

Kuwait International English School



Whole School First Aid Policy

First Aid Policy

Kuwait International English School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

KIES will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Administering Medication Policy

The School administrators have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Aims

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 112 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. There is no mandatory list of items to be included in a first aid kit. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- Bandage (Various sizes)
- Plasters (various sizes)
- Sterile gauze
- Thermometer
- Cold compress
- Alcohol swab
- Tongue depressor
- Anti-septic wipe
- Antibiotic cream
- Scissors

The lead first aider / school nurse is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aid boxes are located in the following areas:

Nurses Room

First aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school management.

The School nurse / first aider have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.

The current first aid appointed person(s) are:

First Aiders:

Name	Location	Qualification
DAHAB ABDELKADER ABDALLA MATROUD	First Aid Room	Diploma Nursing (1998)
SOMI ABHILASH	First Aid Room	B.Sc Nursing (2010)

Pediatric First Aiders:

Name	Location	Expiry date
Application in Process	EY Dept.	N/A
Application in Process	EY Dept.	N/A
Application in Process	Primary Dept.	N/A

Emergency procedure in the event of an accident, illness or injury

1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
2. If called, a first aider will assess the situation and take charge of first aid administration.
3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

After the above action has been taken, the incident must be reported to:

- The Principal / Head of Department
- The parents / carer of the victim(s)

Reporting to parents

- In the event of minor incident or injury to a pupil, and where deemed appropriate by the school nurse, at least one of the pupil's parents can be informed as soon as practicable.
- Parents **MUST** be informed of ANY injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- In the event of more serious injury or an incident requiring emergency medical treatment, the school nurse must telephone the pupil's parents as soon as possible.
- A list of emergency contact details is kept at reception / admin office and is available to the nurse via the school computer system.

Visits and events off-site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the EVC (Educational Visits Coordinator) before the event is organised.

Storage of medication

See Administration of Medication Policy

Illness

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible if appropriate. If the child is well enough to continue in school they will be monitored by the class teacher and school nurse.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

Consent

Parents will be asked to complete a medical form as part of the medical file when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law. Parents will be contacted where appropriate and advice sought on the parents' wishes. Staff will always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

Monitoring and review

This policy is reviewed annually by the school leadership team and any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.