



أكاديمية الخليج البريطانية  
Gulf British Academy

# First Aid Policy

## Policy statement

The Director and the Head of Gulf British Academy accept their responsibility and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Gulf British Academy recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences.

Signed \_\_\_\_\_

(Head of School)

Date \_\_\_\_\_

Signed \_\_\_\_\_

(Director)

# Introduction

*"First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill" (The Joint First Aid Manual 8th Edition).*

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## Statement of First Aid provision

The School's arrangements for providing First Aid will:

- Place a duty on the Director and Head of School to implement and review the First Aid policy.
- Place individual duties on all employees.
- Report and record accidents using the relevant form in the accident book.
- Record all occasions when First Aid is administered to employees, pupils and visitors in the accident book.
- Provide equipment and materials to provide First Aid treatment.
- Make arrangements with a training provider to give First Aid training to employees, maintain records of training and review these annually.
- Establish a procedure for managing accidents in school that require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the First Aid requirements of the School and review them on a regular basis.
- Use the information from the risk assessment to determine the number and level of trained staff and any additional requirements (e.g. specialised training for children with particular medical needs).
- Notify parents/guardians that First Aid treatment was given to the child.

# Arrangements for First Aid

The School will provide materials, equipment and facilities to provide First Aid. First Aid Kits are located in the:

- Admin office
- KG office
- KS1 office
- KS2 office
- Doctor's office

A standard First Aid Kit will contain the following items:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings - assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 pair of disposable gloves

The contents of First Aid Kits will be checked on a regular basis by a First Aid Officer.

The School First Aid Officer(s) is/are:

- Dr Hala
- Mr Mark Scott
- Ms Mariam Dien

Before undertaking any off-site activities, the Head of Key Stage will assess the level of First Aid provision and at least one First Aid Kit will be taken along.

## **Information on First Aid arrangements**

The Head of School will inform all employees of the following:

- The arrangements for recording and reporting of accidents.
- The arrangements for First Aid.
- Those employees who are qualified First Aiders.
- The location of the First Aid Kits.

In addition the Head teacher will ensure that signs are displayed throughout the School providing the following information:

- The names of employees with First Aid qualifications.
- Their room number or extension number.
- Location/s of the First Aid Box/es.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

## **Accidents involving bumps to a pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

## **Transport to hospital or home**

The Head of School will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called to take over responsibility. If no contact can be made with the parent/guardian or other designated emergency contacts, the Head of School may decide to transport the pupil to the hospital.

In cases where the Head of School makes arrangements for transporting a child, the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff will be alone with the pupil in a vehicle.
- A second member of staff will be present to provide supervision of the injured pupil.