

POLICY TITLE:	First Aid in Schools Policy
Policy Number:	20
Applies to:	Al Karamah School and Training Institute - Abu Dhabi
Version Number:	02
Date of Issue:	March 2019
Date of Review:	September 2022
Date of Next Review:	September 2024
Author:	Senior Leadership Team
Ratified by:	Al Karamah Executive Leadership Team and Governing Body
Responsible signatory:	Principal
Outcome:	This policy aims to state how First Aid treatment, resources and personnel will be provided at Al Karamah School and Training Institute
Cross Reference:	Health and safety policy Risk assessment policy

1. INTRODUCTION AND PURPOSE

The aims of our first aid policy are to:

- 1.1. Ensure the health and safety of all staff, pupils and visitors
- 1.2. Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- 1.3. Provide a framework for responding to an incident and recording and reporting the outcomes.
- 1.4. To comply with ADEK Health & Safety Requirements.

2. DEFINITIONS

- First Aid - emergency care or treatment given to an ill or injured person before regular medical aid can be obtained.
- CPR - Cardiopulmonary Resuscitation.
- AED - Automated External Defibrillators.
- OSHA - Occupational Safety and Health Administration

3. PROCEDURE AND PRACTICE

3.1. In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Social Worker will contact parents immediately
- The Nurse will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

3.2. Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
 - 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' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Health and Safety Officer 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.

3.3. First aid equipment

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

- 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

No medication is kept in first aid kits.

First aid kits are stored in a number of locations throughout the site including but not limited to :

- The medical room
- Reception (at the desk)
- Admin Area
- Cluster Foyers
- The school hall
- All science labs
- The school kitchens
- School vehicles

3.4. Record-keeping and reporting

3.4.1. First aid and accident record book

An accident form will be completed by the Nurse or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, and then securely disposed of in accordance with the Data Protection and Records Policy.

The Accident report will be viewed by the Operations manager and Health & Safety Officer for further follow up if required.

3.5. Reporting to ADEK

The Health and Safety Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence.

The Principal will report these to ADEK as soon as is reasonably practicable. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

3.6. Notifying parents

- 3.6.1. The Social Worker and Nurse will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

4. ROLES AND RESPONSIBILITIES

4.1. School Nurse

The school contracts 2 nurses who are trained and qualified to carry out the role and 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, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

4.2. Chief Operating Officer

The COO has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

4.3. The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to ADEK when necessary

4.4. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports for all incidents they attend to where a nurse is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

5. MONITORING AND REVIEW

- 5.1. This policy will be reviewed by the Health and Safety Officer annually.
- 5.2. At every review, the policy will be approved by the Principal and ratified by ADEK.

6. APPENDICIES

- 6.1. Accident Report Form

ACCIDENT REPORT

INJURED PARTY DETAILS:

Name	
Class (if applicable)	

Status (please tick appropriate box)

☐ Student ☐ Staff member Visitor ☐ Contractor ☐

Other (please specify): _____

Date of Accident: _____

Reported to the SLT (time and date): _____

TYPE OF ACCIDENT

Please TICK

Slip/Trip/Fall
Injured/damaged by a person
Sharps
Manual handling
Exposure to substance
OTHER

TYPE OF ACCIDENT	TICK	PART OF BODY INJURED	TICK
Fatality		Head/eye	
Bruise		Face	
Concussion		Neck, back, spine	
Internal injury		Chest, abdomen	
Abrasion, graze		Shoulder	
Fracture		Upper arm/elbow	
Sprain		Lower arm, wrist	
Torn ligaments			
Burns			
Injury not ascertained			
Other (Please specify)			

Consequences	Result	Anticipated absence	
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sent to hospital	Yes	No
<input type="checkbox"/> Visit to Hospital	<input type="checkbox"/> Sent home		
	<input type="checkbox"/> Light duties		

Has the accident been reported to the Health and Safety Authority in ADEK?

- ☐ Yes
☐ No
☐ Not applicable

Has the nurse been seen? Yes No

Has parent been informed? Yes No

Complete an incident form, (detail how the accident occurred)

Other staff involved/notified:		
Immediate notification to Principal/Vice Principal :	Yes	No Please explain the reason
Outcome: Was the situation resolved? What was the solution?		

Attach:

- (A) Incident report
- (B) Witness statements (if applicable) level of detail required will vary depending on the severity of the accident
- (c) Sketch or photograph of the scene, equipment etc. where appropriate
- (d) Risk assessment (if applicable)

Investigation member of Senior Leadership Team

Signature:

Date:

Signature of the Principal:

Date: