

## Medical & First Aid Policy

Date	Review Date	Lead in School
July 2019	July 2020	Deputy Head Teacher Shaheda Khanom

### Rationale

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

### Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

### Role of the Proprietor

The Proprietor has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Head Teacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Head Teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Proprietor;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### Role of the Head Teacher

The Head Teacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train school personnel in first aid arrangements;
- monitor the effectiveness of this policy;

### **Role of the Lead in School**

The nominated person will:

- ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence;
- organise and maintain the medical room;
- ensure that there are adequate stocks of first aid equipment;
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- instruct all first aiders to ensure that all accidents and injuries requiring first aid are recorded and reported;
- inform parents of any accident requiring first aid, especially head injuries, and of any first aid administered;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;

### **Role of School Personnel**

School personnel must:

- comply with all aspects of this policy
- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- report and record all accidents and first aid treatment administered

### **Role of Pupils**

Pupils:

- will be aware of and comply with this policy;
- must report all accidents;

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy
- inform the school of their child's medical history that may be a cause for concern;

- must complete the necessary paperwork before the school administers any medication to a child

## Recording Accidents and Injuries

All accidents and injuries requiring first aid will be:

- recorded in the Accident Book with all details given;
- first aid accident book is kept in the main office (GF)
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- information displays in the main school entrance

## Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Proprietor.

## Linked Policies

▪ Health & Safety	▪ Educational Visits	▪ Administration of Medicines	▪ Asthma
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<b>Head Teacher:</b>	Rena Begum	<b>Date:</b>	10/07/2019
<b>Proprietor:</b>	Nadeem Rahman	<b>Date:</b>	10/07/2019