



THE KING FAHAD ACADEMY

First Aid Policy

1. INTRODUCTION

- 1.1 First aid can save lives and prevent minor injuries becoming major ones.
- 1.2 This policy outlines the school responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors in accordance with The Health and Safety Regulation 1981.
- 1.3 The Head Teachers will ensure that all staff and students are aware of this policy and that it is regularly reviewed with the school nurse and the school health coordinator.

2. Policy Overview

- 2.1 The school is responsible, under the Health and Safety at Work Act 1974 for making sure that the school has a health and safety policy. This includes arrangements for first aid, based on a risk assessment of the school.
- 2.2 The school employs a full time qualified nurse, who is responsible in the first instant to give the appropriate first aid measures in case of an injury or illness to any of the students or the staff. She is also responsible to implement an Individual Health Care Plan for students with known long term or complex medical needs e.g. Diabetes, Epilepsy
- 2.3 In light of our legal responsibilities, the school consider carefully the likely risk to pupils, staff, parents and visitors and we make allowance for them when drawing up this policy and deciding on the numbers of first-aid personnel.
- 2.4 The school ensures that First Aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

3. Providing Information

- 3.1 The head teacher must inform all staff of the first aid arrangements. This should include the location of first aid boxes, facilities and first aid personnel.
- 3.2 A simple way of keeping staff and pupils informed is by displaying first aid notices in staff room. The information should be clear, easily understood and include names of first aiders and how to contact them.

4. First Aider's main duties

- 4.1 First Aiders must complete a training course and hold recognised certificate approved by the Health and Safety Executive. Before the certificates expire, first aiders need to undertake a requalification course to obtain another three-year certificate. The School Business Manager is responsible for ensuring that first aiders have valid qualifications.
- 4.2 In accordance with the Statutory Framework for the Early Year Foundation Stage, the school ensures that at least one person with a current paediatric First Aid certificate is on our premises at all times when children are present.

4.3 In the nurse's absence, an appointed first Aider should give immediate help to casualties with common injuries or illnesses.

4.4 When necessary, the first aider should ensure that an ambulance or other professional medical help is called.

5. An Appointed Person

5.1 The school ensures that an appointed person, who is usually a teacher or a teacher assistant, will take charge when someone is injured or become ill during school outings if a qualified first aider is unavailable to join the school trip.

5.2 The appointed person should collect a first aid box from the School Nurse the day before the school trip is scheduled.

5.3 The appointed person ensures that an ambulance or other professional medical help is summoned when appropriate during the school outing.

5.4 An appointed person is not first aider. He/she should not give first aid treatment for which he/she has not been trained.

6. First Aid Containers

6.1 The school provides a good number of first aid containers located in:-

- School Nurse's room ground floor
- School Health coordinator office GS19
- One in each Science Laboratory
- One in each Gym
- One in the kitchen

6.2 All first aid boxes are marked with a white cross on a green background.

6.3 The school ensures that the contents of first aid boxes comply with the recommendation of the Health and Safety Executive.

6.4 The School Nurse and the School Health Coordinator check the first aid boxes regularly and restock them as soon as possible after use.

6.5 We do **not** keep tablets or medicines in the first aid boxes.

7. Reporting Accidents and Record Keeping

7.1 The School Nurse, or in her absence, the First Aider must keep a record of any first aid treatment given during the school day in the accident book that is kept in the Nurse's room. This should include:

- Date, time and Place of incident.
- Name and class of the injured or ill student.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example, went home, resumed normal duties, back to class , went to hospital)
- Name and signature of nurse or first aider dealing with the incident.
- All serious or significant incidents should be reported to the parents either by sending a letter home with the student or by telephone.

7.2 The school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following accidents to the Health and Safety Executive (HSE) on 0845 300 9923 or online <http://www.hse.gov.uk/riddor/report.htm> within 14 days of the incident occurring:

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from doing their normal work for more than three days.

8. Administration of Medicines at School

- 8.1 The king Fahad Academy welcomes and support students with medical conditions and makes sure that staff understand their duty to safeguard and promote their welfare.
- 8.2 The school has a separate Policy for Administering Medicines to put in place effective systems to support individual children.

| | Name | Post | signature |
|---------------|-----------------------|--------------------|--|
| Issued by | Dr Samia Morsy | Health Coordinator | Signed 7/12/2017 |
| Authorised by | Dr Abdulghani Alharbi | Director General | Signed 7/12/2017 Signed copy at Ms Magda's office |

KFA First Aiders



First aid

Aziza Mirza **School Nurse**

Samia Morsy **Health Advisor**

| First Aid at Work Qualification Expires 21/11/2020 | Paediatric First Aid Qualification Expires 01/12/ 2018 |
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| | |
| Andres Ramirez | Abeer Bin Ali |
| Helder Soares | Anne Maher |
| Karen McKenna | Athya Ansari |
| Nadia Radhi | Burch Koc |
| Nadera Latif-Shaikh | Julie Benafif |
| Sahar Hussein | Saira Khokar |
| Sarah Jameel | |
| Shayma Ismail | |
| Sulafa Yassin | |
| Walid Zaki | |