



GEMS Wellington مدرسة جيمس ولينغتون
International School الشرق الاصيل

First Aid Policy

Reviewed by	
Date of review	June 2019

First Aid Policy

Introduction

This policy has been formulated for the protection of all members of the WIS community, including students, staff, parents and visitors, for the treatment of any low level (bumps/cuts/bruises) medical issues which may occur on the school site.

Rationale

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children.

Aims and objectives

We aim to create awareness among the staff as to how to react in case of minor medical problems which may occur in the classrooms, laboratories, corridors or the playing fields and to set out clearly the principles and procedures for first aid at WIS.

First Aiders

The Principal will ensure that First Aider/s are available on-site at all times. All First Aiders must complete a training course approved by KHDA. They are expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

Practical First Aid Arrangements

WIS has 44 first aid bags. Each bag is placed in strategic locations (corridors/labs/classrooms/admin area) where they may be most required. There are 9 extra bags for teachers to take on offsite activities and excursions. These are kept with the medical team and teacher must ensure they are returned following their trip.

The content of each bag is designed to treat only minor medical problems i.e. minor injuries (cuts, bruises, bites). Each bag contains

- 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



- Fenistil gel for bites and rashes
- Reparil gel for bumps and bruises

Only teachers, first aiders or admin staff can administer any first aid using the contents of the bag. Staff who have used the bag and its contents must send the bag to the medical department to be refurbished. In case of any doubts of usage of the materials/meds kindly contact the medical staff. It is important to keep the bags in the cupboards where children do have access to it.

First aid boxes in the school are located in the following areas;

Kitchen, Office, Main Building corridor, Pre-Prep, Science room, After School Care and with the Head of PE.

In addition, there are travel kits for trips and matches. The contents of these boxes vary according to location and are checked on a regular basis by the Principal First Aider who retains a log of the contents of each box/kit.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the teacher requires assistance, they should send a student to reception to alert a first aider or the school nurse or doctor.

If the contents of the boxes become depleted, staff should inform the Principal First Aider.

Records

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the appropriate incidents log book, kept at the primary and secondary medical room. This must include:

- the date, time and place of the event
- personal details of those involved and a brief description of the nature of the event or illness and treatment given
- what happened to the person afterwards
- whether parents were informed
- Name and signature of person providing treatment.

Reporting to Parents

Bumps to the head suffered by Early Years students must always be reported to parents who should be given the choice whether or not to collect them from school.

Students who begin to feel unwell during the school day should be sent to the nurse if unable to participate in class activities. The Nurse will assess the situation and decide whether or not parents need to be informed or be asked to collect them from school.

Heads of Year must always be informed if the decision is made to send the student home.



Procedure

It is the responsibility of every staff member who is witness to any injury or illness occurring in their presence to immediately help the patient. Low level injuries may be on the spot by a member of staff or a first aider may be called. In case the injury appears to be beyond the realm of first aid treatment the patient must be referred to the school clinic. The patient may be taken there by a staff member or the doctor/nurse should be asked to attend at the scene. The nurse or doctor will decide whether the emergency services are to be called.

If the incident involves spillage of bodily fluids, the affected area should be cordoned off by the first aider at the earliest opportunity and cleaned with disinfectant, stored in the medical room.

Below is a list (not an exhaustive list) of incidents, which may require calling the emergency services:

- Serious cuts/bleeding requiring bandaging
- Burns
- Severe pain
- Unconsciousness

Medicine Policy

Medication cannot be brought in to school and taken without notifying the school. There is no legal duty that requires school staff to administer medication. Under exceptional circumstances, a child may bring medicine to school if a consent form is signed by the parent assuring it has been prescribed by the child's G.P. The medication will be handed in to the doctor and stored in the appropriate medical room at all times.

Parents will always be consulted before administering any medication to a student, including paracetamol, and only those medicines included on the list given by the DHA (appendix ii) will be given to a child in school.

Personnel

See Appendix i for a list of first aiders

School Doctor: ext. 308

Primary Clinic: ext. 214

Secondary Clinic: ext. 235