



First Aid Policy & Procedure

Date
September 2016

Version
2

1. Purpose

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. Scope

The policy applies to all schools

3. Definitions

None

4. Policy Statement

Medical Staff Responsibilities

Doha British School provides a high standard of healthcare to all students and staff members. They are available throughout the school day for First Aid and on the spot emergency care.

When a student is injured or feels unwell at school, the nurse will be responsible for caring for the student until he/she is collected from school by a parent or guardian, the nurse will inform parents of any illness or injury and care given during the school day. The school coordinator is responsible from providing up to date health care training to all staff, promoting Doha British School Health Guidelines.

First Aid

If your child receives first aid treatment at school you will be issued a 'First Aid Form' detailing the injury and treatment received. We advise parents to seek further medical advice if they have any concerns after receiving first aid treatment at school. First aid boxes are located throughout the school, it is the school nurses responsibility to check and restock the boxes on a monthly basis.



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5. Procedures (Ain Khaled Campus)

| Location of first aid box | Room Number | 1 st Aider |
|-------------------------------|----------------------------|--|
| | | Ma. Katrina Calonia, Margot Pitman, Mercy Ramos |
| GROUND FLOOR | | |
| Administration Office | W3(A8, A9) | |
| FIRST FLOOR | | |
| Science Lab | M9,M12,M13,M18,M19,M20,M21 | |
| DT Room | M7, M8, M10 | |
| Art Room | W13, W16 | |
| OUT BUILDINGS | | |
| P.E – PE office | S7 | |
| Swimming Pool | S15 | |
| Multi Purpose Hall | S1 | |
| Canteen | S10 | |
| Front gate | | |
| Site Manager’s office | E25-B | |
| Other | | |
| Playground duty first aid box | | |
| Trip first aid boxes | | |

School trip and Excursions

It is a requirement that at least one member of staff has received in house first aid training on all school trips or excursions. The school nurse will supply a fully stocked first aid box and updated medical file. The first aider must report any injuries to the nurse when returning to school.

Medication Policy

Medication will be administered by the school nurse in emergencies. If medication is requested by the pupil or parent the school Nurse will follow a strict protocol.

- Signed / verbal permission has to be obtained by the parent or guardian (telephone permission is acceptable).
- The nurse will ask the student / parent if any medication has been taken within the last 24 hours
- All information will be logged and a copy sent home to parents
- All medication given requires 2 signatures and one of which must be the school nurse’s.

If a student requires their own prescribed medication in school for any reason they must:



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- Keep it in the nurses room
- Clearly label the medication - students name, dose, date and times to be given
- The parent must complete and sign a 'receipt of medication' form available from the nurse's room.

When your child should stay at home

- **Fever** - above 37.5 (high)
- **Vomiting**: must not return to school for 48 hours after the last episode of vomiting. To prevent cross infection
- **Diarrhea**: must not return to school for 48 hours after the last episode of Diarrhea. To prevent cross infection
- **Impetigo**: children can return after 48 hours of starting treatment
- **Conjunctivitis**: children can return after 48 hours of starting treatment
- Severe headache along with sensitivity to light
- Unknown rashes

You know your child better than anyone else and if you feel that your child is not well enough to attend the school please keep them at home until they are well enough to return.

Reasons your child will be sent home from school

In an event of your child feeling unwell during school, the school nurse will assess and in some cases send children home. Children with highlighted illnesses will be sent home as a policy.

- **Fever** above 37.5 (high)
- **Vomiting**: must not return to school for 48 hours after the last episode of vomiting. To prevent cross infection
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- **Impetigo**: children can return after 48 hours of starting treatment
- **Conjunctivitis**: children can return after 48 hours of starting treatment
- Severe headache along with sensitivity to light
- Unknown rashes
- Any other reasons at the discretion of the School nurse

Emergency Procedures for injured or serious illness

When a student becomes seriously unwell or injured during school the school nurse will be telephoned.



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- The school nurse will assess the environment to ensure safety for the injured / unwell student, careers and by standers.
- The nurse will carry out her medical assessment
- If an ambulance is required it will be called by the school nurse as soon as she has made that decision.
- The school nurse or a member of School Leadership Team (SLT) will inform the parents or guardian of the incident and inform them if an ambulance has been called.
- If an ambulance has been requested and the parents or guardian is not present a member of staff will accompany the student to hospital.
- One school nurse must stay on site.
- The nurse will stay with the injured/ill student until the ambulance arrives.
- The nurse will give a full medical hand over to the ambulance team.
- An incident report must be completed by all careers and a copy issued to at least one member of SLT.

Head Injuries

Children often bump their heads, in most cases they are minor injuries and do not require any medical intervention. Very rarely children can suffer a serious head injury and do require medical assessment. If your child bumps their head during the school day, Doha British School will follow at strict Head Injury Procedure.

- All children that have bumped their head must be assessed by the school nurse in the first instance.
- The nurse will carry out her professional observations
- The observations will be repeated after 30 mins
- If the school nurse has no concerns with the child's health, she will inform the parents of the injury and observations carried out and will redeem them fit to return to class with the parents or guardians permission
- The student will be sent back with a 'Head Bump Form' – informing the teacher and parent of the injury and advised to observe the student. If there are any concerns from the teacher after the students has returned to class, they must be brought back to the nurse immediately for further observations.
- If the nurse is concerned after making her assessment she will inform the parent and ask for the student to be seen by a doctor.
- All head injuries assessments are recorded and a first aid report clearly reporting a head injury is sent home with parents.



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Ongoing conditions

At Doha British School we have a fully supportive network for students with ongoing medical conditions. In cases of students with chronic illnesses such as diabetes and asthma the school nurse will discuss the medical needs with the parents and develop an individual care plan.

- The care plan is issued to the teachers and careers after it is formed and agreed with parents.
- Copies of care plans are available in teachers planning diaries, staff room and available to view on the schools internal computer data base.
- It is the school nurses responsibility to educate all staff on individual care plans & what to do in an emergency.
- All control medication is kept in the nurses office at all times.

Caring for a member of staff

Doha British School makes it a priority to care for its entire staff. We offer a full occupational health service at Doha British School. Staff can report any medical concerns to the school nurse, advice will be provided and referrals can be made if necessary. Staff must provide medical information to the school nurse detailing their medical conditions if any. All staff medical records are ***Private and Confidential*** but if the school nurse has professional health concerns with a member of staff she must report her concerns to the SLT.

Emotional Problems

At Doha British School we have a very supportive network of careers for children with emotional problems. If a student appears unhappy in school it is our responsibility to help with the situation. Some students just need someone to talk to but if the school nurse feels there is an underlying problem she will refer the student to the learning support department. The nurse will give a full handover of her concerns and learning support will take the next necessary steps needed. In some cases we will refer the student to our School Councilor with full permission obtained from the parents or guardian

No Nuts Policy

Due to the amount of students and staff having allergies to nuts, Doha British School has a strict **NO NUT POLICY**

Healthy eating

The school is committed to the health and welfare of all pupils it will therefore promote a healthy eating policy. The school nurse is incorporated in to the school education curriculum to support healthy eating.



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Crutches or wheel chair use

Students are only allowed to use a wheelchair or crutches in school with a signed medical certificate. Students can only use the school lift with permission from the school nurse. If it is agreed with the school nurse she will issue the student with a dated 'lift pass' (start and end date).

Head lice

Head lice are very common especially in Primary schools; please report a head lice outbreak in your family as soon as possible to the school nurse. When the nurse receives a report of head lice she will issue a head lice letter to all the parents in that class. The letter will inform the parents there has been an outbreak of head lice and requesting all parents to check their child's hair to prevent lice spreading. The school nurse will also send out an up to date information sheet explaining what lice are, how they can be treated and how to prevent them in the future.

Hygiene Control & Cross Infection Guidelines

At Doha British School it is important all staff and outside providers follow correct cross infection & hygiene guidelines to ensure a safe environment for all pupils and staff. Schools are at a higher risk of cross infection due to the population and time spent at school. We can't stop cross infection we can educate all pupils and staff to prevent or lower the risk. If you require more information on the 'schools hygiene control & cross infection procedures' please contact the schools Health Coordinator.