Newton International Academy, Barwa

First Aid Policy

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
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Review Cycle: Annual

NEWTON INTERNATIONAL ACADEMY | BARWA

1. Vision

An international community of learners striving for excellence and celebrating success.

2. Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

3. Policy Aim

The aim of this First Aid Policy is to ensure the health and safety of all students, staff, and visitors at NIA Barwa by providing appropriate first aid and medical support in accordance with Qatar Labour Law, MOEHE directives, CIS, and DfE guidelines.

4. Rationale

This policy is established to promote a safe environment for all members of the NIA community. By ensuring that adequate first aid provisions are in place, we aim to respond effectively to medical emergencies, support the well-being of our students, and comply with legal and regulatory requirements.

5. First Aid Provision

- The Nurse's Stations are staffed by four trained nurses across the three campuses, providing coverage from 6:40 AM to 2:30 PM from Sunday to Thursday. Special events are covered by an on-call system.
- Other staff members are trained in first aid appropriate to their roles and responsibilities within the school.

Newton Group Values:

- For the Early Years Foundation Stage (EYFS), at least one person with a current first aid certificate will be present at all times when children are on the premises, and at least one person with a current first aid certificate will accompany any outings.
- A list of staff trained in first aid is maintained and available from the Deputy Principal.
- Serious incidents will be referred to the nursing staff, and if necessary, pupils will be accompanied to the hospital or an ambulance will be called.

6. First Aid Training

- First aid training is available to all staff and is updated every three years. The training course, run by an external agency, covers basic first aid procedures.
- It is advisable that all pupils are aware of the designated First Aider during school trips.

7. First Aid Equipment

- The Nurse's Station is equipped to handle first aid emergencies, and basic first aid boxes are placed around the school. All staff should be aware of their locations through first aid training.
- Portable first aid kits are available for trips and sporting events, provided by the Nurse's Station.
- Staff supervising swimming events are first aid trained and possess additional lifeguard qualifications.

8. Contacts

- In the event of a pupil suffering from an illness or accident, attempts will be made to contact next of kin. If emergency action is required, the school will refer the pupil to the appropriate professionals without prior consent.
- It is imperative that all contact numbers are kept up-to-date in the school office.

9. Provision for Administration of Medicines

- All medication, whether prescribed or over-the-counter, must be handed into the Nurse's Station. Parents are required to complete and submit an "Administration of Medicine Form" (see Appendix 1).
- Medication should be clearly labelled with the pupil's name, the name of the medication, dosage, and timing. Asthmatic pupils are encouraged to carry an inhaler at all times, and a generic Salbutamol inhaler and spacer device are kept in the Nurse's Station for emergency use.

- Pupils with serious allergies requiring an Epipen must carry their own and provide a second Epipen for storage in the Nurse's Station.
- A record of allergies and medical conditions is kept by the nursing staff and updated termly. This information is also accessible on the individual's electronic school record as a 'Red Flag' for teaching staff on a 'need to know' basis.
- For all students under the age of 16, all other medications, including over-the-counter medications, should be handed in to the nurses for safekeeping and administration.
- Prescription medications may only be given to the pupil for whom they are prescribed, and all medication administered in school by nurses must be recorded.
- It is the responsibility of parents to ensure pupils take their morning medication and to remember to take home any daily medications at the end of the school day.
- Pupils requiring remedial pain relief for conditions such as menstrual pain or sports injuries may have it administered in the Nurse's Station, where supplies of simple pain relief (paracetamol & ibuprofen) are kept.
- Nurses or trained staff should perform the administration of emergency medications.

10. Nurse's Station Responsibilities

- The Nurse's Station staff support the care provided by first aiders and serve as a comfortable and safe place for pupils until their parents can collect them.
- A record of any medical incidents is maintained in accordance with current policies and medical records.
- For EYFS, prior written permission for each medication will be obtained before administration.
- Written records of all medicines administered to children will be kept, and parents will be informed.
- Individual management plans will be established for pupils with specific medical needs in consultation with parents and medical professionals.

11. Medical Information

- The school will maintain medical information regarding particular pupils. All staff responsible for a pupil should be familiar with their medical requirements.
- Parents must keep the Nurse's Station informed of any changes to their child's health and medical requirements in writing.
- Employees must also keep the school informed of any changes to their own health and medical requirements that may pose a risk to themselves or others.

First-aid responsibility, kits, medicines and medical needs

Responsibility for first aid and medicines

The existing First Aid Provision and Nurse's Station responsibilities remain unchanged. The following clarification is added:

- First aid and the administration of medicines in school are led by the qualified nurses working in the school clinic/Nurse's Station.
- All NIA Barwa staff receive first-aid training appropriate to the school context so that immediate basic assistance can be provided while nursing support is obtained.
- NIA Barwa has multiple qualified nurses on the premises. Staffing is arranged so that a qualified nurse is available during the school day; therefore, if one nurse is absent, another qualified nurse provides clinical first-aid cover.

First aid kits - location and staff awareness

- First aid kits are kept in the clinic and in designated locations around the school, including the glass offices, Science laboratories, DT laboratory, PE hall, swimming-pool area and other identified high-use/high-risk locations.
- Staff are informed of first-aid-kit locations during induction and first-aid training. Relevant rooms/areas should clearly identify where the kit is kept.
- The nursing team oversees the contents and replenishment of first-aid kits, with staff reporting used, missing or expired items promptly.

Storage and administration of pupils' medicines

- Medicines are received, stored and dispensed through the clinic/Nurse's Station by trained nurses in accordance with the school's medication procedures, parental authorisation, prescribing instructions and applicable Qatar/MOEHE health requirements.
- Medicines are kept securely and under appropriate storage conditions, including refrigeration where required. They must be clearly labelled for the individual pupil and administration is recorded.
- Emergency medicines such as prescribed inhalers or adrenaline auto-injectors are managed in accordance with the student's individual medical plan and the arrangements already set out in this policy.

Allergies and long-term health conditions

• Pupils with allergies, long-term medical conditions or other significant health needs are identified by the nursing
team and monitored throughout the school year.

• The nurses liaise with parents/guardians to obtain current medical information, medication instructions and individual
care/management arrangements, and parents are expected to notify the clinic of any change.

• Where staff need to know about a pupil's medical condition in order to keep the pupil safe, relevant teachers and
staff are informed by email on a need-to-know basis, while maintaining appropriate confidentiality.

12. Reporting Accidents

All accidents must be recorded in the accident forms, and medical treatment will be documented in the record book in the Nurse's Station.
Serious accidents must be reported to the CEO.

13. Health Promotion and Education

Nurses and other staff provide health promotion and education both informally and through the PSHE programme.

14. School Trips and Activities Off-Site

Thorough risk assessments are conducted for all trips and activities, and staff are equipped with a first aid kit and emergency contact numbers.**15. Appendices**

Appendix 1: Medication Administration Authorisation

- Medication should only be administered when a student's health requires it during school hours. It is the parent/guardian's responsibility to bring this medication to school and remove any unused medication when treatment is completed. All medication must be brought to school in the original container.
- **Medical Authorisation**
  - Name: _
  - DOB:
  - School:
  - Class:
  - Medicine Name: _
  - Amount of Medicine to be taken: _
  - Time to be taken: _
  - No. of days to be taken:
  - How should the medication be stored:
  - Route: (Orally, topically, inhalation, injection) _
  - Reason Medication is needed at school: _
  - Relevant Side effects: _
  - Parent's Phone Number: _

Accident reporting and off-site first-aid arrangements

All wording on this page is NEW and is highlighted in yellow.

Accident recording and parent communication

• All accidents requiring first-aid/medical attention are entered on the school's accident log and relevant treatment is recorded by the nursing team in the clinic records.

• Following an accident, the nurses contact the pupil's parent/guardian by telephone where appropriate, including where the pupil requires collection, further medical assessment, significant treatment or follow-up information.

• Serious accidents continue to be escalated in accordance with the existing policy and school reporting procedures.

First aid arrangements for off-site visits

The existing requirement for risk assessment and first-aid provision on school trips remains unchanged. For clarity, the following applies to both day visits and residential visits:

• The trip leader completes an appropriate risk assessment before the visit, including foreseeable medical needs, emergency arrangements, transport, activities, location and access to medical assistance.

• The number of staff and students must meet the required staff-to-student ratio for the age group, activity, individual needs and applicable local/MOEHE requirements. Higher-risk activities or pupils with additional medical needs may require additional staffing.

• At least one appropriately trained first aider must be present. For EYFS visits, paediatric first-aid requirements continue to apply.

• A suitable first-aid kit is carried by a designated member of staff and remains readily accessible. Required pupil medicines and emergency medication must also be taken, stored safely and remain accessible to authorised staff.

• Staff leading the visit must be informed, on a need-to-know basis, of relevant pupil allergies, medical conditions, medication and emergency action plans.

• Emergency contact details for pupils, staff, the school and local emergency/medical services must be available to the trip leader.

• For residential visits, arrangements must ensure appropriate first-aid cover and access to medicines throughout the full 24-hour period, including overnight, and must comply with the requirements of the host venue and applicable local regulations.

• Any accident, illness or administration of medication during a visit must be recorded and communicated to the
school/parents in accordance with the school's normal first-aid and reporting procedures.

- **Parent Request for School-Assisted Administration of Medication**

  - I/We hereby request that the School Nurse of Newton International Academy (Barwa City) administer to my Child (Name) _ Year & Class as stated in the above instructions. I / We also give permission for my child's teacher/provider to share information with the school nurse regarding the administration of medication to my/our child.

- **Release of Liability and Agreement to Indemnify and Hold Harmless**
  - I, the undersigned parent/guardian of _, do hereby release, indemnify, and hold harmless Newton International Academy (Barwa City), its employees, and representatives. This release of liability and agreement to indemnify and hold harmless is intended to be broad in scope and shall cover administration of medication, assistance, failure to administer medication, side effects, and complications that my child may have as a result of the administration of medication. I / We assure full responsibility for my/our child's health care and for the administration of medication.

  - Parent/Guardian Signature Date:
  - Address: