



DOHA  
BRITISH  
SCHOOL

AIN KHALED

# First Aid Policy



Last Review: September 2023

Next Review: June 2024

Reviewer: Policy Committee





## 1. Purpose

The purpose of our school's First Aid Policy is to ensure the prompt and effective provision of first aid in the event of illness or injury, promoting the well-being and safety of all students and staff members.

## 2. Scope

This policy applies to all DBS schools. It is applicable on campus and also when staff and students are on fixtures, excursions and trips.

## 3. Policy Statement

Our First Aid Policy underscores our unwavering commitment to the health, safety, and well-being of our valued staff and students. We prioritise the provision of immediate and effective first aid in the event of any illness or injury, ensuring that incidents can be addressed swiftly and professionally. This policy reflects our dedication to maintaining a secure and caring environment where everyone can thrive, knowing that their health and safety are paramount concerns.

## 4. First Aid

4.1 When a student receives first aid treatment at school, parents will be issued a 'First Aid Form' detailing the injury and treatment received.

4.2 Parents will be advised to seek further medical advice if they have any concerns after receiving first aid treatment at school.

4.3 First aid boxes are located throughout the school, it is the school nurses responsibility to check, monitor expiry dates and restock the boxes on a monthly basis.

## 5. School trip and Excursions

5.1 It is a requirement that at least one member of staff has received in house first aid training on all school trips or excursions.

5.2 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.

## 6. Medication Policy

6.1 Medication will be administered by the school nurse in emergencies.

6.2 If medication is requested by the pupil or parent the school Nurse will follow a strict protocol.

- Signed / verbal permission has to be obtained from the parent or guardian (telephone permission is acceptable but this must be documented - date, time, name or person spoken too, number used).



- 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 clinic slip given to the child.
- All medication given requires 2 signatures by the school nurse's.

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

- Keep it in the nurse's room
- Clearly label the medication - students name, dose, date and times to be given
- The parent must give proper instruction and information to the school nurse on how and when the medication is to be administered as per physician's advice.

## 7. When a child should stay at home

- **Fever** - above an oral temperature of 37.8 deg. Celsius
- **Diarrhoea**: must not return to school for 48 hours after the last episode of Diarrhoea. 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**
- **Cold and flu symptoms** (fever, chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, and fatigue (tiredness)).

## 8. Reasons a child will be sent home from school

8.1 In the event of a 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 an oral temperature 37.8 deg. Celsius
- **Diarrhoea**: must not return to school for 48 hours after the last episode of Diarrhoea. 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**
- **Pediculosis Capitis** (Head Lice) - the child can return to school the following day once treatment started
- **Any other reasons at the discretion of the School nurse**

8.2 If a student vomits at school, the nurse will evaluate the condition. Based on this assessment, the student may be sent home. In such cases the nurses can also communicate with parents if the student has a history of illness or has been complaining of feeling unwell. In the event a child has been sent home, they should come back to school with a medical certificate.

**ANY STUDENT WHO IS SICK OR HAS BEEN SENT HOME DUE TO AN ILLNESS MUST COME BACK TO SCHOOL WITH A MEDICAL CERTIFICATE TO BE PRESENTED TO THE SCHOOL NURSE.**



## 9. Emergency Procedures for injured or serious illness

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

- The school nurse will assess the environment to ensure safety for the injured / unwell student, careers and bystanders.
- The nurse will carry out her medical assessment
- If an ambulance is required, it will be called by the school nurse as soon as they have made that decision.
- The school nurse or a member of the 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 if required.

## 10. Head Injuries

10.1 Children often bump their heads, in most cases they are minor injuries and do not require any medical intervention.

10.2 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 a 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 CLINIC SLIP – 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 have 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.



## 11. 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 school's internal computer database.
- It is the school nurse's responsibility to educate all staff on individual care plans & what to do in an emergency.
- All control medication is kept in the nurse's office at all times.

## 12. Caring for a member of staff

12.1 Doha British School makes it a priority to care for its entire staff. We offer a basic health service at Doha British School.

12.2 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.

## 13 Emotional Problems

13.1 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.

13.2 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 the School Wellbeing Counsellor as needed.

## 14. No Nuts Policy

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

## 15. Healthy eating

The school is committed to the health and welfare of all pupils, thereby promoting a healthy eating habit is a priority for all children.

## 16. Crutches or wheelchair 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 they will issue the student with a dated 'lift pass' (start and end date).



## 17. Head lice

17.1 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.

17.2 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.

17.3 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.

## 18. Hygiene Control & Cross Infection Guidelines

18.1 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.

18.2 Schools are at a higher risk of cross infection due to the population and time spent at school. We can't stop cross infection but we can educate all pupils and staff to prevent or lower the risk.



Thank you