

Rationale

The purpose of this policy is to guide the provision of first aid to people suffering injury or illness. The school acknowledges the importance of providing First Aid for staff, students and visitors within the school.

First aid services are an important element of work health and safety, facilitating first initial treatment for:

- Injuries that may occur in the in the school
- Injuries that may occur during school educational visits
- Acute personal sickness that may impact on students or staff members or others while on school's premises.

Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders are any people providing first aid.

Premises include offices and anywhere on school grounds

Venue includes any educational visit off site.

Accidents minor and major accidents (First Aid Policy Appendix Accidents)

Aims and Objectives

- To ensure that first aid provision is available at all times whilst people are on the school premises, and areas off the premises whilst on school business.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, students and visitors.
- Provide equipment and materials to carry out First Aid treatment.
- Establish procedures for managing accidents in school which require First Aid treatment.
- Provide information to staff on the arrangements for First Aid.
- To preserve life, prevent harm and promote recovery.

Risk Management

First aid risks are regularly assessed, identified and managed. Teachers and support staff are educated in first aid awareness. Appropriately qualified staff are trained first aid personnel (Highfield Accredited Certification). Mechanisms are in place for monitoring compliance with first aid policies.

Policy Implementation

The school ensures effective implementation of first aid through:

- staff having access to policies and procedures relating to first aid
- provision of tailored training to persons with specific tasks e.g Nurses and EVAC Chair
- record of first aid activities, including first aid training provided and undertaken, information provided to consumers and use of PPE
- mechanisms for monitoring compliance with first aid

First Aid Provision

The locations of First Aid kits are:

- Admin Building
- Security Cabins
- School Clinic
- Sports Hall
- Swimming Pool
- Labs
- 1 central First Aid Kit on each corridor
- Educational Visit First Aid Kit with Ms Rania

The contents of the kits will be checked monthly by the School Nurse, and re-stocked as necessary. If anything in the First Aid kit is used, please email the school nurse so she may replace the used item(s).

Policy Detail

The school is committed to providing a safe and healthy environment for all teachers, support staff, Board members, students, visitors and volunteers.

Assessing First Aid Requirements

- Workplace activities influence potential harmful consequences for staff, consumers and others. Each worksite is likely to have different first aid requirements.
- The Operations Coordinator and School Nurse will determine the number of designated First Aid Officers, the type of First Aid kit required and the organisation's approach to first aid response.
- When joining the school, staff are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies. **This is updated annually.**

Designated First Aid Officer (Appendix A)

Trained First Aid Officers include the following:

- A person who holds a current first aid certificate issued after successful completion of an

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approved first aid course; or

- A person who holds a current occupational first aid certificate issued after successful completion of an approved occupational first aid course; or
- A school nurse or dedicated replacement registered nurse; or
- A medical practitioner

A person with one or more of the above qualifications is appointed by the organisation to be the designated First Aid Officer. The Certified first aider will always wear a **Dark Green** vest while on playground duty / other outdoor activities / emergency situation

First Aid Facilities

- While on duty all staff have a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.
- The School Nurse is informed of the need for first aid, and will respond immediately if available.
- Emergency medical care and/or an ambulance is to be called if required.
- Staff trained in first aid provide first aid assistance if there is no designated School Nurse present and emergency medical care and/or an ambulance has not yet arrived.

Personal Protection

1. First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.
2. When dealing with blood or other body fluids, single-use disposable gloves, disposable aprons and the staff members allocated face visor must always be worn (disposable face masks are optional).
3. Spills of the following body fluids must be cleaned up immediately:
 - a. Blood
 - b. Faeces/Urine
 - c. Vomit
 - d. Nasal and eye discharge
 - e. Saliva
4. Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:
 - a. before and after contact with an ill or injured person
 - b. after contact with blood or and/or other body fluids or contaminated items
 - c. when protective gloves are removed.
5. When soap and water are not available, first aiders will use a non-alcoholic based hand wash or equivalent.

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6. The school provides personal protective equipment (PPE) to protect first aiders and ill or injured persons from risks of exposure to harm from sharp objects and blood or other body fluids.
7. PPE includes:
 - a. disposable PVC, latex, and/or heavy duty gloves
 - b. eye protection, such as goggles and safety glasses
 - c. safety footwear
 - d. resuscitation masks: any other PPE Equipment in line with DoH requirements (COVID)
8. Exposed cuts and abrasions should ALWAYS be covered. Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Any soiled dressing etc must be disposed of in a waste bag, wrapped in an outer bag.
9. Never use a mop for cleaning up blood and body fluid spillages. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush.

First Aid Records

- First aid records are integrated with the organisation's incident and accident reporting system EHS360 (minor First Aid) EHS360 and Al Adaa (major First Aid). (OSHAD CoP4.0 First Aid and Medical Emergencies)
- All accidents/incidents requiring First Aid of any kind are recorded in EHS360 by the Nurse
 - date and time
 - Incident number
 - name of person receiving first aid
 - Summary of accident
 - Summary of Action taken
 - referral arrangements (e.g. ambulance, hospital, medical service)
- Incident Report are held electronically on EHS360
- If a student or member of staff is transferred to the Family Medical Clinic, a copy of the Incident Report form is to accompany them.
- All children requiring First Aid following a head bump or accident which leaves a mark or scratch will be given a letter to take home, informing the Parent/Guardian of their injury and treatment. The Nurse will also call the parents and inform them of the injury.

Pupil accidents involving head injuries

- Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.
- If the head injury is minor apply an ice pack and monitor closely and follow ADPHC procedures

Emergency Treatment and sending pupils home

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- In all cases of emergency ANY member of staff may call directly for an emergency ambulance. If the casualty is in danger of death, not breathing, bleeding profusely or unconscious, 998/999 Then the First Aider and Principal/ Head of School be called for after the emergency call.
- In all other non-emergency cases, the Principal (or in their absence, the person designated to take charge of the school) will determine what is a reasonable action to take.
- Where the injury is deemed an emergency an ambulance will be called following which the parent/guardian will be called. (The First Aider is to stay with the child until the parent/guardian meet them at hospital)

Off Site Activities

- At least one First Aid kit will be taken on all off site activities, along with individual student's medication such as inhalers, epipens, PPE etc.
- A person who has been trained in emergency First Aid will accompany all off site visits. For some trips with additional risks or hazards, a dedicated nurse from DOH or school nurse may also attend.

First Aid out of school on trips or residential visits

In the event of children needing First Aid on school trips:

- All Staff have access to a First Aid kit and mobile phone.
- The First Aider deals with minor ailments.
- Gloves, disposable apron and the staff members allocated face visor are ALWAYS worn when treating any injury (disposable face masks are optional).
- Any accident or incident is reported back at school and an 'Incident in School' form filled in accurately and as soon as possible. A note of the incident is made at the scene. This is then updated on EHS360
- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of Medication in School' form. NO other medication must be given by anyone.
- For any Head injuries the school and the parents are informed immediately by telephone
- If students are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- There will be a predetermined First Aider to accompany the child in the ambulance, whilst the school contacts Parents/Guardians and arranges for them to meet the child and staff member at the hospital.
- In the event of parents being unreachable, the contact people will be called.
- Any soiled dressing etc must be disposed of in a waste bag and then wrapped in an outer bag.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- All First Aid incidents should be logged on appropriate forms.

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- Medicines of any description (including pain killers) are NOT to be administered to ANY child by ANY adult unless they are the designated person (School Nurse) responsible and that they have written a signed consent form stating the dose and frequency.

Cross Reference:

OSHAD First aid and Emergency Treatment <https://www.adphc.gov.ae/en/Legislation/Code-of-Practices>

Certified First Aiders - Appendix A

Appendix A

DEPARTMENT	NAME	DESIGNATION	TRAINING DATE	VALID TILL
ADMIN	Sahilan Subramaniyam	SOOC	May - 2022	May - 2025
	Hetal Shah	Storekeeper	May - 2022	May - 2025
	Mona Liza Villalon De Mesa	Receptionist	May - 2022	May - 2025
	Remedios Mamangun Reyes	Senior Accountant	February - 2023	February - 2026
	Dewimini Kaluarachchi	Housekeeping Attenda	January - 2023	January - 2026
	Lekha Gurung Hemanta Gurur	Housekeeping Attenda	February - 2023	February - 2026
EYFS	Caroline Nicolas	OASIS	June - 2022	June - 2025
	Pilipinas Bargamento	OASIS	May - 2022	May - 2025
	Josiebel Paringit Gayo	Learning Assistant	January - 2023	January - 2026
	Lhyrneth Cris Dagol Balgos	Learning Assistant	06.02.2023	February - 2026
	Sreethi Kattissery Sreedharan	Learning Assistant	May - 2022	May - 2025
	Sarah Jane Lenon Santos	Learning Assistant	May - 2022	May - 2025
	Maria Fe Springael Bazar	Learning Assistant	May - 2022	May - 2025
	Catherine Anonuevo Jumao A	Learning Assistant	January - 2023	January - 2026
	Doris Butlig Hinampas	Learning Assistant	February - 2023	February - 2026
	Michelle Anne Alfaro Gracia	Learning Assistant	February - 2023	February - 2026
	Martina Piquero	Learning Assistant	January - 2023	January - 2026
	Melody Layag	Learning Assistant	January - 2023	January - 2026

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	Nova Mae	Learning Assistant	May - 2022	May - 2025
	Raluca Mavrodin	Teacher	August - 2024	August - 2027
	Sarah Namutebi	Learning Assistant	August - 2024	August - 2027
	Narlie Sacedon Dalagan	Learning Assistant	August - 2024	August - 2027
	Laila Zghinou	Teacher	August - 2024	August - 2027
	Rumandeep Chugh	Teacher	August - 2024	August - 2027
	Anneke Kupp	Teacher	August - 2024	August - 2027
	Lisa Canja	Learning Assistant	August - 2024	August - 2027
	Mary Jane	Learning Assistant	August - 2024	August - 2027
	Rowena Galang Ablaza	Learning Assistant	August - 2024	August - 2027
PRIMARY	Digna Najudain Laris	Learning Assistant	January - 2023	January - 2026
	Evelyn Nidar	Learning Assistant	February - 2023	February - 2026
	Jacomina Bruyn	Teacher	February - 2023	February - 2026
	Lienta Elena Buys	Teacher	February - 2023	February - 2026
	Leticia Paez Morales	Learning Assistant	February - 2023	February - 2026
	Mary Ruth Zulueta	Librarian	June - 2022	June - 2025
	Analyn Galvez Honrado	Learning Assistant	May - 2022	May - 2025
	Ruby Jamon Aguilar	Learning Assistant	February - 2023	February - 2026
	Maria Teresa Tribiana Torres	Learning Assistant	February - 2023	February - 2026
	Raquel Lopez Paril	Learning Assistant	February - 2023	February - 2026
	Faten Abdelmonem	Teacher	June - 2022	June - 2025
	Doris Jigah Vegah	Learning Assistant	January - 2023	January - 2026
	Melanie Joy Motin Brimon	Learning Assistant	January - 2023	January - 2026
	Efrellyn Regalado Alpasan	Learning Assistant	May - 2022	May - 2025

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	Jonna Rose Olita Sabandal	Learning Assistant	January - 2023	January - 2026
	Ronali Nabong Lopez	Learning Assistant	January - 2023	January - 2026
	Almira Tolentino Nolasco	Learning Assistant	January - 2023	January - 2026
	Maricel Machado Nacion	Learning Assistant	January - 2023	January - 2026
	Arcie Rivera Jimenez	Learning Assistant	January - 2023	January - 2026
	Ada Dading Guiabar	Learning Assistant	January - 2023	January - 2026
	Evelyn Nidar	Learning Assistant	August - 2024	August - 2027
	Shannon Mc Cann	Teacher	August - 2024	August - 2027
	Simone Kotze	Teacher	August - 2024	August - 2027
	Charlotte Bullen	Teacher	August - 2024	August - 2027
	Chris Kotze	Teacher	August - 2024	August - 2027
	Tiaan Du Pleiss	Teacher	August - 2024	August - 2027
	Milo Ogden	Teacher	August - 2024	August - 2027
	Mark Cavanagh	Teacher	August - 2024	August - 2027
	Maureen Camille Castro	Learning Assistant	August - 2024	August - 2027
	Joy Momo Gantuangco	Learning Assistant	August - 2024	August - 2027
	Lea Aguilar	Learning Assistant	August - 2024	August - 2027
	Lea Gizelle Radin	Learning Assistant	August - 2024	August - 2027
	Lea Loresco Aquino	Learning Assistant	August - 2024	August - 2027
	Rose Marie	Learning Assistant	August - 2024	August - 2027
SECONDARY	Reshmi Anil Babu	Lab Technician	February - 2023	February - 2026
	Zita Weitsz	Teacher	February - 2023	February - 2026
	Mohamed Fathy Galal Hassan	Teacher	February - 2023	February - 2026
	Vima Dookit	Teacher	August - 2024	August - 2027

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	Maria Argentato	Teacher	August - 2024	August - 2027
	Joseph Paton	Teacher	August - 2024	August - 2027
	Mahmoud Hamdi	Teacher	August - 2024	August - 2027
	Rochelle Scally	Teacher	August - 2024	August - 2027
	Darly Hardman	Teacher	August - 2024	August - 2027
	Rohit Tomar	Teacher	August - 2024	August - 2027
	Salina Joomun	Teacher	August - 2024	August - 2027
	Nimisha Prasad	Teacher	August - 2024	August - 2027
	Emerlyn Tino	Housekeeping Attenda	August - 2024	August - 2027
	Vichithra Sankani	Housekeeping Attenda	August - 2024	August - 2027
	Jinadi Sathsarani	Housekeeping Attenda	August - 2024	August - 2027
	Upeksha Madhuwanthi	Housekeeping Attenda	August - 2024	August - 2027
	Roshini Sewwandi	Housekeeping Attenda	August - 2024	August - 2027
	Shyamali Dilrukshi	Housekeeping Attenda	August - 2024	August - 2027
	Sharndeeep Kaur	Housekeeping Attenda	August - 2024	August - 2027

Approval and Review.

Reviewed by: Primary Nurse / Date: 08/10/2024

Confirmed by: Principal / Date: 09/10/2024