



برایت رایدرز سکول
BRIGHT RIDERS
SCHOOL

FIRST AID TRAINING POLICY

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Authorized Signatories:

BRS Ventures Education Head:
Signature:

Principal:
Signature:

Vice Principal:
Signature:

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Introduction

We have a duty of care to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

Aims

To provide adequate first aid provision and medical care for pupils and school personnel;

- To have in place qualified school nurse(s) who are aware of hygiene and infection control procedures;
- To have in place adequate first aid equipment;
- To have in place excellent lines of communication with the emergency services and other external agencies.

Responsibilities

It is the duty of the school to:

- Ensure all school personnel are trained in first aid arrangements and hold a valid certificate of Competence that is valid for at least two years;
- Ensure all school personnel receive refresher training before expiry of their certificate;
- Organize and maintain the medical clinic;
- Ensure that there are adequate stocks of first aid equipment;
- Position and maintain first aid containers at appropriate locations around the school;
- Ensure all accidents and injuries are recorded and reported.

Determine the level of provision:

- For all educational visits and sporting activities;
- For curriculum activities;
- Ensure first aid kits are taken on educational visits or off-site sporting activities;
- Ensure there is a designated medical room that is kept well stocked and free from clutter;
- Ensure school personnel follow basic hygiene procedures and have access to disposable gloves and handwashing facilities;
- Inform parents of any accident especially head injuries and of any first aid administered;
- Provide guidance and support to all school personnel;
- Keep up to date with new developments and resources;
- Review and monitor.

The Principal will:

- Ensure that the nominated staff are suitably trained, have sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- Train all school personnel in first aid arrangements;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;

- Monitor the effectiveness of this policy.

School Medical Professional(s) must:

- Be aware of first aid arrangements;
- Organize first aid kits around the school and for off site visits;
- Help induct new staff on first aid arrangements;
- Be suitably trained in identifying pupils with expected medical problems;
- Maintain and distribute lists of the children with medical needs;
- Train staff on how to respond to medical situations with identified needs;
- Liaise with governmental authorities and assist in vaccination requirements as appropriate;
- Report any concerns they have on the medical welfare of any pupil;
- Undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- Report and record all accidents and first aid treatment administered in Medical log.

Parents must:

- Inform the school of their child's medical history that may be a cause for concern;
- Must complete the necessary paper work before the school administers any medication to a child.

Recording Accidents, Injuries and Sickness

All accidents, injuries and sickness will be:

- Recorded in the School health record with all details given;
- Reported to parents in person, or by phone, and followed up in writing

MEDICAL PROCEDURE:

In the event that a child is ill or has a minor accident

- The child shall report to the clinic with a member of staff

At the Clinic medical professionals shall;

- Consult medical records for that child;
- Observe and triage, including the taking of temperature where necessary;

If deemed necessary, the School Nurse shall either;

1. Monitor and return the student to the class with no further action, or
2. Monitor and call the parents asking permission to administer medicines, with the child then being returned to class or
3. Monitor and call the parents asking permission to administer medicines and asking them to be collected. (Students can also be collected with no medicines given) or
4. Deliver first aid, such as a plaster/ice pack or ointment and return the child to class if appropriate to do so, or
5. Deliver first aid, such as a plaster/ice pack or ointment and call the parents for them to be collected or

6. In the event that triage has identified that the student is very ill or badly hurt and requires immediate medical attention, then the medical emergency policy is followed;
7. If parents cannot be contacted, then they are to remain in the Medical Bay with the school nurse and emergency medicines administered where necessary while communication attempts continue.

The School nurse must also ensure that

- During the course of the day, they shall complete the medical record and
- Ensure that parents are informed of all of the above, where appropriate and immediately;

In the event of serious accident or illness

In no event should those suffering from head, spinal or neck injuries be moved.

In these instances, or others as deemed necessary by those first on the scene;

- The clinic should be informed, and a first aid kit be brought to the incident along with the medical professional team. In the meantime, a first aid responder should act as necessary;
- If those hurt can be moved, then they are taken by staff to the medical clinic and first aid administered as required. Emergency procedures are then followed.

In all the events of serious accident or illness, or others as required – medical emergency procedure

- For the most serious cases, for example, when a student is unconscious and or unresponsive, has suffered a head/neck/spinal injury as above or any other serious injury as deemed necessary by the medical team/ first aid responder, then the student is administered first aid and an ambulance is called by the medical team.
- Medical team informs the Principal.
- The Medical team remains with the child and travels to the hospital with them (one medical member and the first aid responder/member of administration as necessary).
- Reception is informed, and Parents called to attend the hospital and the issue explained.

In the event that a child has suffered an injury that does not, in the opinion of the School Nurse, require an ambulance:

- The child is taken by staff to the clinic by the medical team and/or first aid responder;
- First Aid is given
- By school transport, the student, medical team member and a member of administration drive to the hospital
- Parents and Principal are informed as above
- If parents cannot be contacted, then the student is taken to hospital with the staff as above and all necessary medical procedures, as advised by professionals, undertaken, while communication attempts continue.

In the event of a child suffering injury off site:

- A first aid kit and first aid trained member of staff must always be in attendance, who also has access to a mobile phone.

- For minor illnesses and injury, first aid is given, and the first aid responder returns to school with the child. Routines are then followed.
- For serious illnesses and injury, the first aid responder administers first aid, calls an ambulance if required and sends other children, with a member of staff, back to school. School is called to inform them.

List of first aid supplies to be included in a first aid kit:

| FIRST AID CONTENT LIST | | |
|-------------------------------|--|------------|
| NO | PRODUCT DESCRIPTION | QTY |
| 1 | MEDIUM DRESSING STERILE (12cmX12cm) | 2 |
| 2 | LARGE DRESSING STERILE (18x18cm) | 2 |
| 3 | CONFORMING RETENTION BANDAGE (7.5cmx4cm) | 2 |
| 4 | CREPE BANDAGE HQ (10cmx4m) | 2 |
| 5 | CREPE BANDAGE(5cmx4m) | 2 |
| 6 | ALCOHOL FREE STERILE CLEANSING WIPE 8 x 10 cm / 10 each | 2packet |
| 7 | TRIANGULAR BANDAGE (90xcm127cm) | 1 |
| 8 | BURNS SOOTHE (10cmx10cm) | 1 |
| 9 | FINGER DRESSING No:7 | 2 |
| 10 | CLINICAL WASTE | 1 |
| 11 | SCISSOR | 3 |
| 12 | DISINFECTANT CLEANER (50ml) | 1 |
| 13 | EYE PAD DRESSING WITH BANDAGE | 2 |
| 14 | MICROPORE (125cmx10cm) | 1 |
| 15 | SAFETY PINS | 1pack |
| 16 | MOUTH TO MOUTH SHIELD WITH VALVE | 1 |
| 17 | GLOVES- MEDIUM, FREE NITRILE GLOVES-SMALL, LATEX FREE ONE PAIR- LARGE | 3,6,3 |
| 18 | DEPENDAPLAST WASH PROOF PLASTER | 2packet |

Location of first aid kit:

- Primary section (Near to vice principal cabin)
- KG Section (near to ICT lab)
- Swimming pool area