SAFA COMMUNITY SCHOOL

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى لتأهيل طلابنا إلى النجاح اليوم، و إعدادهم لمجابهة عالم الغد

School Clinic First Aid and Medical Care Policy

Policy Code: SCS A/036/02/10/2019— *Revised to comply with DHA Regulations (Updated November 2025)*

Reviewed: January 2026 | Next Review: January 2027

1. Policy Statement

The school is committed to safeguarding the health, safety, and well-being of all pupils, staff, and visitors. This policy outlines the procedures for the provision of first aid, medical care, and the administration of medicines within the school in accordance with Dubai Health Authority (DHA) regulations, KHDA expectations, and best medical practice.

2. Scope

This policy applies to:

- All pupils during school hours and school-related activities
- All staff members and visitors while on school premises
- All on-site and off-site school activities, including trips and residential visits

3. Roles and Responsibilities

3.1 School Nurse

The School Nurse is responsible for:

- Providing first aid and emergency medical care
- Administering prescribed medications in line with DHA regulations
- Maintaining accurate medical records and incident reports
- Managing the School Clinic and medical equipment
- Developing and reviewing Individual Health Plans (IHPs)
- Training and advising staff on medical matters

3.2 School Doctor

The School Doctor provides:

- Medical oversight and guidance
- Support in complex medical cases
- Review of medical policies and procedures as required

3.3 Absence of the School Nurse

- The school maintains a contract with a DHA-licensed nursing agency
- A qualified cover nurse is provided to ensure uninterrupted medical care

3.4 School Staff

All staff are responsible for:

- Acting promptly in medical emergencies
- Referring pupils to the School Clinic when required
- Following guidance provided in IHPs and medical briefings
- Maintaining confidentiality at all times

4. Accident and Incident Management

All accidents, injuries, and medical incidents are recorded in:

- The school accident log and/or
- The approved online incident reporting system

Each record includes:

- Date and time of incident

- Pupil name and class
- Nature and location of injury
- Treatment provided
- Name and designation of staff involved

Parental Notification

- Parents are informed via email, written report, or phone call depending on severity
- All head injuries, significant injuries, or concerning symptoms are reported immediately
- In emergencies, parents are contacted without delay and emergency services are activated if required

---

5. First Aid Provision

5.1 First Aid Kits

First aid kits contain approved non-medicated supplies only, including:

- First aid guidance leaflet
- Adhesive dressings (assorted sizes)
- Sterile bandages and eye pads
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Scissors
- Cold compresses
- Burns dressings

Medication is strictly prohibited in first aid kits, in line with DHA guidance.

5.2 Location of First Aid Kits

First aid kits are located in:

- School Clinic
- Staff room
- Classrooms
- Corridors
- Gymnasium
- School buses

Portable kits are provided for outdoor activities and educational visits.

5.3 Staff Awareness

- Staff are informed of kit locations during induction and annual training
- Clear signage is displayed across the school premises

---

6. Storage and Administration of Medicines

6.1 Storage

- All medicines are stored in a locked cabinet within the School Clinic
- Refrigerated medicines are stored in a dedicated medical refrigerator
- Access is restricted to authorized medical personnel only

6.2 Administration

Medicines are administered only when:

- Prescribed by a licensed medical practitioner
- Accompanied by written parental consent
- Clearly labelled with the pupil's name and dosage instructions

A medication administration record is maintained, documenting:

- Pupil name
- Medication and dosage
- Date and time administered
- Name and signature of administering staff

---

7. Pupils with Medical Conditions and Allergies

7.1 Individual Health Plans (IHPs)

Pupils with chronic conditions or allergies must have a current IHP, detailing:

- Medical diagnosis
- Daily care requirements
- Emergency action plan
- Prescribed medications

IHPs are reviewed annually or when medical needs change.

7.2 Emergency Medications

- Emergency medications (e.g., EpiPens, inhalers) are stored securely in the School Clinic
- Additional access arrangements are made where clinically required
- Storage and use comply fully with DHA regulations

7.3 Staff Training

Staff receive regular training on:

- Recognizing medical emergencies
- Managing asthma, diabetes, seizures, and severe allergies
- Emergency response procedures

---

8. Medical Information Sharing

- Teachers are informed of pupils' medical needs on a need-to-know basis
- Information is shared through confidential briefings, IHP summaries, and guidance from the School Nurse
- All medical information is treated as strictly confidential

---

9. First Aid Training

- All designated First Aiders must hold a valid, recognized First Aid certificate
- Training validity is typically three years
- The school maintains a register of trained First Aiders and renewal dates
- Staff are encouraged to update training promptly upon expiry

---

10. Off-Site Activities and Educational Visits

For all trips:

- A medical risk assessment is completed in advance
- Portable first aid kits and required medications are taken
- Emergency contact details and medical information accompany staff

Residential Trips

- A DHA-licensed nurse accompanies residential visits

- Trained First Aiders are designated
- Pupils with medical needs are supervised by a cover or supply nurse where required

Parents are informed in advance of all medical arrangements.

---

11. School Clinic Procedure

1. Pupils report to the School Clinic and are registered
2. Assessment and treatment are provided by the Medical Team
3. A medical incident report is completed:
    - One copy filed in the pupil's medical record
    - One copy sent home
2. Class teachers are informed of clinic visits (a copy of the report is given)
3. Parents receive written or verbal communication as appropriate

---

12. Sending a Pupil Home Due to Illness

If a pupil must be sent home:

1. Parents are contacted by the Medical Team
2. The Key Stage Leader and class teacher are notified via email
3. The pupil remains under medical supervision until collected

Important Safeguard:

Until written confirmation is received, teachers must assume the pupil remains on site and verify whereabouts if near dismissal time.

---

13. Hospital Referral

If hospital treatment is required:

- Parents are contacted immediately
- Emergency services are contacted if necessary
- Transfer arrangements are made in consultation with parents

---

14. Confidentiality and Record Keeping

- All medical records are securely stored
- Access is restricted to authorized personnel
- Records are maintained in accordance with DHA data protection and retention requirements

---

15. Policy Review

This policy is reviewed **annually** or earlier if required due to:

- DHA regulatory updates
- Changes in school operations
- Significant medical incidents

Prepared by:
Claire Marisa Garnet
Lead Nurse

Reviewed by:
Dr. Nafisa Noor
School Doctor

SAFA COMMUNITY SCHOOL

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى لتأهـيل طلابنا إلى النجاح اليوم، و إعدادهـم لمجابهـة عالم الغد

P.O. Box 71091, Dubai
Main Site: +971 (0)4 385 1810 Senior School: +971 (0)4 385 1820
www.safacommunityschool.com