



AL-ISLAH GIRLS HIGH SCHOOL

FIRST AID POLICY

Policy Statement

The purpose of this policy is to ensure that every pupil, member of staff and visitor of Al-Islah Girls High School is taken care of in the event of an accident, major or minor.

Al-Islah Girls High School will ensure that all members of the school community are aware of the support available in case of an accident and the first aid system that is in place.

Al-Islah Girls High School will also raise awareness of the health and safety issues within the school, and on school trips, in order to combat potential dangers and prevent accidents.

Al-Islah Girls High School will provide effective first aid cover for all pupils, members of staff and visitors.

Areas of Responsibility

First Aiders will:

- Ensure that their qualification and insurance (provided by the school) are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability, in the safest way possible.

This includes wearing gloves where any loss of blood or body fluid is evident, and calling for help from other First Aiders or the Emergency Services.

- Ensure that their portable first aid kits are adequately stocked and always to hand (in the Main Office, designated staff bedrooms and the teaching blocks).
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital; either by sending them directly to hospital or, in the case of local pupils, asking their parents to pick them up and take them there. Parents should be made aware of all head injuries as soon as possible.
- Ensure that a pupil who is sent to hospital by ambulance is:
 - Accompanied in the ambulance at the request of paramedics, or
 - Followed to a hospital by a member of staff to act in loco parentis, if a relative cannot be contacted, or
 - Met at the hospital by a relative.

The First Aider need not send a member of staff in order to accompany the casualty to hospital, as long as the person sent is responsible and appropriate.

- Liaise with the Head of School if the casualty is a teacher, to ensure that their lessons are covered.

- Record the details of any pupil/member of staff attended to (including the nature of the injury, and any treatment given) in the relevant Accident Book.

With regards to boarding pupils: If necessary, these details will be recorded in short term logs (inside first aid kits external to the Medical Room). Members of staff in charge of these first aid kits are responsible for forwarding completed log sheets to the Medical Officer(s).

- Ensure that the Al-Islah Girls High School's *Health Protection Policy* is adhered to in relation to blood and other body fluids.

The Head-teacher will:

- Make sure that most of the teachers are trained as first Aider.
- Ensure that all new members of staff are made aware of first aid procedures in place.
- Always obtain the history of any pupil who is not feeling well, particularly in the cases of headaches, to ensure that the cause is not a previous injury.
- Refer pupils to a First Aider for examination, if an injury seems to have caused a persistent problem.
- Provide the First Aid Team with a list of pupils who are known to have any serious illness or allergy (including asthma, diabetes, or epilepsy) at the start of each academic year.
- **Maintain a file of up-to-date Medical Consent Forms for every pupil in each year, and ensure that these are readily available for staff responsible for school trips/outings.**

Office personnel will:

- Call for a qualified First Aider to treat any injured pupil, unless they are First Aiders themselves.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who simply do not feel well to a Medical Officer.
- Not administer painkillers, such as Paracetamol, or other un-prescribed medicines.

Teachers will:

- Familiarise themselves with the first aid procedures in operation, and ensure that they know who the current First Aiders are.
- Ensure that their pupils are aware of the procedures in operation.
- Be aware of the specific medical details of individual pupils when publicised by the Heads of Year.
- Never move a casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger.
- Ask office personnel for help in case of an accident/other emergency, either by phoning the Main Office or sending a responsible person to deliver the message.

In the latter circumstance, the messenger must be aware of the precise location of the casualty, and confirmation of message receipt should be sought if possible.

- Reassure, but never treat a casualty, unless they are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures (in which case they can initiate emergency aid or simple airway-clearing measures, if needed, until a qualified First Aider arrives at the scene).

Obviously, if they are themselves qualified First Aiders, this rule does not apply.

- Send a pupil with minor injuries to the Main Office, accompanied by another responsible pupil, in order to be seen by a First Aider.

- Send a pupil who feels generally 'unwell' to a Medical Officer, and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current Medical Consent Form for every pupil that they take out on a school trip, so that they are aware of any specific medical conditions or prescribed medications relating to the pupil.
- Have regard for their own personal safety.