



**DUBAI  
BRITISH  
SCHOOL**  
JUMEIRAH PARK



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**FOUNDATION**

# First Aid Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Implementation Date:	August 2022	School Nurse
Last reviewed:	August 2022	Karla Mediah
To be reviewed:	August 2023	

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## First Aid Policy

### **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

**The school has a separate policy for the administration of medicines and the Reporting of Incidents and Accidents.**

### **Aims**

This document sets out the policy to be followed for the provision of First Aid within Dubai British Foundation. It also gives general guidance for the provision of first aid for pupils and staff on visits away from the school.

### **Policy Statement**

The School Nurse is the nominated person for first aid. In addition, other members of staff are First Aid trained and can be called upon if required.

Students or employees who require specific medication or have special medical requirements shall be noted and details kept in their file. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment.

First Aid boxes are located around the school and will be checked on a regular basis by the Nurse.

Travelling First Aid kits are located in the clinic. These First Aid kits are to be taken on any excursion with DBF students off school premises. The Teacher in charge/First Aider will take responsibility for the kit during the trip.

The following procedures are observed when administering first aid

- Wear disposable gloves. When taking off the gloves ensure they are inside out and the contaminated side is not exposed. Discard used gloves and dressings inside a plastic bag and dispose of carefully in a covered bin.
- Wash surfaces with approved cleaning agent including the ground after contact with blood or other body fluids. The cleaners are notified to use disinfectant to mop these surfaces.
- If clothes are bloodstained or soiled, change for clean ones.
- If a first aider or other employee has direct contact with another person's blood or other body fluids, the exposed part of his or her body should be washed immediately with soap and water.
- Students with head injuries are to be examined by the Nurse. The Nurse will contact the student's parents and an incident form will be completed. The Nurse will document the treatment provided and action taken along with a copy of the incident form in the student's health record.

## **Medical Alert**

- There will be a medical alert list displayed (including photographs of children) with medical conditions and the treatment plan in an area accessible to staff e.g. workroom, staff room and pool area.
- Staff will be informed of any changes to those individuals on the list (i.e. medical conditions/receiving treatment).

## **Sick Students**

- If a staff member feels that a student is not well enough to continue in school, they will be referred to the School Nurse.

## **Trips and visits off-site**

- Risk assessments will be undertaken prior to all off-site visits.
- A trained first aider must accompany children on all school tours/visits. A first aid kit, available from the clinic, should always be taken on such visits by the first aider. Pupils with medical conditions are identified for each trip, and the first aider/trip leader informed. Epipens, inhalers or extra medical supplies/equipment will be made available.
- The trip organizer will be responsible for the safety of all students and will carry emergency numbers and a copy of the emergency procedures.

## **First aiders**

- First aid training usually lasts for three years. The Nurse/Principal will make arrangements for re-training and re-certification for each first aider during the school year. Staff are encouraged to train in CPR and First Aid as part of their training and development.

## **Roles and Responsibilities:**

### **School Nurse**

- Ensures that all medical supplies and equipment needed for first aid and emergency care are available and in working condition in the school clinic
- Assesses needs of students, staff and visitors (examines/observes/measures vital signs) who require first aid care.
- Administers the first aid care appropriate to his/her condition or needs
- Provides privacy to the patient during medical examinations
- Checks that all findings and recommendations are recorded in the student's School Health Record
- Monitors student who are frequently absent from school due to health related problems

- Measures height and weight of students and calculates BMI at the start of academic year. For those students with deviations from normal measurements, repeat the measurements regularly
- Administers medicines, treatment as per the written standing order of the School Doctor
- Administers independent nursing measures appropriate to the identified needs of the sick student
- Monitors the student's condition in the school clinic before sending the student home or back to the classroom
- Presents health education materials/aid that will help to enhance health practices of students
- Keeps updated knowledge, skills and practice related to school health requirements
- The Nurse checks all first aid boxes at least once per term. Any person who uses an item from a first aid box should inform the Nurse as soon as possible so that it can be replaced.

### **Classroom teachers**

- Observe and report students with unhealthy practices
- Refer promptly students who are showing signs of visual, hearing and learning difficulties
- Refer student with fever, rash or unusual behaviour
- Report presence of potential hazards in the classroom
- Motivate student to enhance healthy practices

**Applicable to:** All staff

### **Related Documents:**

Accident/Incident policy

Medical Referral form (kept in clinic)

Medication Administration Policy

School Clinic Regulation (Health Regulation Department 2014)

Health and Safety Policy