

Policy on First Aid, Medications and Safety



PHILOSOPHY

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 teacher in-charge or the headteacher will carry out risk assessments of communal areas and the classteachers will conduct risk assessments of their classrooms to ensure that all reasonable measures are in place to ensure the safety and well-being of all children.

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 children are provided with high quality care, guidance and support so that they are safe from serious injury and accidents. When a child is involved in an accident the school will take all reasonable steps to treat the child and inform the parent as detailed in this policy.

ARRANGEMENTS FOR FIRST AID

The school has a named first-aid provider at every site. All teaching staff members act in loco-parentis¹ 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 THE PARENTS

The parents (guardian) are responsible for ensuring that the core personal details of their child are recorded on page 3 of the 'homework diary' as this information is essential. Parents are also responsible for making sure that children have their homework diary with them at school.

RESPONSIBILITIES OF THE FIRST AID PROVIDERS

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.

¹ 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 ACCIDENTS AND INJURIES

Accidents/injury to staff or visitors

Any accidents involving staff, visitors or parents must be reported to the school offices or the teacher in-charge 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 headteacher or the teacher in-charge.
- Any head and other serious accidents will be reported to the parents by way of a note sent home with the child, or in serious cases, a phone call will be made to the parents or next contact on the child's record card at the earliest opportunity.
- Serious injuries will be reported immediately to the person in-charge of the school building. The person in-charge will take appropriate actions for reporting the accident to the Local and other relevant Authorities if necessary.

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 headteacher or the teacher in-charge must be consulted before a child is sent home due to illness or ill-health.

PROCEDURE FOR RECORDING AND REPORTING ACCIDENTS AND INJURIES TO PARENTS & CARERS

Any head injuries or major incidents must be reported to parents via a note sent home with the child, 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 this 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 child requires medication during school time it is essential that clear verbal and written instructions are given to the school office. 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 child 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 child's name. Children 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 child may carry any medicines in school.

If a problem arises, the school will contact the parent/guardian for advice, or the dispensing pharmacist (name and telephone number on container) or Wapping Health Centre on 7488 5180.

MEDICAL CONDITIONS

A list of children with medical conditions is available from the teacher 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. Currently, there are no children who require epipen.

Epilepsy

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child 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 children who are epileptic and are to be aware of action to be taken.

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

SCHOOL JOURNEYS ~ TRIPS AND VISITS

School visits and trips are of great education and social value for all children. 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 children involved. The risk assessment ensures that all reasonable steps are taken to avoid exposing children 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 & 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. Children 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.

Date Approved	Signature	Next Review
February 2014		(?) 2 years