



Name of Policy: First Aid Policy

Date Approved: December 2024

Date for Review: September 2026

Aim

The aims of this policy are to:

- Ensure good quality First Aid provision at The Royal School
- Ensure the health and safety of all staff, students and visitors
- Ensure that staff are aware of their responsibilities with regards to First Aid
- Provide a framework for responding to an incident and recording and reporting the outcomes

Roles & Responsibilities:

1. **The Royal school's appointed First Aid Responders are a committee led by the School Doctor, they are responsible for:**
 - Responding when someone is injured or becomes ill
 - Ensuring that an ambulance or other professional medical help is summoned when appropriate
 - Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
 - Sending pupils home to recover, where necessary
 - Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
 - Keeping their contact details up to date

First aid responders for 2024/5 are:

Dr Rania Salem	Ms Nourhan Sherif	Ms Marwa ElSadaany
Ms Sara Kronfli	Mr Shady Nicola	

2. **The Royal School Doctor is delegated to carry out all FIRST AID measures across the facility. They are responsible for:**
 - Ensuring the School Campus is fully equipped with all the medical material needed, placing first aid kits on site and making sure that they are always replenished

- If an individual is sick or injured, they are responsible to take First Aid measures immediately.
- Ensuring that all staff members are aware of First Aid procedures
- Collaborating with nearby hospitals for emergency
- Following up on having an appropriate number of staff trained in First Aid
- Report any serious incidents immediately to the Operations Manager who will ensure Steering Committee are informed.
- Ensure all medical incidents or clinic visits are logged on the Engage portal
- Write an incident report with all the significant details related to serious first aid incidents.

3. The Operations Manager is responsible for the implementation of this policy, including,

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place

4. School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aid responders in school are and contact them straight away.
- Informing the School Doctor of any personal specific health conditions or first aid needs

The Royal School Doctor and First Aid Responders are required to be certified and trained in First Aid; they should intervene immediately in any medical situation and implement the best treatment at time. The School Doctor is authorized to send a student to the Hospital if necessary, with notification to both parents and principals.

In-School Procedures in case of a medical emergency incident occurring to a pupil or a staff member.

- ♣ The closest member of Staff present on the scene will contact the school doctor immediately.
- ♣ The doctor will assess the situation and the level of how serious the situation is and will then decide whether the case is manageable at school or whether transferal to a medical centre, hospital or A&E is needed.

- ♣ In case a pupil needs to be sent to the hospital, the doctor will decide whether he/she will accompany the pupil or another first aid trained member of staff will accompany them (only if the incident is minor)
- ♣ In case of the doctor accompanying the pupil to the hospital herself; she will inform all members of staff via the schools official WhatsApp group of who will be the responsible person deputizing in case of emergency when he/she is away.
- ♣ The school doctor will contact the Operation Manager to prepare money and transport to the hospital.
- ♣ Parents/ Guardians will be contacted immediately by the school doctor
- ♣ An Incident report must be completed on Engage and shared with Parents/Guardians within 24 hours of the incident occurring.
- ♣ An Ambulance will be called immediately in the following cases
 - Unconsciousness, and unawareness of place
 - Severe shortness of breath or no breathing
 - Chest pain, difficulty of speech, numbness and weakness
 - Bleeding that is severe and unstoppable especially arterial.
 - Severe allergic reactions
 - Severe burns or electrocution
 - Falls (especially from heights), or hit with force (head trauma)
 - Rescued from drowning
 - Suspected Spinal injury

The School Doctor will remain on the scene until the Ambulance arrives.

All of the above are guidelines and not an exclusive list. The School doctor is required to assess the situation and direct where and how the situation is to be dealt with.

Outside School Visits:

The Trips coordinator is a licensed First Aid Responder. When taking pupils off the school premises, the Trips Coordinator will ensure they always have the following.

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

First aid equipment

The first aid kit will include the following:

- Plasters of different sizes
- sterile gauze dressings
- eye dressings
- safety pins
- bandages triangular and rolled
- disposable sterile gloves
- alcohol swabs
- thermometer
- scissors
- tweezers
- eye wash /saline
- antihistamine tablets/ cream
- distilled water to clean wounds
- painkillers paracetamol
- antiseptic cream
- insect bite and allergy cream

First aid kits are stored in:

- The Clinic
- The Science Lab
- The Trips Department office

Record-Keeping and Reporting;

- ♣ All students' records involving their medical history, day to day incidents and even serious incidents are recorded on our school Portal "Engage". Every detail matters, so the input is very

detailed and includes all medical information. This information system is backed up by a written incident tracker that is kept in the school clinic.

- ♣ Staff Medical record Tracker is updated yearly.

Training.

All first aid responders are trained with a certified and accredited training allowing them to be licensed to help others. All staff members are encouraged to maintain their training and keep their skills and information up to date.

All staff at The Royal School are required to attend school-based First Aid Essentials training presented either by the school doctor (usually presented yearly) or to complete an online certified First Aid Essentials course. The license for the First Aid responders is available every 2 to 3 years.

Monitoring arrangements.

The policy is revised and updated every year.