

Saturday Islamic School (SIS) will take all necessary precautions to ensure that the learning environment both inside and outside the premises used is safe, secure and inspiring. The Branch In-Charge will carry out risk assessments of communal areas and the classrooms to ensure that all reasonable measures are in place to ensure the safety and well-being of all pupils.

The school is aware that regardless of all precautions, pupils are susceptible to minor accidents and incidents that are a natural part of growing up. The school agrees with the Royal Society for the Prevention of Accidents (RoSPA) that children should be allowed to play demanding games and risk minor injuries as part of a wider lessons in life. It is acknowledged that 'by scraping knees, grazing elbows and getting bruises, children learn *valuable lifelong lessons* that will help them to avoid more serious injuries in later life' (RoSPA, June 2007).

However, while promoting life-skills, the school will ensure that pupils are provided with high quality care, guidance and support so that they are safe from serious injury and accidents. When a pupil is involved in an accident the school will take all reasonable steps to treat the pupil and inform the parent as detailed in this policy. This policy is informed by the latest guidance from the Department of Education<sup>1</sup>.

### Arrangements for first aid

The school has a named first-aid provider at every site. All teaching staff members act in loco-parentis<sup>2</sup> during school hours/activities. Portable first-aid boxes are available at playtime, lunchtime and for visits, sports outside the school building(s) or off-site activities.

### Responsibilities of parents

The parents (guardian) are responsible for ensuring that the core personal details of their child are recorded in the 'SIS diary' as this information is essential. Parents are also responsible for making sure that their child has their medication with clear written instructions which are explained verbally to a teacher. The written notes can be in the SIS diary which must be brought to school each week.

### Responsibilities of the first-aid provider

The responsibilities of the appointed first-aid provider(s) are:

- to take charge in the situation where personal injury or illness has occurred and where further medical help is needed
- to ensure that a first aid box is provided and stocked only with designated items
- in cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/carer

No attempt to move an injured person will be made until appropriate examination and an assessment has been completed. Minor injuries may be treated on a self-help basis or by any members of staff in loco-parentis.

<sup>1</sup> Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, April 2014

<sup>2</sup> When parents send a child to school they delegate their authority to the teacher (so far as is necessary for the child's welfare and so far as is reasonable to maintain discipline) both in the interests of the school as a whole and (above all) of the individual child. Therefore, a teacher supervising a child in all school activities has overall responsibility for her/his health and safety and is said to act 'in loco parentis'. The teacher is expected to apply the same standard of care as would a 'reasonable parent' acting within a range of reasonable responses.

## **Reporting procedures for accident and injuries**

### **Accidents/injury to staff or visitors**

Any accidents involving staff, visitors or parents must be reported to the Partner School immediately.

### **Accidents/injury to pupils**

- All accidents must be entered in the 'Pupil Accident Record Book' by a staff member and any serious injury or accident must be reported immediately to the Branch In-Charge.
- Any head and other serious accidents will be reported to the parents by way of a note sent home with the pupil, or in serious cases, a phone call will be made to the parents or next contact on the pupil's SIS Diary at the earliest opportunity.
- Serious injuries will be reported immediately to the Branch In-Charge who will take appropriate actions for reporting the accident to the relevant parties.

### **Immediate action**

Necessary medical attention must be given as first priority and the safety of all ensured. An ambulance should be called for anyone requiring hospital treatment. However, the Branch In-Charge must be consulted before a pupil is sent home due to illness or ill-health.

### **Procedures for recording and reporting accident and injuries to parents/guardians**

Any head injuries or major incidents must be reported to parents via a note sent home with the pupil, and verbally at the end of the day. Depending on the circumstances and the severity, a telephone call to the parent (or next contact on the list) is to be made immediately. Major accidents/incidents include:

- Badly bumped heads, e.g. heavy bruising, headache, distorted sight
- Possible fractured/broken bones
- Severe cuts or external bleeding
- Asthma attacks (not normal)

Minor accidents are not normally reported to parents (but are recorded) and these include:

- Grazed knees, elbows, etc
- Complaints of minor stomach-ache or headache
- Minor injuries to limbs
- Twisted ankles
- Normal nosebleeds
- Other injury assessed to have no major impact on child's well-being

### **Medicines**

If a pupil requires medication during school time it is essential that clear verbal and written instructions are given to the Branch In-Charge. Medicine brought into school must be in a separate container, clearly labelled. It will be kept in the safe possession of the administrator and not in the classroom. The pupil involved or the parents must be responsible for collecting the medicine at the end of the school day. A member of staff will be responsible for administering such medicines.

Asthma Inhalers may be used and may be kept by a teacher provided it is clearly marked with the pupil's name. Pupils will administer their own dose under the supervision of an adult. Throat lozenges are to be treated as medicines i.e. kept away from access to all pupils.

No pupil may carry any medicines in school.

## **Medical conditions**

A list of pupils with medical conditions is available from the Branch in-Charge. This is updated annually and when advised by parents of changes to their child's condition. Parents are responsible for informing the school of their children's medical conditions or any changes.

### **Epipen**

Epipen (to deliver a measured dose of epinephrine) should only be administered by a trained staff member to pupils for whom the medicine is prescribed.

### **Epilepsy**

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the pupil quietly and to closely monitor his/her condition. If the person suffers an injury during the seizure, then immediate first aid should be given. If the fit is violent and/or prolonged, medical help should be sought, or ambulance called as well as contacting parents, or partners in the case of adults. All staff are to be informed of pupils who are epileptic and are to be aware of action to be taken.

If a pupil with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

## **School journey – trips and visits**

School visits and trips are of great education and social value for all pupils. The school will always inform parents in advance of any planned trips or visit.

At SIS, teachers ensure that the highest standards of health and safety are applied at all stages of any trips or visits. Teachers carry out a risk assessments as part of planning a school visit or trip regardless of the distance or number of pupils involved. The risk assessment ensures that all reasonable steps are taken to avoid exposing pupils to dangers which are foreseeable and beyond what certain pupils can be expected to cope with.

Parents are welcome to join in certain trips and visits. Normally, participating parents are not allowed to be accompanied by any minors.

## **Clothing and footwear**

SIS has no uniform and pupils are expected to dress wearing clothes that are comfortable and practical. Parents should ensure that their children attend school in clothes and foot-ware that are suitable for school activities. Pupils should not wear sandals without straps. Dresses or long trousers that can get caught under the foot should be avoided to prevent accidents and injury.

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