



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

Lantern of Knowledge Secondary School **First Aid Policy**

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

1. Responsibilities in Brief

The owner (Trustees) is responsible for the health and safety of employees and of all those on the school premises.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The owner should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container;
- An appointed person to take charge of first-aid arrangements
- Information for employees on first-aid

The head teacher is responsible for putting this policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

The head teacher must ensure that First Aid notices are suitably displayed in staff/common rooms providing information on: location of equipment, facilities and personnel.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

2. First Aiders

The Head Teacher in conjunction with the Board will ensure that First Aider/s are available on-site all the time. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE). The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;

- When necessary, ensure that an ambulance or other professional medical help is called.

3. Appointed person

The Board will appoint a person as ‘Appointed Person’. An appointed person is **not necessarily** a First Aider. The appointed person will:

- take charge when someone is injured or becomes ill;
- look after the first-aid equipment e.g. restocking the first-aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate.
- keep a constant eye on those who are placed in the First Aid Room

4. Records

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the incidents log book, kept at the office. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or illness and treatment given, what happened to the person afterwards, name and signature of person providing treatment.

All first-aid incidents must be recorded by first-aiders in the first-aid logbook.

5. Equipment

The school has 2 first-aid containers. They are located in:

- The First Aid room
- The Administration office

The P.E. teacher must ensure that one first aid container is taken to P.E. sessions.

6. Procedure

If administration of first-aid is required, staff/pupils should immediately call for/inform the appointed person. The appointed person will then take charge of the situation, summoning a first-aiders if need be. The first aider will then administer first-aid if appropriate; the medical room should be used if required. The appointed person and first-aiders will decide whether the emergency services are to be called, in which case the appointed person will do so. The reporting member of staff/pupil and the first aider should record the incident in the first-aid logbook, and the appointed person should inform the Head Teacher of the incident and its outcome. If the incident involves a pupil, the Head Teacher will ensure that the parent/carer of the pupil is informed, and report it

To relevant bodies if necessary (see ‘Guidance on First Aid for Schools’, DfEE publication).

If the incident involves spillage of bodily fluids, the affected area should be cordoned off by the appointed person at the earliest opportunity and cleaned with disinfectant, stored in the medical room. The appointed person should always wear gloves when cleaning and disposing of body fluids.

Below is a list (not an exhaustive list) of incidents, which may require calling the emergency services:

- Serious cuts/bleeding requiring bandaging
- Burns
- Severe pain
- Unconsciousness

7. Personnel

The **Appointed Person** is Mr Talha Haque

First Aiders:

1. Mr. Talha Haque
2. Mr Habeel Patel

9. Medicine Policy

Medication cannot be brought in to school and taken without notifying the school. There is no legal duty that requires school staff to administer medication. **In normal circumstances the school will not administer medication to any pupil.** If the school permits, under exceptional circumstances, a child to bring medicine to school, the consent form must be signed by the parent assuring it has been prescribed by the child’s G.P. The medication will be handed in to the school office and stored there at all times. The child’s parents will be responsible for administering the medication themselves.

Paracetamol must not be administered to any child.

This policy will be reviewed annually.

Reviewed on: 27th September 2016
Next Review on: 27th September 2017

ANNEX 1

Serious Accidents – Actions Required

In all 'serious' accidents, the Head Teacher/Deputy or the senior administrator need to be informed without delay. In addition:-

- Parents must be informed as soon as possible (certainly within one hour).
- The accident must be recorded in the Accident Record Book in the office where they are stored for safe keeping. A sequential numbering system is used.
- The senior administrator should carry out any necessary investigation into cause and take remedial action to prevent further occurrences.

Head Injuries

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence or drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help.

A pupil who has sustained a bump or knock to the head is sent to the office for assessment and is then carefully monitored for a period of time appropriate to the injury. Every pupil who has sustained a serious knock or bump on the head is given a Head Injury Advice Form to take home to parents advising them of developing symptoms that may require medical investigation. Parents are contacted at the time of the incident if the nurse or designated first aider considers it appropriate. An accident form is completed.

Calling an Ambulance

The First Aider on site must make a decision to call an ambulance. It is always best to err on the side of caution, bearing in mind that additional injuries may be caused if unqualified persons move a casualty. An ambulance should be called if there is

- significant bleeding,
 - shock,
 - serious fractures which are disabling,
 - cardiac arrest or breathing difficulties.
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- Dial 999
 - State which service(s) you require: Ambulance (Call for Police /Fire/ Coastguard as necessary)
 - Give the age and sex of the casualty and state whether breathing/not breathing, conscious or unconscious and a brief description of the injury. Any additional factors known e.g. asthmatic, anaphylactic, diabetic etc.