



# Al Rabeeh School

## First Aid Policy

Reviewed: September 2022

Policy Statement: Al Rabeeh School is committed to ensuring the health and safety of all our students.

## **First Aid Policy**

### **Introduction**

This policy has been formulated for the protection of all members of the ARS community, including students, staff, parents and visitors, for the treatment of any low level (bumps/cuts/bruises) medical issues which may occur on the school site.

### **Rationale**

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid. Teachers and other staff in charge of students are expected to use their best endeavors at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children.

### **Aims and objectives**

We aim to create awareness among the staff as to how to react in case of minor medical problems which may occur in the classrooms, laboratories, corridors or the playing fields and to set out clearly the principles and procedures for first aid at ARS.

### **First Aiders**

The Principal will ensure that First Aider/s are available on-site at all times. All First Aiders must complete a training course approved by HAAD/MOH.

They are expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

### **Practical First Aid Arrangements**

ARS has designated first aid bags. Each bag is placed in strategic locations (all corridors) where they may be most required. There are 6 extra bags for teachers to take on offsite activities and field trips. These are kept with the medical team and teacher must ensure they are returned following their trip.

The content of each bag is designed to treat only minor medical problems i.e. minor injuries (cuts, bruises, bites). Each bag contains

- bandages(regular and sling) for injuries
- Cold packs for swelling and bruises
- Gauze and wipes for open wounds
- Plasters and band aids for cuts and grazes
- Fenistil gel for bites and rashes
- Reparil gel for bumps and bruises
- Fucidin ointment/cream for antiseptic

Only teachers, first aiders or admin staff can administer any first aid using the contents of the bag. Staff who have used the bag and its contents must send the bag to the medical department to be refurbished. In case of any doubts of usage of the materials/meds kindly

contact the medical staff. It is important to keep the bags in the cupboards where children do have access to them.

First aid boxes in the school are located in the following areas;

- Main Building corridor, first and second floor corridors.
- In addition, there are travel kits for trips and matches. The contents of these boxes vary according to location and are checked on a regular basis by the Principal First Aider who retains a log of the contents of each box/kit.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the teacher requires assistance, they should send a student to reception to alert a first aider or the school nurse or doctor. If the contents of the boxes become depleted, staff should inform the Principal First Aider.

### **Records**

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the appropriate incidents log book, kept at the primary and secondary medical room. This must include:

- the date, time and place of the event
- personal details of those involved and a brief description of the nature of the event or illness and treatment given
- what happened to the person afterwards
- whether parents were informed
- Name and signature of person providing treatment.

### **Reporting to Parents**

Bumps to the head suffered by students must always be reported to parents who should be given the choice whether or not to collect them from school.

Students who begin to feel unwell during the school day should be sent to the nurse if unable to participate in class activities. The Nurse will assess the situation and decide whether or not parents need to be informed or be asked to collect them from school. The nurse will inform parents of any treatment given.

**Heads of Year must always be informed if the decision is made to send the student home. A member of the senior leadership team will approve for students to go home.**

## **Procedure**

It is the responsibility of every staff member who is witness to any injury or illness occurring in their presence to immediately help the patient. Low level injuries may be on the spot by a member of staff or a first aider may be called. In case the injury appears to be beyond the realm of first aid treatment the patient must be referred to the school clinic. The patient may be taken there by a staff member or the nurse should be asked to attend at the scene. The nurse will decide whether the emergency services are to be called.

If the incident involves spillage of bodily fluids, the affected area should be cordoned off by the first aider at the earliest opportunity and cleaned with disinfectant, stored in the medical room.

Below is a list (not an exhaustive list) of incidents, which may require calling the emergency services:

- Serious cuts/bleeding requiring bandaging
- Burns
- Severe pain
- Unconsciousness

## **Medicine Policy**

Medication cannot be brought in to school and taken without notifying the school. There is no legal duty that requires school staff to administer medication. Under exceptional circumstances, a child may bring medicine to school if a consent form is signed by the parent assuring it has been prescribed by the child's G.P. The medication will be handed in to the clinic and stored in the appropriate medical room at all times.

Parents will always be consulted before administering any medication to a student, including paracetamol, and only those medicines included on the list given by the DHA (appendix ii) will be given to a child in school.

## **Personnel**

See Appendix for a list of school first aiders.

## **Policy Review**

This policy will be reviewed annually.

<b>Draft Date:</b>	<b>2<sup>nd</sup> September 2022</b>
<b>Principal Approval:</b>	
<b>Review Date:</b>	<b>August 2023</b>

## APPENDIX I

### **First Aid Training Delegates:**

1. Andrew Wilkinson
2. Babu Parakkal
3. Catherine Richardson
4. Claire Musgrave
5. Courtney Clough
6. Elizabeth Joslin
7. Emily Brown
8. Hannah Currie
9. Jovita Quintana
10. Lina Jamal
11. Noura Dandachli
12. Will Martin

## APPENDIX II

### **First Aid Box Contents:**

- Emergency First Aid Guide
- Providone Iodine
- Cotton zigzag
- Crepe bandages ( Different sizes)
- Bandages(regular and sling) for injuries
- Cold packs for swelling and bruises
- Gauze and wipes for open wounds
- Plasters and band aids for cuts and grazes
- Micropore Tape/ Hypoallergic medical tape
- Alcohol Swabs
- Safety Pins
- Elastic strap tourniquets
- Plastic tweezers
- Vinyl gloves
- Tongue depressor
- Biohazard bags
- Scissor

### **APPENDIX III**

#### **List of Allowed Medicines by Department of Health:**

- Paracetamol (tab , syrup ) according to age group
- Disposable cups for giving medicine
- Anti –itching cream/lotion
- Flamazine /mebo /cream
- Fucidine cream /ointment
- Dermacin solution
- Paraffin gauze
- Emergency Kit (2Adrenalin According to the group age + 2 Ventolin Inhaler)
- Gauze/crepe bandage/ bandage /band aid /eye cover
- Salbutamol inhaler for student when needed

*Source: MOH School Clinic Regulations 2020*