

Toras Emes

בניית תורת אמת



TORAS EMES MANCHESTER

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מנהל: הרב חיים ש דאבערטס שליט"א

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Medical & First Aid Policy

Medical and First Aid

Date	Review Date	First Aid Nominated Person	Nominated Governor
25/10/2018	25/10/2019	Rabbi Simmonds	

We believe this policy relates to the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment, facilities and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.

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- To have in place excellent lines of communication with the emergency services and other external agencies.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the school manager to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the school manager to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;

Role of the School Manager

The School manager will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure adequate first aid equipment, facilities and school personnel qualified in first aid are in place;
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train all school personnel in first aid arrangements;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;

Role of the Nominated Person

The nominated person will:

- ensure all school personnel are trained in first aid arrangements
- ensure those administering first aid hold a valid certificate of competence that is valid for three years;
- ensure all school personnel receive refresher training every three years in first aid procedures;
- organise and maintain the medical room,
 - a sink with hot and cold running water;
 - drinking water and disposable cups;
 - soap and paper towels;

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- a store for first-aid materials;
- an examination/medical bed;
- a chair;
- a record book for recording incidents attended by a first-aider or appointed person.

- ensure that there are adequate stocks of first aid equipment;
- ensure first aid kits are British Standard BS 8599 and contain everything recommended by HSE
- position and maintain first aid cupboard at an appropriate location around the school;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure school personnel are aware of the specific health needs and disabilities
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure there is a designated medical room that is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;

Role of School Personnel

All school personnel must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- report and record all accidents and first aid treatment administered

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;

Role of Pupils

Pupils:

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- be aware of and comply with this policy;
- must report all accidents;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;

Recording Accidents, Injuries & Incidences

We have trained first aiders who administer care to the children when necessary. They have undertaken recognized health and safety training and regularly update their knowledge and understanding.

In an emergency Hatzola should be called: 0161 795 2727

We display the necessary health & safety poster at the school entrance.

At least one member of staff with current first aid training is on the premises at any one time.

At the time of admission to the setting, parents' written permission for emergency medical treatment is sought. Parents sign and date their written approval.

In the event a child needs to be transported to hospital parents are notified as soon as is reasonably possible. If the parent is not present at the time of being transported to hospital a member of staff will accompany the child. Our nearest hospital is:

North Manchester General Hospital
Delaunays Rd,
Crumpsall,
Manchester
M8 5RB
[0161 795 4567](tel:01617954567)

All Incidences including children reporting illness will be:

- recorded in the 'Record if Incidences' file.

All accidents, injuries and incidences will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

Our accident book is kept in the schools main office. Secretaries in the main office know where it is and how to complete it.

Our 'Record of incidences' file is electronically kept and all secretaries know where it is and how to complete it. This file is updated instantly across the school's networking system to ensure other members of secretarial staff are up to date on children's previous care.

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Raising Awareness of this Policy

We will raise awareness of this policy via:

- meetings with school personnel
- information displays in the main school entrance and other areas of the school

Training

All school personnel:

- receive training related to this policy which specifically covers:
 - Basic first aid
 - Medical care
 - Dealing with emergencies
- receive periodic updates so that they are kept up to date with new information

Headteacher:		Date:	
Chair of Governing Body:		Date:	