



Al Rabeeh Academy

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 Al Rabeeh Academy 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

Al Rabeeh Academy 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 it.

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. For any treatment, parents will be contacted by the clinic.

Heads of Year must always be informed if the decision is made to send the student home. A member of SLT will approve for the student 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. Upon admission to the school, parents will have signed a home school agreement, agreeing to being treated by the school nurse if required.

Personnel

See Appendix for a list of school first aiders.

Monitoring and Evaluation

This policy is reviewed annually.

APPENDIX I

First Aid Trained staff:

AL RABEEH ACADEMY FIRST AIDERS



Enrico Tabio
Nurse



Susan Samuel
Nurse



Rene Soares
Procurement Manager



Matthew Roberts
Head of Primary



Dan Griffiths
Director of Sports



Cristina D'Andrea
PE Teacher



Donna Robinson
FS1 Teacher



Danielle Bezuidenhout
FS2 Teacher



Rachael Price
Year 3 Teacher



Daniel Marshall
Year 4 Teacher



Craig Rigby
Year 5 Teacher



James Griffiths
Year 6 Teacher



Colm Doohan
Head of Year 6



Hazel Mae Zarate
Librarian



Dawn Sharpe
TA



Nelsie Castro
TA



Gemma Benedicto
TA



Amparo Ferrer
TA



Ruth Karuhanga
TA



Shanavas Ubaidulla
Lifeguard

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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

