



# Al-Muntada Primary School

## Medicine/First Aid Policy and Procedures

### 1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The head teacher takes responsibility for protecting the health and safety of all children and members of staff.

### 2 The school curriculum

- 2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children this in the normal school curriculum. For example, we teach children about the danger of fire and how to avoid accidents, we teach children about hazardous materials, and how to handle equipment safely. Visits from the Police, Fire and Ambulance service as well as local street wardens are also planned for each academic year.
- 2.2 We teach children about having respect for their bodies, and how to look after themselves. We discuss these issues with the children in Islamic Studies lessons and we reinforce these points in Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons, breaks and lunch times.
- 2.3 Health and safety issues also arise in PSHE when we teach care for the environment and awareness of the dangers of litter.
- 2.4 Our school promotes the SMSC growth and welfare of the children through the Islamic Studies curriculum and during the regular assemblies.
- 2.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use every opportunity to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

### 3 Medicine

- 3.1 It is the general policy of Al-Muntada Primary School that medications will NOT be administered to any child. The only exception to this being the case of a child with severe asthma or when a child has a specific medical condition and notification from the child's GP is received.
- In case of a fever, parents will be contacted to get their consent to give their child 5ml of CALPOL till they come to pick their child up. Parents will be asked to fill a consent form regarding this matter on admission.

During any school trip, the 1st aid Coordinator organizes the medication needed. Administering is agreed before with parents whose child may have a medical concern.

Spare inhalers will be kept in school and taken in outings, in case a child forgets to bring his.



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Parents are advised not send children to school when ill, as this will adversely affect their health as well as other children's health and learning. When a child in our care becomes unwell it is our usual practice to contact the parent/carer to request taking the child home.

By filling the medical condition form, parents, whose children have an ongoing medical condition, give consent to the person in charge to administer their child's medication, if prescribed officially by the doctor.

Parents are asked to pick up any expired medication of their child to dispose safely.

#### **Procedure to be followed when notification is received that a pupil has a medical condition**

In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, school does not take verbal statements from the child or parents, but rather some form of medical evidence should be provided to ensure that the right support can be put in place.

#### **4.3 Guidelines on Administering First Aid.**

##### **Dealing with injuries**

The school uses these guidelines as a general measure to determine the action to be taken.

<b>Type of Injury</b>	<b>Action taken</b>
Minor cut	First Aid given
Major cut	Parents/ Carer and ambulance called
Graze/ Bruise	First Aid given
Fracture	Parents/ Carer and ambulance called
Dislocation	Parents/ Carer and ambulance called
Burn/ Scald	Parents/ Carer and ambulance called
Burn/ Chemical	Parents/ Carer and ambulance called
Crushing	Parents/ Carer and ambulance called
Puncture/ Bite	Parents/ Carer and ambulance called
Minor Strain/ Sprain	First Aid given and if necessary Parents called to take child home.
Major Strain/ Sprain	Parents/ Carer and ambulance called
Loss of Consciousness	Parents/ Carer and ambulance called
No Apparent Injury	Matter investigated further, if pain is unbearable, Parents are called
Minor Asthma	Inhaler administered
Major Breathing difficulties/ Asthma attack	Parents/ Carer and ambulance called
Other	HT will decide upon action/Care plans in place for serious medical concerns.



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- All First Aid matters are to be referred to the members of staff that are qualified to administer first aid and are designated 1<sup>st</sup> aid leads.
- A verbal explanation will be required from the teacher, in order for the member of staff (qualified in first aid) to complete an **Accident Log**.\*
- The First aid staff will administer First Aid, or refer the matter on to other relevant staff. The following key areas need to be considered:
  - Have a credible witness present.
  - Check medical history for allergies or known conditions.
  - Disposable gloves should be worn.
  - Exposed wounds or cuts are to be covered by a waterproof dressing.
  - Contact with blood or bodily fluids should be avoided, in the event of contact the fluid should be washed off with soap and water.
  - Fluids should be mopped up with paper towels and disposed of in plastic bags.
  - Surfaces should be wiped down with a solution of disinfectant.
  - A record of the Administered First Aid needs to be added to the Accident Log.
  - If unsure, seek assistance, especially if there are known conditions that can affect the patient.
  - If the patient requires further medical attention, then management will decide on what action is to be taken, and who is to accompany the child.
  - The **main 1<sup>st</sup> aid supplies** are located in the 1<sup>st</sup> aid room. First Aid kits are located in the following areas (handy to grab and use where necessary):

-1<sup>st</sup> aid room

-Management office.

-Secretary office

-Year 1 classroom

-Reception class

-PE cupboard

First aid **cabinets** are located in:

Secretary's office, Kitchen area and reception classroom.

***CRB shields** are in all 1<sup>st</sup> aid kits and cabinets. A check list is placed within all kits as well, with all necessary items.*



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#### **5 Accident Recording Procedure**

5.1 The Health and safety policy of our school requires us to record every accident/health accident in the accident log\*. This is especially important in respect to children, in a school environment and the procedure adopted is as follows:

Any member of staff who sees, or is made aware of any accident to a child, member of staff, volunteer or visitor must check whether it has been recorded in the accident log.\*

If an accident has already been recorded then they must add any relevant notes of their own to the record if necessary.

A copy of the accident report is to be handed the parents on the day; the original copy is to be kept in the “Accident Reports Folder” located in the 1<sup>st</sup> aid room.

5.2 The school has guidelines for washing hands and good hygiene, which is displayed near every washbasin. The school has guidelines on cleaning up body fluid spills.\*\*

#### **5.3 Asthma and other Medical Conditions**

Parents of asthmatic children as well as all other permanent medical conditions are asked to complete the school's medical form and to ensure that their child is equipped with a labeled inhaler (or any other ongoing medications). The school should be provided with spare inhalers by parents. Inhalers are stored in the 1<sup>st</sup> aid room and the child has access to them at all times. Inhalers must be taken to each PE lesson by the child who requires this medication as well as on all school outings.

#### **5.4 Head Lice**

Parents are advised to check their children's hair regularly for lice as part of their family's personal hygiene routine, and then to take swift action should any be found.

If any lice have been discovered, school should be notified and parents are advised to follow the methods recommended on the following website to deal with the case.

<http://www.hedrin.co.uk/schools/>

In case the school discovered any head lice, a letter will be sent home to advice parents to take the recommended precautions found on the same website. Parents whose child is having the lice will be contacted to pick up their child and will be given a letter to follow the advice given.



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#### **5.5 School Visits and Journeys away from school**

Before undertaking any off-site activities, the Head teacher will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school will be risk assessed by the schools Educational Visits Co-coordinators. The trip coordinator will ensure that he/she takes with them an updated list of emergency contacts for parents/ carers.

#### **6 Monitoring and review**

- 6.1 The School's H&S officer has the responsibility for all health and safety matters. It is this officer's responsibility to keep the head teacher informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.
- 6.2 The head teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

**This policy will be reviewed at any time at the request of an external body, or at least once every year.**

**The Designated School First Aiders Lead are:**

- 1. Ms. Hiba Hassani**
- 2. Ms. Sumayyah Kawadri**

**Trained First aiders on site:**

Ms. Shazna Begum  
Ms. Nurima Choudhry  
Ms. Khadija Baayeh  
Ms. Nadia Sabar  
Ms. Rashida Naseer  
Ms. Aziza Abada  
Mr. Khalid Majed  
Mr. Ziad Chehimi

**In the instance of a minor injury (pupils and adults) need to be sent to the above named members of staff. The accident book is to be filled in with the details.**



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**First Aid kits can be found in:**

**Secretary's Office, Year 1 classroom, Nursery, Management Office and the First Aid Room.**

**First aid cabinets are located in secretary's office, kitchen area and reception classroom.**

*Signed:*

**Date Reviewed September 2017**

**Next Review Date September 2018**

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\*Attached to the policy is the accident form used.

\*\*Refer to the "SPILLAGE OF BLOOD, OTHER BODY FLUIDS AND LIQUIDS POLICY"



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\*

<input type="text"/>	Book No.	<input type="text"/>	Page No.	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date Completed	<input type="text"/>	Person completed sheet handed to.
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A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or Department noted on the front cover of the book for safe keeping.

**Pupil Injured**

Name.....

Year ..... Form .....

**Person Reporting Incident**

Teacher  Pupil  Other

Name.....

Dept/Form .....

**Incident Details**

Date ..... Time .....

Place .....

**Description of Incident**

.....  
.....  
.....

Pupil treated by.....

Position.....

Action taken .....

.....

Parents informed? Yes  No

Signed..... Date .....

Initial box if incident is reportable under RIDDOR

Tick if risk assessment required