



Al Rabeeh Academy

First Aid Policy

Implemented September 2025

Next Review Date: August 2026



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

FIRST AID POLICY

AL RABEEH ACADEMY

Doc No: ARA-FA-POL

Rev.:0.2

Date: 01-09-2025

1. Purpose

To ensure that Al Rabeeh Academy maintains effective first aid facilities, trained personnel, and procedures, including the operation of an **Automated External Defibrillator (AED)**, in full compliance with **DoH**, **ADEK**, and **OSHAD** health and safety standards.

2. Scope

Applies to all students, staff, contractors, and visitors on Academy premises and during off-site activities (e.g., trips, sports, events).

3. Rationale

Timely and competent first aid saves lives and limits injury severity. This policy ensures immediate, structured response to incidents—including cardiac emergencies—by providing trained personnel, stocked equipment, and an operational AED unit on site.

4. Regulatory Framework

Aligned with:

- Department of Health – Abu Dhabi (DoH) School Clinic Guidelines 2020 / 2024
- ADEK Private Schools Policy & Guidance Manual (2023 – 2024)
- Abu Dhabi Occupational Safety & Health Center (ADPHC / ADOSH) OSHMS SF v.4.0
- Civil Defense – Emergency Preparedness Regulations
- UAE Federal law No. 8 of 1980 (Labour Law Health and Safety provision)

5. Aims and Objectives

- Provide prompt and effective first aid response and cardiac emergency readiness.
- Ensure qualified first aiders and DoH-licensed nurses are available at all times during school hours and school events.
- Maintain first aid and AED (Automatic External Defibrillator) equipment in full operational condition.
- Promote first aid awareness and training among staff.



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6. Responsibilities

6.1 Principal

- Ensures adequate first aid and AED resources and personnel
- Supports regular drills and emergency preparedness.

6.2 Head of Operations / Health and Safety Lead

- Oversees compliance with DoH and ADOSH standards.
- Coordinates AED maintenance and staff training.
- Leads annual review and audit of the policy.

6.3 School Nurses / Medical Team

- Must be DoH-licensed and AED-certified.
- Provide first aid, operate the AED if required, and maintain logs and expiry checks.
- Train staff in basic life support (BLS), **EpiPen** use and AED awareness.

6.4 Designated First Aiders

- Deliver immediate first aid and use the AED in cardiac emergencies until medical help arrives.
- Record all incidents in the official First Aid Logbook.

6.5 All Staff

- Must be familiar with the location of first aid boxes, the AED unit, and emergency procedures.
- Report injuries or illness promptly.

7 First Aid and AED Facilities

7.1 School Clinic

Complies with DoH licensing requirements, equipped with:

- Examination bed, BP apparatus, suction unit, oxygen cylinder, thermometer, and AED unit.
- DoH-approved emergency medicines and consumables.



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- Refrigerator for medicines requiring temperature control.

7.2 First Aid Boxes and Travel Kits

- 30 fixed boxes are distributed throughout the premises (see Appendix I).
- Portable first aid kits are issued for off-site activities.
- Inspected monthly by the clinic team; deficiencies rectified immediately.

Minimum Contents (as per DoH standards):

Bandages (all types), gauze, plasters, cold packs, micropore tape, gloves, tweezers, scissors, antiseptic cream (Fucidin), anti-itch gel (Fenistil), anti-inflammatory gel (Reparil), tourniquet, biohazard bags, alcohol swabs, tongue depressor, and emergency guide.

7.3 Automated External Defibrillator (AED)

- One AED unit is installed in a centrally accessible and visible area near the main clinic.
- The AED is inspected weekly for readiness (status indicator, pads expiry, battery life).
- Only trained staff and nurses may operate the device.
- AED use is recorded in the Emergency Incident Log and reviewed by the Head of Operations and H&S Officer.
- Regular BLS/AED training is conducted in accordance with DoH Emergency Response and Cardiac Arrest Readiness Guidelines (2024).

8 First Aid Procedure

- **Assess the Scene** – Ensure safety and call for assistance.
- **Provide Immediate Care** – Administer first aid using the nearest kit or summon a nurse.
- **Activate Emergency Response** – If unresponsive or no breathing, begin CPR and use an AED immediately.
- **Call 998 (Ambulance)** – Notify SLT and security to assist with access and crowd control.
- **Transfer and Documentation** – Record the incident and inform parents or guardians.



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9 Medication Management

- Only **DoH-approved medications** are administered by licensed nurses.
- **Parental consent** is required for all medications.
- Medications must be stored in locked cabinets within the clinic.
- Teachers must not administer any medication unless specifically authorized by the nurse.

10 Records and Communication

All first aid and AED incidents must be logged in the Medical Incident Register, including:

- Date, time, and location
- Nature of injury or incident
- Action taken / treatment given
- Whether an AED was used
- Name and signature of responding staff
- Parent notification status

Parents are always informed for:

- Head injuries
- Any AED use in a serious incident
- Illness requiring external medical attention

11 Training and Competency

- All nurses and first aiders must hold current DoH-approved BLS and AED certification.
- At least two trained AED operators per shift must be on-site.
- Refresher training is required every two years.
- Annual staff orientation includes first aid and AED awareness.



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12 Monitoring and Review

- Monthly internal audits of first aid and AED equipment are conducted by the Clinic Lead and HSE Officer.
- The policy is reviewed annually or after any major incident.
- Results of drills and inspections are reported to the Executive Principal.

13 Related Policies and Documents

- Health and Safety Policy
- School Clinic Policy
- Risk Management Policy
- Emergency Evacuation and Fire Safety Plan
- DoH School Clinic Guidelines (2024)
- ADEK Private Schools Standards (2023-2024).

Appendix I – First Aid Box Locations

Appendix II – Approved Medicines

Appendix III – First Aid and AED Trained Staff

No.	Revision Number	Section	Change Made	Date of Revision
01	00	All	Initial development of First Aid Policy	15/08/2019
02	01		Format & Update the first aider's list	31/10/2024
03	02		Update the first aider's list	01/08/2025



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Appendix I - First Aid Box Locations

Sn	Location
1	Main Entrance
2	Ground Male Clinic
3	Ground Floor Female Clinic
4	Ground Floor Boys Cafeteria
5	Ground Floor Girls Cafeteria
6	Multi-Purpose Hall
7	Multi-Purpose Hall Corridor
8	Swimming Pool
9	Ground Floor Girls Side – near Staffroom
10	Ground Floor Girls Side – Corridor
11	Ground Floor Girls Side – Entrance
12	Ground Floor Boys Side – near Staffroom
13	Ground Floor Boys Side – Corridor
14	Ground Floor Boys Side – Entrance
15	First Floor Boys Side – Corridor
16	First Floor Boys Side – near Prayer Room
17	First Floor Boys Side – Lab area – room 51
18	First Floor Girls Side – Lab area – room 48
19	First Floor Girls Side – Corridor
20	First Floor Girls Side – near Prayer Room
21	Second Floor Boys Side – Corridor
22	Second Boys Side – near room 108
23	Second Floor Boys Side – DT room 83
24	Second Floor Boys Side – Lab area – room 85
25	Second Floor Girls Side – Lab area – room 89
26	Second Floor Girls Side – DT room 91
27	Second Floor Girls Side – near room 105
28	Second Floor Girls Side – Corridor
29	Early Year Foundation Stage (EYFS) – Main Entrance
30	Early Year Foundation Stage (EYFS) – Back Entrance – Indoor Play Area



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Appendix II – First Aid Bag Content

- 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
- Portable oxygen cylinder
- Oxygen mask
- BP apparatus
- Stethoscope
- Manual Suction
- Fenistil gel for bites and rashes
- Reparil gel for bumps and bruises
- Fucidin ointment/cream for antiseptic



Enrico Angelo Tabio
Nurse



Susan Samuel
Nurse



Matthew Roberts
Head of Primary



Thomas Nelson
Head of Secondary



Daniel Griffiths
Director of Sports



Emma Youds
PE Teacher



Rym Zoghلامي
PE Teacher



Mohammed Al Remeithi
Student Affairs Manager



Ciara Whelan
Primary Teacher



Andrew Holding
Football Coach



Marjorie Genterone
TA



Jenelyn Rabe
LSA



Amparo Ferrer
TA



Dawn Sharpe
TA



Ruth Karuhanga
TA



Rynel Erandio
TA



Mary Lou Lozano
TA



Karla Bergado
TA



Violeta Rivera
TA



Aileen Endozo
TA



Hassan Shahzad
DT Technician



Ali El Khoubaiz
Facilities Officer



Shanavas Ubaidulla
Lifeguard



Mercy Edimo
Lifeguard