



MANCHESTER
ISLAMIC
GRAMMAR SCHOOL
FOR GIRLS
FAITH • LEARNING • LIFE

FIRST AID POLICY

Document Control

This policy has been approved for operation within:	Manchester Islamic Grammar School for Girls
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Approved by:	Mr Aman Sheikh Trustee responsible for H&S

Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to students.

These requests fall into two categories:

- Students who require emergency medication on a long term basis because of the chronic nature of their illness (e.g. asthma)
- For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.
- If it is unavoidable that a student has to take medicine in school, written approval and instructions are to be given by the parents

The medicines must be brought into school in a properly labelled container which states:

- a) The name of the student
 - b) The name of the medicine
 - c) The dosage
 - d) The time of administration
- Medicines will be kept in a secure place by office staff in accordance with safety requirements
 - A record will be kept of medicines administered, dose and time of administration. This is to help prevent students exceeding the recommended or prescribed dose

Paracetamol

The new medical questionnaire sent out to parents includes a question as to whether school is given permission to administer Paracetamol instead of sending home a student for headaches or period pain.

- Paracetamol will only be available from Health & Safety Coordinator who has a list of who has permission from parents
- A record of paracetamol administered, dose and time of administration will be kept. This is to help prevent students exceeding the recommended dose
- A text message will be sent home detailing dose and time paracetamol was administered to parent and a first aid slip detailing dosage and time of paracetamol given will be handed to student to take home
- Any student who does not have written permission will not be given paracetamol unless they are sent in by the parents with written instructions

Paracetamol must not be kept on a students' possession and must be handed in to the Health & Safety Coordinator upon entering the school.

Record keeping:

At the beginning of each school year or when a student joins the school, parents are asked to indicate any medical conditions their daughter may have including asthma on their enrolment form and also on the Health Questionnaire that is sent out each year. If a parent is aware of any new conditions they should contact the Health & Safety Coordinator who will pass the relevant information to staff.

Staff are given a list of known medical conditions at the beginning of the year and are expected to follow the procedure of indicating medical conditions in their markbooks/planners. Any medicines administered to students are recorded in the office.

Where long term needs for emergency medical attention exist, such as epilepsy, serious allergy resulting in anaphylaxis or diabetes, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/carer should liaise with the Health & Safety Coordinator. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

ASTHMA POLICY

The school recognizes that asthma is a widespread, serious but controllable condition affecting many students at school. The school positively welcomes all students with asthma to achieve their full potential in all aspects of school life by having a clear asthma policy that is understood by school staff and students. (Supply teachers and new staff are also made aware of the policy.) All staff, including lunchtime supervisors, who come into contact with asthma sufferers, are provided with training from the Health & Safety Coordinator. Training is updated annually.

Asthma medicines:

- Immediate access to reliever medicines is essential. Students with asthma are encouraged to carry their reliever inhaler
- Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler. These should be labelled with their daughter's name and kept in the school office.
- Office staff should check the expiry date of inhalers monthly and inform parents of any that are out-of-date.
- School staff are not required to administer asthma medication to students. All school staff will let students take their own medicines when they need to.

PE, Games and Activities:

- Taking part in sports, games and activities is an essential part of school life for all students. All teachers are made aware of which students have asthma

- Students with asthma are recorded in the medical conditions list distributed at the beginning of the school year
- **Asthma sufferers** who require inhalers are required to keep them on their persons at all times, and are reminded to take them on any school activity.
- Staff will allow them to self-administer when required

Diabetes Policy

After consultation with parents the school requires the following actions to be taken:

- All members of staff should be aware of a student's condition and relevant symptoms. Should a diabetic student be taken off the school premises, for any length of time, the staff member in charge is responsible for ensuring the required medicines are taken. NO RISKS SHOULD BE TAKEN.
- Students should always have a supply of dextrose tablets or equivalent on her person
- A further store of these items should be made available in a named secure plastic container
- A supply of Hypostop which is within its 'use-by-date' should be in the office fridge
- If applicable a supply of emergency insulin should be in the office fridge
- All relevant items should be taken on educational visits
- If a student has a sensor which is linked to their mobile phone for taking blood sugar levels reducing the need to 'finger-prick', they should be permitted to keep their mobile phone in their pocket as long as they have signed an agreement to not use it for anything else.

First Aid in School

IF A STUDENT REFUSES FIRST AID THEN THE EXECUTIVE HEADTEACHER AND PARENT/GUARDIAN MUST BE INFORMED IMMEDIATELY

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time if first aid is required the class teacher should send for one of the registered first aiders, preferably one of the non-teaching staff. If an accident occurs in the playground during break or lunchtime and first aid is required, then one of the staff on duty in the playground should send for one of the first aiders.

The qualified first aiders in school are:

MRS F HAFEZI	FIFTH FLOOR (ROOM 502)
MRS K GRIFFIN	FIFTH FLOOR (ROOM 506)
MRS A SULEIMAN	FIFTH FLOOR (ROOM 509)
MS B HOCKWART	FIFTH FLOOR (ROOM 510)
MRS H STEAR	FOURTH FLOOR (ROOM 402)
MRS S MALEK	FOURTH FLOOR (ROOM 403)
MRS N IMTIAZ	FOURTH FLOOR (ROOM 404)
MRS D OBAID	FOURTH FLOOR (ROOM 406)
MRS L AL-DIRI	FOURTH FLOOR (ROOM 407)
MRS P MUNIR	FOURTH FLOOR (ROOM 408)
MRS Z ISLAM	THIRD FLOOR (ROOM 304)
MS C DRINKWATER	THIRD FLOOR (ROOM 305)
MS L O'NEILL	THIRD FLOOR (ROOM 307)
MISS M BARKER	THIRD FLOOR (ROOM 308)
MRS F KHAN	THIRD FLOOR (ROOM 313)
MRS Y KHAN	SECOND FLOOR (ROOM 202)
MRS S SAUNDERS	SECOND FLOOR (ROOM 203)
MRS F BARBASH	SECOND FLOOR (ROOM 206)
MRS N MALEK	SECOND FLOOR (ROOM 208)
MISS J KOSSAR	SECOND FLOOR (ROOM 212)
MISS Z BASHIR	GROUND FLOOR (RECEPTION)
MS A TOWE	LOWER GROUND FLOOR (GYM)
MS R FAIZ	DINNER LADY
MRS Z HUSSAIN	DINNER LADY
MRS S IDOO	DINNER LADY
MRS T PERVAZ	DINNER LADY

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any students' clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Supplies

THE DEFIBRILLATOR IS LOCATED IN MAIN RECEPTION ON THE GROUND FLOOR

First Aid Boxes are located in the following places:

LOWER GROUND FLOOR - GYM

GROUND FLOOR – RECEPTION, DINING ROOM & KITCHEN

FIRST FLOOR – to be confirmed once MMPS join in January 2024

SECOND FLOOR – ROOM 202 & ROOM 208

THIRD FLOOR – ROOM 308 & ROOM 313

FOURTH FLOOR – ROOM 402 & ROOM 406

FIFTH FLOOR – ROOM 502 & ROOM 506

There are also 2 travelling first aid kits for external trips and a sports first aid kit for any sports activities outside of school (e.g. sports day)

THE SICK ROOM IS LOCATED ON THE FOURTH FLOOR (ROOM 405)

Person Responsible for Supplies

Health & Safety Coordinator is responsible for checking the contents of the first aid boxes on a regular basis and placing orders to replenish stock. Records of these checks are kept in the exams office and can be provided upon request.

The main first aid supplies and cold packs are kept in the Nurses Room (opposite the exams office)

All staff are responsible for notifying the Health & Safety Coordinator if the supplies in any of the first aid boxes are running low.

Each first aid box should contain the following:

- Guidance card
- 20 individually wrapped adhesive dressings (plasters)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages

- 6 safety pins
- 6 medium sterile wound dressings
- 2 large sterile wound dressings
- 2 pairs of disposable gloves
- Plastic disposable bags
- Resuscitaaid
- 2 eyewash vials (sterile)

Allergies/Long Term Illness

A record is kept in the Exams Office (room 402) and Reception of any students' allergy to any form of medication (if notified by the parent), any long term illness, for example asthma, and details on any student whose health might give cause for concern.

Any student who has a serious allergy that results in anaphylaxis should have in their possession an epipen (preferably 2) that can be used in an emergency. It is a good idea to have a spare labelled epipen in the school reception if possible. A member of the first aid team should be trained in how to administer an epipen.

If an epipen is administered, it is important to note that an ambulance must also be called, as the adrenalin will start to wear off and the swelling of the throat will continue if further intervention is not carried out at the hospital. When calling for an ambulance it is essential to inform them that 'a student is suffering from anaphylaxis and an epipen has been administered'

Infectious Diseases

From time to time students contract certain illnesses through no fault of their own, for which they have to be excluded from school for a specific period of time. During this time they will be offered work on google classroom if they are well enough to complete it.

Below is a list of diseases and the time for which they should be kept at home:

CHICKEN POX	6 days minimum from onset of rash
GERMAN MEASLES (RUBELLA)	7 days minimum from onset of rash
MEASLES	7 days minimum from onset of rash
MUMPS	7 days minimum or until swelling has gone
WHOOPING COUGH	21 days minimum from onset of cough
IMPETIGO	Until skin has healed
CONJUNCTIVITIS	Until eyes have cleared from infection
COVID	3 days from positive result for anyone under 18 years of age and 5 days for an adult
STREP A	48 hours after starting antibiotics

ACCIDENTS

Recording

All accidents must be recorded in the log/accident book. All details need to be filled in, including any treatment given

If the accident is more serious, the aim of the school is to get the student qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, and ambulance called for. A member of staff will collect information and accompany student. If parents are uncontactable the Executive Headteacher must be informed and the school will take responsibility 'in locus parentis'.

Accidents fall into four categories:

Category 1: Fatal

Category 2: Major Injury

Accidents in these two categories should be reported immediately to:

The Health and Safety Executive (0345 300 9923)

The accident should be reported by telephone immediately, and then the online form should be completed and submitted to HSE RIDDOR website.

If the accident is major for a student or adult, please report it immediately to the Health and Safety Coordinator who will inform the Executive Headteacher, send for an ambulance if required and contact parents.

Major injuries are:

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight in an eye
- Any other injury which results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained only for observation.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are conformed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury

Category 3: Accidents to employees resulting in more than three days consecutive absence

Category 4: Other accidents

These are the accidents, which more commonly occur in school. Procedure to follow:

- Always fill in the school accident book for minor injuries (including all bumps on the head). This is kept in the reception, library and exams office. The incident book/near miss book is kept in the exams office
- If a student has a bump on the head you must ring home and contact the parent/guardian for them to be collected from school so that they can be monitored carefully to reduce the effects of possible concussion
- Fill in the school accident book if the parent/guardian has to be sent for to take their daughter to the family doctor or to hospital for further treatment

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee accidents (this applies to all school employees and self-employed persons on school premises)

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed online via HSE RIDDOR website within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone but the online form must be completed via HSE RIDDOR website within 7 days of the accident

Student accidents (including accidents to any visitors not at work)

Fatal and major injuries to students on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school students occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must

be reported if the accident arose out of or in connection with these activities, by phoning 0345 300 9923 (RIDDOR)

Near misses

Part of ensuring the premises are a safe environment is to ensure that potential accidents do not occur. An accident is defined as an unplanned, unexpected and undesired event which occurs suddenly and causes injury or loss. A near miss is an unplanned event that has the potential to cause injury or loss.

To prevent potential accidents, staff must:

- Know the emergency arrangements of MIGSG
- Ensure they understand the control measures, specified in the school's procedures and risk assessments
- Ensure they have received suitable information, instruction and training in the task you are carrying out
- Ensure they wear all personal protective equipment that is specified for the task you are to carry out

Staff are required to log any near misses in the 'near miss book' which is kept in the exams office (room 402)

Monitoring the Accident/Incident Book

The Health and Safety Coordinator will analyse and report on the accident/incident book on a termly basis to SLT