthcare Plans for Pupils in need of Medical Attention**

Individual Healthcare Plans (IHP) will provide clarity about a pupil's medical condition what support needs to be placed, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Where a pupil has SEN, their special educational needs will be mentioned in their individual healthcare plan. The pupil's IHP will be drawn up in partnership between the school, parents/carers and a relevant healthcare professional who can best advise on the needs of the pupil. The aim will be to capture the steps to help manage their condition and overcome any potential barriers to getting the most from their education.

The school will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the school assesses and manages risks to the pupil's education, health and social wellbeing, and minimises disruption.

A personal healthcare document is available in the appendix for any pupil who needs ongoing medical attention, as well as those who have come out of hospital care.

**Educational Visits**

- 1) When students are taken off site, they must be accompanied by a qualified first aider and a first aid kit taken off site with them. An adequately equipped first aid kit is located in the admin office cabinet. Please ensure this is returned and placed back in the cabinet when you return back to school.
- 2) At least one First Aid kit will be taken on all off-site activities, along with individual pupils' medication such as inhalers, Epi-pens etc.
- 3) If staff are concerned about whether they can cater for a young person's safety, or the safety of others, on a school visit, the school will seek parental views and medical advice from the young person's GP, Specialist Nurse or Hospital Consultant.
- 4) The school has signs clearly displaying first aid arrangements located on the floors of the building. Please take the time to look at these and point them out to the students.
- 5) If you have any concerns or are unsure of anything please do not hesitate to contact Mrs. Nafeesa Ashiq (Main First Aider).

**Accident Reporting**

The Governing Body is aware of its statutory duty under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) in respect of reporting the following to the Health and Safety executive as it applies to employees.

**Staff Training**

Staff will receive ongoing training on First Aid – both internally and externally to ensure that our pupils are able to access education whilst they are in the best of health. A Staff Training form can be found in the Appendix.

### **First Aid Administration during Covid-19**

The same principles apply as listed above when administering first aid to pupils / staff who may have or show signs of COVID-19.

- If a student advises you that they are feeling unwell during your lesson or if they are displaying Corona Virus please do the following:
- Ask the student to come downstairs to Admin Office
- Ensure no other student enters the affect student's area.
- Admin will test student's temperature and assess
- Teacher to wipe down affected students table and chair
- Students will be sent home unless there is reason to believe they don't need to be sent home. If student is sent back to class please ensure they stay in the allocated area.
- Advise the teacher teaching that class next of the situation and ask her to vigilant

Our school will consider and practice the following:

- If a member of staff in school has symptoms of Covid-19, they will return home and isolate for 10 days. If they have family members with the virus, then staff must self-isolate for 14 days.
- If our pupils have symptoms of Covid-19, they will be immediately sent to the first aid room or another room which is available to self-isolate. We will only allow them 15 to remain on the school premises and their parents will be called to collect them. They will need to self-isolate for 10 days at home. This is extended to 14 days if they are living with someone who has symptoms of the virus.
- There will be no mouth-to-mouth resuscitation at this time.

### **General Practice during Covid-19**

- Social distancing of two meters for all individuals.
- Washing hands frequently and sanitizing
- Keeping surfaces clean and wiping them down regularly

- Masks/ face shields will be worn throughout the school day, on entry in to school and on exit.
- Aprons and suits can be provided where needed
- Where first aid is given, social distancing would need to be applied when possible
- Encouraging pupils to carry out first aid on themselves with the help of the first aider where possible.
- Disposal of all aprons, gloves and masks into the bins provided.

**This document was produced in Jan 2022 and is due to be reviewed Jan 2023.**

Signed (Chair)..... Date.....

Print Name..... Date of next review.....

Head Teacher.....

**Appendix 1 – School Notice**



**First Aid**

**Please be aware of the First Aid arrangements as below:**

If any persons in the school, student or adults (inc. visitors) require first aid please contact the following qualified first aiders:

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Location of first aid kits as follows:

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- Science Lab

**TRAVEL/TRIPS**

- Admin Office

Fire blankets are located in the student kitchen and science lab.

Medical Room is located through the Salah hall, on the left hand side before the arts room.

Trip Information/ Outdoor Activities

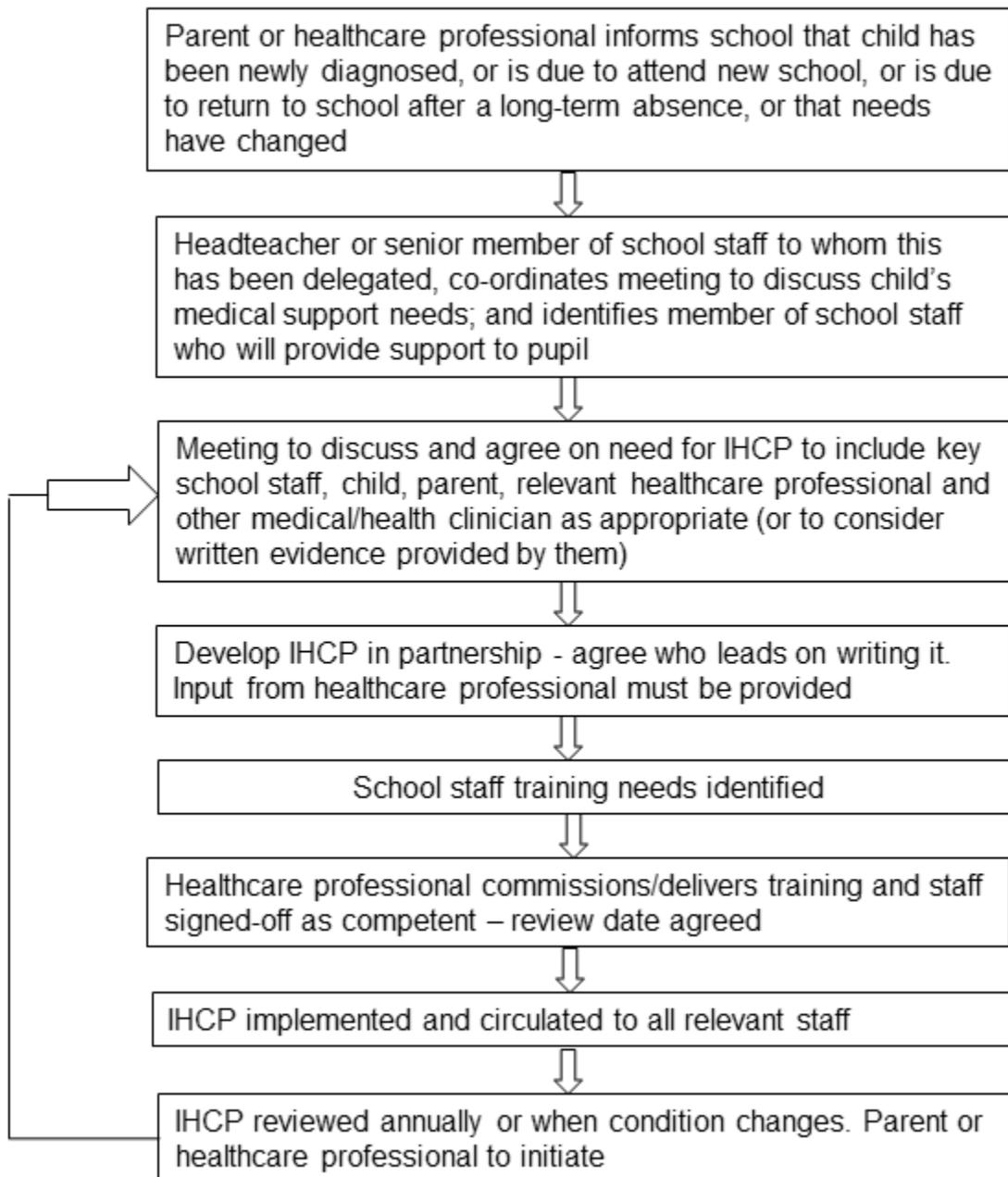
When students are taken off site, they must be accompanied by a qualified first aider and a first aid kit taken off site with them. An adequately equipped first aid kit is located in the admin office cabinet. Please ensure this is returned and placed back in the cabinet when you return back to school.

The school has signs clearly displaying first aid arrangements located on the floors of the building. Please take the time to look at these and point them out to the students.

Finally if you have any concerns or are unsure of anything please do not hesitate to contact me.

Thanks

Nafeesa Ashiq

**Appendix 2: Model process for developing individual healthcare plans**

**Appendix 3: Individual Healthcare Plan**



Birchfield Independent Girls School

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| <b><u>Individual Healthcare Plan</u></b> |
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Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

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**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

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**Clinic/Hospital Contact**

Name

Phone no.

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**G.P.**

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Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



Birchfield Independent Girls School

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| <b>Staff Training Record – Administration of medicines and/or medical procedures</b> |
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Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that ..... has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is

.....

|                     |
|---------------------|
| Trainer’s signature |
|---------------------|

|      |
|------|
| Date |
|------|

**I confirm that I have received the training detailed above.**

Staff signature

Date

Suggested review date