



# Newton International Academy - Smash

أكاديمية نيوتن العالمية

"An international community of learners striving for excellence and celebrating success"

<http://newtonschools.sch.qa>



## NIA Smash– First Aid Policy

### Introduction

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

### Statement of First Aid Provision

The School's arrangements for providing First Aid will:

- Place a duty on the Principal to approve, implement and review the First Aid policy
- Place individual duties on all employees
- Report and record accidents using relevant form to the Senior Management Team
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment
- Make arrangements with to provide First Aid training to employees, maintain records of training and review annually
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements for First Aid
- Notify parent/guardian that first aid treatment was given to the child.

### Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in NIA Smash:

#### EYFS

Ground Floor: Coordinators' Office

First Floor: EYFS Nurse

#### Primary

Ground Floor: Main reception

First floor: HOP's office

#### Secondary

Ground Floor: DHOA- Office

First Floor: HOS Office

#### Specialist Areas

Ground Floor: Sports Hall

First Floor: Girls Science Lab

First Floor: Boys Science Lab

Second Floor: DT Room

### A standard First Aid Kit will contain the following items.

- Leaflet giving general advice on First Aid
- individually wrapped sterile adhesive dressings assorted sizes
- triangular bandages

- sterile eye pads
- safety pins
- medium wound dressings
- large wound dressings
- extra large wound dressings
- disposable gloves
- Scissors

The contents of the kits will be checked on a regular basis by the school nurse.

All staff should complete basic First Aid module on Educare.

### **Off campus Events**

Before undertaking any off site activities the level of first aid provision will be assessed in the risk assessment and at least one First Aid Kit will be taken along.

### **Information on First Aid Arrangements**

The Principal will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the School providing information on where First Aid boxes are located.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Any child who receives a blow to the head must be sent to the nurse even if there is no visible wound. Any child receiving an injury to the neck should also be sent to the nurse regardless of lack of visible wounds or the child saying they are feeling OK. Where emergency treatment is not required a 'Nurse letter will be sent home to the parent/guardian. The nurse will contact the parents and ambulance if emergency treatment is required.

**EYFS- Head Injuries:** All parents will be contacted via telephone by the Early Years Nurse if a child receives any bumps or injuries to the head.

### **Transport to hospital or home**

The Nurse and/or Principal will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to if no parent can be contacted:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

### **First Aid for Children in Wheelchairs**

If a wheelchair user requires the nurse she should be accompanied by another child to the clinic. If she is unable to go to the clinic, a child should be sent to the nurse to bring her to the classroom.

### **Seizures**

Epilepsy is a medical condition which occurs as a result of brief disturbances in the brain causing recurring seizures.

For most people, seizures are well-controlled with medication.

If you think someone may be having an epileptic seizure, always stay calm, protect (rather than restrain) the person, remain with them and reassure them.

### **During a Seizure**

- Stay calm and let the seizure run its course or otherwise instructed.
- Do not remove a child from his or her wheelchair during a seizure. This avoids potential injury when staff assists child to the floor. The child is safer in the wheelchair as it provides padding and support.
- Make sure the wheelchair brakes are on.
- Secure the child's seatbelt. If no seatbelt, stand in front to avoid a child falling forward.
- Remove or pad any hard object on the wheelchair that may cause injury.
- Hold the wheelchair in place to prevent toppling to one side.

### **After a Seizure**

- If able, partially recline the wheelchair. If unable, the child may need to be removed to keep airway clear and open.
- Gently turn the child's head to one side so that excess saliva can flow out. Allow the child to rest if needed.
- Provide support and reassurance as the child recovers.

### **In addition to these guidelines, basic seizure first aid should be used:**

- Immediately notify the school nurse.
- Cushion the head and other body parts, if needed, to minimize injury.
- Loosen tight clothes, remove glasses and other nearby hazards.
- Turn the child on his or her side and keep airway clear and open.
- Note the time the seizure started, how long it lasted, and the length of recovery time.
- Never place anything in the child's mouth.
- Do not hold the child down or use anything to limit their movements during a seizure.
- Calmly stay with the child as they recover from a seizure.
- Offer help and comfort to aid in the child's recovery.

### **First Aid for Children in Wheelchairs**

### **Choking**

If you are around when a wheelchair user is choking, unblocking their airway is priority. The first step you should always take should be encouraging the choking victim to cough. If they can't, then you should perform the following first aid procedures:

- Apply the brakes on the wheelchair and call for help: if there is more than one person at the scene then you can make sure someone is always with the casualty.
- Lean the choking wheelchair user forward and slap their back 5 times.
- Stand behind the casualty and wrap your arms around their ribcage, forming a fist with your hands. Then, pull the casualty's body in towards you and up 5 times.
  - You may have dislodged the obstruction whilst performing the above techniques, so remember to check the casualty's mouth and see if you can remove it. However, if you still haven't stopped the wheelchair user from choking, you should repeat steps 2 and 3 a further 3 times.

### **Call for an Ambulance**

- If, after repeating the back slaps and chest thrusts, the victim is still choking, you should stay with the victim whilst another person at the scene phones for an ambulance, (See Ambulance Information Sheet). However, if you are on your own you should phone the ambulance and return to the casualty immediately to begin the back slaps and chest thrusts again.

### **Ambulance Information Sheet**

1. Call 999
2. Give your name
3. Give name of child (teacher, parent, member of the public – if known) and a brief description of the symptoms.
4. If ANAPHYLACTIC SHOCK state this immediately, as this will be given priority.
5. Give any medical history and known medications that the child may have.
6. Give location details, Building Number, Street and Zone
7. If you are unsure of how to manage the casualty you can keep the Ambulance Operator on the telephone and get them to talk you through what you should be doing. OR you can ring them back at anytime.

### **REMEMBER TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED**

Newton International Academy Smash- Police, Fire, Ambulance:- 999  
Building:- 146 Street:- 842 Zone:- 70

### **POINTS TO REMEMBER**

- Get help
- If called for an ambulance then inform:
  1. Main Reception and give CLEAR details of where the Ambulance is coming to. Reception has printed floor map for easy reference.
  2. Inform the Principal and Head of School- give details and they will meet the ambulance crew. Other staff as necessary.
- Any witnesses to the accident need to stay, be reassured and available to give details to the ambulance crew or to the member of staff managing the accident