


REPTON SCHOOL | ABU DHABI



مدرسة ريبتون | ابو ظبي

FIRST AID POLICY

RAD/SC/G0005/13

REPTON SCHOOL ABU DHABI		مدرسة ريبتون ابو ظبي
Division/Department: RAD Section: School Clinic Subject: First Aid Policy Section: Management	ReferenceNumber:RAD/SC/G0005/13 Issue Date: 1 November 2018 Revision Date: 1 November 2019 Version: I	

1. PURPOSE

- 1.1.To set forth provisions and standards to follow when first aid care is needed.
- 1.2.To identify the first aid needs of the School.
- 1.3.To provide nurses working in the school setting with a set of first aid care guidelines that can be utilized during the delivery of care to the ill or injured pupil.

2. POLICY STATEMENT


- 2.1.Repton School Abu Dhabi recognizes its responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.
- 2.2.The policy is reviewed annually.
- 2.3.At Repton School the school nurse is trained in Basic Life Support and First Aid. Majority of the staff have basic first aid training.
- 2.4.Training in basic first aid is provided annually as either a refresher course or to ensure all staff have been trained.
- 2.5.Repton School will:
 - 2.5.1. provide relevant training and ensure monitoring of training needs
 - 2.5.2. provide sufficient and appropriate resources and facilities
 - 2.5.3. inform staff and parents of the School's First Aid arrangements
 - 2.5.4. keep accident records and to report to the Headmaster.

3. SCOPE

- 3.1.To ensure that first aid provision is available at all times while people (pupils and adults) are on school premises, and also off the premises whilst on school visits.


4. TARGET AUDIENCE

All the Staff at Repton School Abu Dhabi.

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5. RESPONSIBILITY

- 5.1. The Repton School Abu Dhabi is ultimately responsible for the health and safety of its employees and anyone else on the premises. This includes the Headmaster, teachers, non-teaching staff, pupils and visitors (including contractors). The Senior Leadership Team (SLT) will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- 5.2. The Headmaster is responsible for ensuring the policy is put into practice and there are detailed procedures.
- 5.3. All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the pupils.
- 5.4. The School Nurse (Jovita Quintana). The Appointed Person will:
- 5.4.1. Look after the first aid equipment e.g. restocking the first aid boxes
 - 5.4.2. These will be checked once a term
 - 5.4.3. Ensure that an ambulance or other professional medical help is summoned when appropriate.
- 5.5. The SLT will ensure that there is ongoing cycle of training to meet the requirements of HAAD and ADEC for schools. This information will be logged.
- 5.6. First Aiders at Work will support the staff member dealing with the situation by:
- 5.6.1. Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
 - 5.6.2. When necessary, ensure that an ambulance or other professional medical help is called.
 - 5.6.3. The First Aiders must be able to leave to go immediately to an emergency.
 - 5.6.4. Risk assessments will be carried out at least annually, and when circumstances alter, by the Health and Safety Committee, department heads or any relevant teacher.

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5.7.INDUCTION. The SLT will:

- 5.7.1. provide information for new staff as part of their induction programme
- 5.7.2. maintain a first-aid notice board in the staff room
- 5.7.3. give all staff information on the location of equipment, facilities and first-aid personnel.

5.8.PROVISION. All teaching staff will have basic one day emergency first aid training on a 3 year cycle.

5.9.The School is a low risk environment, but the Heads of Departments will consider the needs of specific times, places and activities in deciding on their provision. In particular they will consider:


- 5.9.1. Off-site PE
- 5.9.2. School trips
- 5.9.3. Art Room
- 5.9.4. Adequate provision in case of absence, including trips
- 5.9.5. Out-of-hours provision e.g. clubs, aftercare
- 5.9.6. Arrangements should be made to ensure that the required level of cover of First Aiders are available at all times.
- 5.9.7. First Aiders will hold a valid certificate of competence, issued by an organization approved by the Health Authority Abu Dhabi.

6. PROCEDURE

6.1.Accidents

Serious Accidents

The School Nurse must be called immediately and the child should not be left unattended at any time. The Nurse must assess the extent of the child's injury to the best of his/her ability and act accordingly, not hesitating to call an ambulance where

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necessary. The accident is logged in the registry and a communication slip is filled in a 3-piece carbonized paper. The first copy is stapled in a child's communication book, the second is for the teacher's file and the third is the nurse's copy. The Accident/Incident Form must be filled in electronically, then sent by email to the Headmaster, Deputy Headmaster, Head of Key Stage and Class Teacher. The form is then printed to be signed and compiled. Parents and teachers are informed by the Nurse on the same day. Parents will be phoned by the Teacher.

Serious Incidents are reported to the Headmaster and Deputy Headmaster as soon as possible following the above process.


Near misses

Should any member of staff witness a 'near miss' they should write a note about what happened will recorded in the Near Miss Incident Book Department Head, initialling the comment. The Department Head will investigate and take such remedial action as they consider necessary. Reported near miss is logged in the Nurse's registry.

Minor Accidents/ /Incidents are documented and reported to the Headmaster, Deputy Headmaster, Head of Key Stage and Class Teacher following the above process.

6.2.If an ambulance is deemed necessary

Immediate treatment must be given as required whilst a second member of Nurse that an ambulance is on its way, the second member of staff must organize to inform the parents, guardians or emergency contacts. Basic information only should be given to the parent and there should be no speculation as to the injury unless certain of the details. When the ambulance has been called the School Security should open the school gates to allow access and wait at the junction of the entrance to Repton School and the main road to guide the ambulance to the school, thus avoiding unnecessary delay.If the parents have not arrived before the ambulance leaves, a member of staff must accompany the child to hospital and this member of staff will take a mobile

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phone with them. Staff remaining at school must find out from the ambulance to which hospital the child is to be taken so that the parents can be kept informed. If

there is any change in this destination en route the accompanying member of staff must report this back to school as soon as possible

6.3.Minor Grazes, Cuts & Bumps

During lesson times, play or lunchtime, everyday cuts and bruises are dealt with by the class teacher or member of staff on playground duty. First Aid items are provided in each class. If staff regard it as being warranted, the child will be sent to the School Clinic. The child may be accompanied, depending on the severity of the injury. A communication slip is filled in a 3-piece carbonized paper. The first copy is stapled in a child's communication book, the second is for the teacher's file and the third is the nurse's copy. The slip informs the class teacher and the parent as to the nature of the injury and treatment given.


6.3.FIRST AID MATERIALS and EQUIPMENT

The Health & Safety Committee will ensure that each classroom, playground and PE off site all have the appropriate first-aid containers accordingly.

- 6.3.1. All first-aid containers must be marked with a "FIRST AID" label
- 6.3.2. All the coaches used by the school for field visits must carry a first-aid container
- 6.3.3. First aid sports bag must accompany PE teachers off-site (this is the large blue first aid bag)
- 6.3.4. Spare stock is kept in school clinic.

6.4.ACCOMMODATION

The School Clinic is the main room used for medical treatment and care of children during school hours.

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6.5.HYGIENE / INFECTION CONTROL

Basic hygiene procedures must be followed by staff.

- 6.5.1. Single-use disposable gloves must be worn when the incident involves the discharge of blood or other body fluids.
- 6.5.2. Care should be taken when disposing of dressings or equipment.
- 6.5.3.**
- 6.5.4. Hands to be washed with soap and water in the nursing clinic before and after all procedures according to hand washing guidelines.
- 6.5.5. Medical disposable gloves should be worn for contact or anticipated contact with bodily fluids.
- 6.5.6. Wear protective plastic apron if soiling of clothes is likely.
- 6.5.7. Wearing goggles and /or mask as appropriate when splashing of blood/ bloody fluids is likely.
- 6.5.8. Always wash hands after removing gloves or when hands have come in contact with blood or any body fluid/excretion.

6.6.REPORTING ACCIDENTS and DOCUMENTATION

If there is a reportable injury/dangerous occurrence this will be documented in the Log Book and an Accident/Incident form must be filled, giving the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event. Identified communicable diseases must be reported to the Headmaster then to the Health Authority Abu Dhabi as per HAAD Policy in Reporting Notifiable Communicable Diseases. This record can be combined with other accident records. The filled Accident/Incident Forms are filed in the School Clinic while maintaining the confidentiality. A copy of the report is furnished to the Headmaster's and

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Deputy Headmaster's office. Parents and Teachers are notified by the nurse. It is the responsibility of the Teacher to phone the Parents to provide the details of an Incident. The member of staff who is first on the scene of an accident must, as soon as possible, fill-in the Accident Form giving as much information and detail as possible including time/cause/action taken.

This includes:

- date, time and place of incident
- name (and class) of the injured person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

Parents will be informed of the administration of significant first aid as soon as feasibly possible, preferably by a telephone call from the class teacher or the Head of Key Stage. The appropriate Head of Section must be informed of the accident.

The following accidents will be reported to the Headmaster:


6.6.1. Involving employees or self-employed people working on the premises:

6.6.1.1. accidents resulting in death or major injury (including as a result of physical violence)

6.6.1.2. accidents which prevent the injured person from doing their normal work for more than three days

6.6.2. Involving pupils and visitors:

6.6.2.1. an accident resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to:

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-any school activity, both on or off the premises

-the way the school activity has been organized and managed

-equipment, machinery or substances

-the design or condition of the premises

Headmaster will be notified of fatal and major injuries and dangerous occurrences without delay. The Head of Departments is responsible for ensuring this happens.

7. APPENDICES

Table 1 – Accident/Incident Form

Table 2 – Communication Slip

Table 3- Referral/Transfer Form

8. REFERENCES

Health Authority Abu Dhabi Policies and Circulars

www.nhs.uk