



### Policy And Procedure Title: First Aid

Code	Effective Date	Edition No	Last Revision Date	Next Revision Date
SCS A/036/02/10/19	02/10/2019	07	01/10/2024	01/10/2025

## 1. Introduction

This policy outlines the procedures and responsibilities for delivering first aid and administering medicines within the school. It ensures that all staff, pupils, and parents are aware of the measures in place to safeguard the health and well-being of pupils and staff.

## 2. Responsibilities for First Aid and Medicine Administration

- **School Nurse:** The school nurse is primarily responsible for providing first aid and administering medicines in accordance with school policies and the DHA guidelines.
- **In the Absence of the School Nurse:** The school has a contract with an agency nurse. In the absence of the school nurse, the agency will arrange for a cover nurse to ensure continuity of care.

## 3. Accident Reporting and Parental Communication

- **Accident Recording:** All accidents are recorded in the school's accident log and through an online incident reporting system. The record includes the date, time, nature of the injury, location, and actions taken.
- **Informing Parents:** Parents are informed about accidents through written notes, emails, or phone calls, depending on the severity of the incident. For serious injuries, parents are contacted immediately, and further medical assistance is sought if needed.

## 4. First Aid Kits: Location and Awareness:

A typical first aid kit in our school will include the following:

- A leaflet with general first-aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

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- **Locations:** First aid kits are strategically placed in key areas such as the staff room, classrooms, corridors, gymnasium, and school buses. Portable kits are available for outdoor activities and trips.
- **Awareness:** Staff are informed about the location and contents of first aid kits during staff orientation and regular training sessions. Visual signage is used to indicate the location of first aid kits throughout the school.

### 5. Storage and Dispensing of Medicines

- **Storage:** Medicines are securely stored in a locked cabinet in the school clinic. Refrigerated medicines are kept in a medical-grade refrigerator.
- **Dispensing:** Medicines are dispensed only by the school nurse or a trained staff member, following the doctor's prescription and with parental consent. A detailed log is maintained for all medications administered, including the date, time, dosage, and student's name.

### 6. Managing Pupils with Allergies or Long-Term Conditions

- **Individual Health Plans (IHPs):** Pupils with allergies or chronic health conditions have an Individual Health Plan (IHP) that outlines their medical needs, emergency action plans, and prescribed medications.
- **Training:** Staff members, including teachers, receive regular training on recognizing symptoms and managing conditions such as asthma, diabetes, and severe allergies.
- **Allergy Protocols:** Emergency medications such as Epi-Pens are kept in the school clinic as per the DHA guidelines

### 7. Teacher Awareness of Medical Conditions

Teachers are provided with information about pupils' medical conditions through confidential staff meetings, IHPs, and summary sheets shared by the school nurse. This ensures they can provide appropriate care and respond effectively in case of an emergency.

### 8. Training

All First Aiders are required to complete a certified training course and hold a current certificate of competence as proof. The school will maintain a record of all trained First Aiders, detailing the training they have completed and the certificate's expiration date. Staff are encouraged to renew their First Aid certification once it has expired, as most training remains valid for three years.

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## 9. First Aid Arrangements for Off-Site Activities

For off-site day trips and residential visits:

- o Portable first aid kits and any necessary medications are taken along.
- o The DHA supply/cover nurse accompanies for the residential trips.
- o Trained first aiders among the school staff are responsible for delivering first aid. These staff members are certified first aiders and receive regular first aid training to ensure they can handle emergencies effectively on their day trips.
- o During a day trip, a primary student with medical conditions must be supervised by a cover or supply nurse to ensure their health and safety.
- o Before the trip, a risk assessment is conducted to identify specific medical or first aid needs, and parents are informed of the arrangements.
- o Emergency contact numbers and medical information for each pupil are readily available to the staff supervising the trip.

### School Clinic First Aid Procedure:

- o On arrival at the School Clinic, pupils will be registered and assessed by the Medical Team.
- o Appropriate treatment and advice will be administered.
- o A medical incident report will be created:
  - o One copy will be filed in the pupil's medical records and a second copy will be given to the pupil to take home.
- o This copy should be shown to the class teacher so that they are aware an incident has occurred.
- o The report will advise the parents of the incident, its assessment, treatment, and outcome.
- o If a student is unable to return to class, the Medical Team will notify the class teacher and offer appropriate guidance.
- o When a pupil needs to go home due to illness, the Medical Team will contact the parents and make arrangements for this. (See Additional Notes below.)
- o In the event that a pupil requires hospital attention:
  - o Parents will be contacted first, wherever possible. Following discussions with parents, arrangements will be made to transfer the pupil to the hospital for assessment and treatment.

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**If a Child Is Sent Home by the School Medical Team Due to Illness**

1. If the Medical Team decides a child must go home, they will:
  - o Call the parents to inform them.
  - o Notify the Key Stage leader and classroom teacher via email that the child's parents are on their way to collect the child.
2. The Medical Team will be responsible for the child until they are picked up.
3. Until this email is received, it must be assumed by class teachers that the child is still in school. Therefore:
  - o Class teachers must check on the child's whereabouts if it is close to home time.
4. This procedure ensures that parents are not misinformed by a teacher mistakenly believing the child has been sent home while the child is still in the School clinic.

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النجاح اليوم، وإعدادهم لمجابهة عالم الغد**

