



First Aid Policy

Version	Document Title	Status	Author	Approved by	Date	Review Date
0.1	First Aid Policy	Final	School Clinic Team	Principal/Vice Principal	October 2024	August 2025
Regional Director		Principal		Vice Principal		
Head of Foundation Stage		Head of Primary		Head of Secondary		

Purpose

This policy aims to ensure the safety, well-being, and proper medical care of all students, staff, and visitors at Newlands School. The policy outlines the procedures for managing minor injuries, medical emergencies, and maintaining accurate records.

Legislation and guidance

- Standards for Clinics in Educational and Academic Settings Version 4
- Dubai Health Authority – manual for private schools in Dubai
- UAE Labor Law – Article 93 & 95
- Dubai Technical Guideline 17 – First Aid

Roles and responsibilities

- The school operations and HSE supervisor is responsible for ensuring adequate first aid personnel and equipment are available, in line with requirements defined by the Dubai Health Authority (DHA).
- The school medical team is responsible for monitoring all medical provisions, to ensure that the required amounts are readily available.
- Operations manager at school is responsible for monitoring the validity of trained first aiders within the school. The operations manager and SLT is responsible for liaising with the selected training providers and arranging timely first aid training.
- All trained first aiders also have a responsibility to monitor their own training qualification and ensure that it remains current.
- The Operations department is responsible for keeping an up-to-date copy of each first aider's qualification.
- The school nurse is responsible for ensuring the weekly first aid content check is completed. Any missing/expired items must be reported to the Operations manager, who can then order additional items.
- The operations manager is responsible for ensuring all medical provisions are available prior to opening of school.
- All trained first aiders are responsible for providing first aid care as and when required.
- All first aiders are responsible for attending any first aid training which has been scheduled. This could be refresher training or new training.

Appointed persons and first aiders

The school's appointed medical team and first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date
- Names of first aiders will also be displayed prominently around the school site.

First Aid Provision

- **Qualified Staff:** First aid care is provided by trained staff under the supervision of the School Nurse and the General Practitioner.
- **Location:** The school's medical clinic will be the primary location for administering first aid.
- **Accessibility:** First aid kits are available in strategic locations, including classrooms, staff rooms, and the nurse's office.
- **First Aid Kits:**
 - a) The School Nurse will regularly check and restock the first aid kits in all designated areas.
 - b) First aid kits for **activities and trips outside school premises** will be checked out and returned using the First Aid Kit Log maintained in the clinic. All kits must be in good condition before and after such trips.
- First aid kits are available in all high-risk areas of the school, including the science lab, MPH, play area, STEAM labs, and other designated zones.

In School Procedures

Minor Injuries

- Minor injuries are treated promptly by the School Nurse or School Doctor.
- Parents/guardians will be notified of any minor injury by phone or written communication if deemed necessary.
- Treatment is recorded in the First Aid Logbook, as outlined in section 5 below.

Medical Emergencies

For severe injuries or emergencies, the School Nurse or the Doctor will assess the situation and provide immediate first aid.

- If additional medical attention is required, the emergency services will be contacted.

- Parents or guardians will be informed immediately in case of any serious incident.
- **Head Injury:**
If a child sustains a head injury at school, parents will be contacted by phone and advised of necessary precautions, such as monitoring for symptoms (vomiting, dizziness). Documentation of the incident will be thorough, and follow-up will be provided.

Allergies

- The School Nurse will maintain a **school allergy list**, shared with all relevant staff members.
- The allergy list will include:
 - a) A photo of the student
 - b) Specific symptoms and treatment information for each student's allergy
 - c) Students requiring EpiPens will have this clearly documented and their medication will be kept in a secure but accessible location.
- The School Nurse will coordinate with parents to ensure all allergy-related information is up to date during registration.

Life-Threatening Allergies

- Staff and parents will take all precautions to prevent exposure to allergens in school.
- If an allergic reaction occurs, the school staff will follow the response plan promptly, administering necessary medications such as EpiPens, and contacting emergency services if required.

Discharge Procedure

If a student requires going home for medical reasons, the following protocol will be followed:

- Contact the parent/guardian and request them to collect the student.
- No student will be allowed to leave without adult supervision.
- Students will not be sent home unaccompanied in a taxi.
- The **early leaving logbook** will be filled in with the child's information and countersigned by the parent or accompanying guardian.
- The Nurse will inform the appropriate teachers.
- All discharges will be documented.

Off-site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

Risk assessments will be completed by the Operation and HSE supervisor prior to any educational visit that necessitates taking pupils off school premises. There will always be at least 1 first aider on school trips and visits.

First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- 2 elastic bandages of different sizes
- 1 scissor
- 1 Plastic tweezer
- 20 Alcohol swabs

No medication is kept in first aid kits.

First aid kits are stored in:

- The School clinic
- All science labs
- Steam lab
- All HOD offices
- Multi-purpose Hall
- Basketball court

- Swimming pool
- The school kitchens
- School vehicles

Record-keeping and reporting

First Aid Logbook

A **First Aid Logbook** is maintained to record all injuries, incidents, and treatments administered. The following details will be documented:

- Name of the student or staff member
- The class or department they belong to
- Date and time of the incident
- Description of the incident
- Injuries sustained
- Treatment administered
- Follow-up actions if necessary

Parent Notification

- Parents will be informed verbally, by phone, regarding any injury or occurrence that requires follow-up care or monitoring.
- The **School Medical Team** is in communication with the Dubai Health Authority (DHA) to share information in case of communicable diseases. Parents will be informed promptly if needed.

Parental Involvement

- Parents are required to provide up-to-date medical information for their children, including allergies, chronic conditions, and emergency contacts.
- In the case of medical treatment beyond first aid, parental consent will be obtained unless the situation is life-threatening and requires immediate action.

Training

- All school staff are able to undertake first aid training if they would like to.
- All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.
- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Hygiene procedures for dealing with the spillage of body fluids

- **Isolate the Area:** Quickly cordon off the affected area to prevent accidental contact.
- **Wear Appropriate PPE:** This includes gloves, aprons, and face masks to protect against potential contamination.
- **Use Appropriate Cleaning Agents:** Use disinfectants that are effective against bacteria and viruses.
- **Clean from Outside to Inside:** Start cleaning from the edge of the spill toward the center to avoid spreading contaminants.
- **Dispose of Waste Safely:** Place all waste materials, including used PPE, into a designated biohazard waste bag.
- **Seal and Label the Bag:** Ensure the bag is sealed and properly labeled before disposal.
- **Wash Hands Thoroughly:** After removing PPE, wash hands with soap and water immediately.
- **Clean and Disinfect Equipment:** Ensure all cleaning equipment used is thoroughly disinfected.
- **Log the Incident:** Record details of the spill and actions taken in the incident logbook.
- **Report to Management:** Ensure the incident is reported to school management for further review and preventive measures.

How to Call an Ambulance

Dial the Emergency Number: 998

Provide Clear Information: State the nature of the emergency, the exact location, and any landmarks if necessary.

Follow Instructions: The operator may give you instructions on what to do while waiting for the ambulance.

Review and Updates

This policy will be reviewed annually and updated as necessary to comply with health and safety regulations.

Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]

SI .No	Name	Topic	Date of training	Expiry Date
1	Dr. Fakhara Jaffar	Pediatric Advanced Life Support	30/08/2023	29/08/2025
2	Jasmin Juliet	Pediatric Advanced Life Support	25/12/2023	25/12/2025
3	Karen Robradillo	First Aid and CPR AED	10/10/2024	10/10/2026
4	Taslim Kauser	First Aid and CPR AED	10/10/2024	10/10/2026
5	Melissa Villon	First Aid and CPR AED	10/10/2024	10/10/2026
6	Liza Rocero Jornadal	First Aid and CPR AED	10/10/2024	10/10/2026
7	Jumaima Bagood	First Aid and CPR AED	10/10/2024	10/10/2026

8	Mary Shane Redondo	First Aid and CPR AED	10/10/2024	10/10/2026
9	Sandra David	First Aid and CPR AED	10/10/2024	10/10/2026
10	Judith Ahlijah	First Aid and CPR AED	10/10/2024	10/10/2026
11	Gerlie Amoy	First Aid and CPR AED	10/10/2024	10/10/2026
12	Hannah Lynne Estrella	First Aid and CPR AED	10/10/2024	10/10/2026
13	Safia	First Aid and CPR AED	10/10/2024	10/10/2026
14	Hossam Hassan	First Aid and CPR AED	10/10/2024	10/10/2026
15	Kavita Nanda	First Aid and CPR AED	10/10/2024	10/10/2026
16	Rabab Mustafa	First Aid and CPR AED	10/10/2024	10/10/2026
17	Souzan AlSheikh	First Aid and CPR AED	10/10/2024	10/10/2026
18	Tayyaba Shifaz	First Aid and CPR AED	01/11/2024	30/10/2026
19	Uzma Safeer	First Aid and CPR AED	01/11/2024	30/10/2026
20	Nusrat Riyaz Shaikh	First Aid and CPR AED	01/11/2024	30/10/2026
21	Farah Tauseef Ur Rehman	First Aid and CPR AED	01/11/2024	30/10/2026
22	Rabab Rekbi	First Aid and CPR AED	01/11/2024	30/10/2026
23	Jessica Maria Das	First Aid and CPR AED	01/11/2024	30/10/2026
24	Andreea Elena Gemene	First Aid and CPR AED	01/11/2024	30/10/2026
25	Hiezle Rodaje	First Aid and CPR AED	01/11/2024	30/10/2026
26	Maria Monica Pelayo	First Aid and CPR AED	01/11/2024	30/10/2026
27	Sarah Fraser	First Aid and CPR AED	01/11/2024	30/10/2026
28	Robert Owen Williams	First Aid and CPR AED	01/11/2024	30/10/2026
29	Anila Oscar	First Aid and CPR AED	01/11/2024	30/10/2026
30	Faiza Butt	First Aid and CPR AED	01/11/2024	30/10/2026
31	Harjit Kaur Sohal	First Aid and CPR AED	01/11/2024	30/10/2026
32	Wael Boucheraa	First Aid and CPR AED	01/11/2024	30/10/2026
33	Maria Paz Lucio	First Aid and CPR AED	01/11/2024	30/10/2026
34	Maram Elkobbia	First Aid and CPR AED	01/11/2024	30/10/2026
35	Tayyba Iqbal	First Aid and CPR AED	01/11/2024	30/10/2026
36	Shifa Ahmed	First Aid and CPR AED	01/11/2024	30/10/2026
37	Adil	First Aid and CPR AED	01/11/2024	30/10/2026
38	Lokendra	First Aid and CPR AED	01/11/2024	30/10/2026
39	Mohammed Mishal	First Aid and CPR AED	01/11/2024	30/10/2026
40	Mary Grace Cervitllo	First Aid and CPR AED	01/11/2024	30/10/2026
41	Emilia Bondokoh	First Aid and CPR AED	01/11/2024	30/10/2026

Appendix 2: Accident report form

Incident Report Form

**Date of Incident
Or Concern:**

**Time of Incident
Or Concern:**

Incident / Concern reported by:

Place of Incident / Concern:

Children involved in the incident:

Child 1	Child 2
Name:	Name:
Class:	Class:
Teacher:	Teacher:

Type of Incident / Concern:

- ☐ Biting
- ☐ Hitting
- ☐ Throwing
- ☐ Pinching
- ☐ Bullying
- ☐ Swearing
- ☐ Scratching
- ☐ Pushing
- ☐ Self Injuring
- ☐ Spitting
- ☐ Teasing
- ☐ Others, please specify _____

Description of Incident / Concern: (incl. equipment, action/what was said & by whom)

Name and signature of witness/s
Names of witnesses:
Name of witnesses:

1. _____

2. _____

3. _____

4. _____

Action Taken:

- ☐ Taken to the nurse
- ☐ A note sent home
- ☐ Parents of injured child informed via phone/e-mail
- ☐ Parents of the other child informed via phone/e-mail

Signed and dated by Class teacher 1**Signed and dated by Class teacher 2****Signed and dated by a member of SMT**

Follow - up by member of SMT:

- ☐ Parent Meeting ☐ Parent phone call ☐ Parent e-mail ☐ Involvement of KHDA

Comments