



**Newton British Academy
Barwa City**

First Aid Policy

Policy Date: June 2022 – June 2025
Review Date: June 2024

**“An international community of learners striving for
excellence and celebrating success”**

At Newton British Academy, Barwa City we are committed to ensuring that our school community is safe on school site and as part of this commitment to health and safety the school has a First Aid Policy which is applied vigorously.

At NBA there are members of staff from all sections of the school who are trained in how to deliver First Aid to any member of our school community who may need medical assistance. This training is carried out twice per year. This number of staff trained varies, every year we are conducting BLS Training. The First Aid as delivered by Hamad Hospital, Doha, is valid for 2 years.

In addition to trained staff members who have successfully completed the First Aid training with Hamad Hospital we have two nurses on the main site and one nurse each on our EYFS sites to deliver medical assistance if need be. If a serious incident occurs the school will contact the emergency services on 999 and ask for assistance. Any serious First Aid/ Health and Safety issues are always referred to the Principal/ Deputy Principal and ultimately the CEO if the matter warrants it.

The minimum First Aid provision is:

- A suitably stocked medical room
- An approved person(s) to take charge of first aid arrangements
- Information for employees on first aid arrangements
- First Aid provision must be available at all times while people are on educational premises and also off the premises whilst on school visits.

Locations of First Aid equipment;

- i) The Medical Room contains sufficient first aid material to deal with minor injuries. There is also a lockable cabinet within this room for the storage of prescribed medications. First Aid kits are also located around the school at various locations (particularly in the science laboratories) and are stocked and checked by the Nurses and logged. All items are replaced regularly.
- ii) There are a number of portable first aid kits that are either taken to a casualty if the injury is more serious. These kits are also taken off the premises for school trips/sporting events.
- iii) All buses are equipped with First Aid kits and all Bus attendants have been trained on their usage by the onsite school nurses.

PROCEDURE IN CASE OF ACCIDENTS

- During lesson time, the class teacher or TA for all very minor injuries, will send the pupil to the nurse.
- If a minor accident occurs on the playground and first aid is required, then a member of staff or TA will instruct the child to attend to see the nurse and may walk them to the nurses office if the situation warrants this action/level of support.
- If the incident is of a more serious nature the member of staff on duty sends for the nurse to attend. (The casualty is not moved).
- All incidents are documented in the Incident Report Form.

PROCEDURE WHEN FIRST AID HAS TO BE ADMINISTERED

- Gloves to be worn whenever blood is evident as well as open wounds and cuts.
- All blood to be removed from floors and cleansing material disposed of appropriately.
- Cuts and grazes to be cleaned using antiseptic solution (ie. Betadine), and covered with a dressing. (The child is asked first if he/she has any allergies and records checked)
- Cold compress to be used for minor swelling, bumps and bruises.

RESPONSIBILITIES

Responsibilities Of The Principal/Deputy Principal

The two main areas of responsibility are outlined below:

To ensure the first aid policy is put into practice by trained personnel

To ensure that parents are aware of the first aid procedures within the school.

To ensure that the relevant medical emergency personnel are called to attend if necessary

Responsibilities of the Nurse

- All Nurses have completed an appropriate training course, all of the nurses are accredited by the Qatar Council for Health Practitioners and their duties include:
- Giving immediate help to casualties with common injuries and illnesses which may arise from specific hazards associated with school activities.
- Nurses must call parents before administering medication.

- If the situation or injury is deemed to be more serious, then the nurse will decide on the most appropriate measures to be taken, i.e. contact parents / arrange transportation for casualty to receive medical help. In certain circumstances ensure that the ambulance service or necessary medical help is summoned.
- All red alert cases are outline in the Medical Alert book which is reviewed and updated throughout the school year

All Staff Responsibilities

We understand that teachers' conditions of employment do not include giving first aid, but any member of staff may volunteer to carry out first aid duties. Staff will use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at this school, in the same way parents are expected to act towards their children.

Parents' Responsibility

- It is the responsibility of the parents to let the school know when their child enters NBA, if there are any allergies or medical conditions that may need specific medical training.
- Liaise and cooperate with the school in the case of an illness or medical emergency for their child

CLINIC BOOK

All accidents and injuries needing attention are recorded in the nurse's office/ clinic diary which is located in the medical room. All records are as accurate as possible and are written as soon as possible after an incident has occurred. It is important that only the casualty's statement is recorded and no deductions made.

The record includes:

- The time, date of the incident
- The name of the pupils and his/her class
- Details of the injury/illness and type of first aid that was given
- What happened to the person immediately after the first aid had been administered
- Name and signature of person dealing with the incident.

HEAD INJURIES

With all injuries concerning the head, students are sent to the nurses office/ clinic the student is assessed, the incident recorded. Depending upon the nature of the incident and its severity action will then be taken. Parents/ guardians are contacted if a child sustains a head injury. If the injury is deemed serious, an ambulance will be called and further medical attention sought. The SLT of the school are informed of all such injuries in a timely manner.

FEVER

The normal temperature for a child is between 36.5 - 37.5. Should the child feel ill and the temperature taken is not too high, the child will be monitored over a period of time and administered Panadol, as long as the child has permission. If the temperature increases then the parent will be contacted. Some children may feel feverish and not have a high temperature; the doctor/nurse will discuss with the class teacher as to whether the child should go home.

ADMINISTRATION OF MEDICINES

The only person who will administer medicine to children are the nurse. If medicine has to be administered the Nurse will call the parents and seek permission to administer. Any students receiving any care with the Nurse or medication will receive a written notification sent to the parents on that day or a Dojo message depending on the section of the school. Follow up phone calls are given where necessary to check on the welfare of any child sent home.

The school does not administer medication for casual ailments. From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. All requests must be given in writing with the signature of the parent concerned.

All medication to be taken at parents request is stored in a locked cupboard or in the fridge.

The only medication that is stored in an appropriate place within the classroom is Asthma pumps. Again the class teacher does not administer these to the child. If a situation arises where a pupil requires the medication, then the teacher will be present while the children administer the pump to themselves.

- Medication will only be accepted in school if it has been prescribed by a Physician/ Doctor.
- Medication will not be accepted in school without complete written and signed instructions from a parent.
- Only reasonable quantities of medication should be supplied to the school.
- Each item of medication must be delivered in its original container and handed directly to the Nurse.
- Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication must be clearly labeled with the following information:
 - Pupil's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements

- Expiry date
- The school will not accept items of medication which are in unlabelled containers.
- Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet.
- The school will provide parents/carers with details of when medication has been administered to their child. A full record of all medicine administered will be kept.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under adult supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

NBA FIRST AID POLICY 2022 - 2025

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This policy will be reviewed annually