



Durham School for Girls

FIRST AID POLICY

Version 4.0 | August 2023

FIRST IMPLEMENTATION DATE: AUG 2019

REVIEW PERIOD: ANNUAL DATE LAST REVIEWED: AUG 2025

VALUES

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MARK VALUES AND QATARI VALUES ARE AT THE HEART OF A
DURHAM GIRL

Rationale

The purpose of this policy is to guide the provision of first aid to people suffering injury or illness. The school acknowledges the importance of providing First Aid for staff, students and visitors within the school.

First aid services are an important element of work health and safety, facilitating first initial treatment for:

- Injuries that may occur in the in the school.
- Injuries that may occur during school educational visits.
- Acute personal sickness that may impact on students or staff members or others while on school's premises.

Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilization of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders are any people providing first aid.

Premises include offices and anywhere on school grounds,

Venue includes any educational visit off site.

Accidents minor and major accidents (First Aid Policy Appendix Accidents)

Aims and Objectives

- To ensure that first aid provision is always available whilst people are on the school premises, and areas off the premises whilst on school business.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, students and visitors.
- Provide equipment and materials to carry out First Aid treatment.
- Establish procedures for managing accidents in school which require First Aid treatment.
- Provide information to staff on the arrangements for First Aid.
- To preserve life, prevent harm and promote recovery.

Risk Management

First aid risks are regularly assessed, identified and managed. Teachers and support staff are educated in first aid awareness. Appropriately qualified staff are trained in first aid personnel (Highfield Accredited Certification). Mechanisms are in place for monitoring compliance with first aid policies.

Policy Implementation

The school ensures effective implementation of first aid through:

- staff having access to policies and procedures relating to first aid.

- provision of tailored training to people with specific tasks e.g. Nurses and Wheel Chair
- record of first aid activities, including first aid training provided and undertaken, information provided to consumers and use of PPE.
- mechanisms for monitoring compliance with first aid.

First Aid Provision

The locations of First Aid kits are:

- School Clinic
- Reception
- Kitchen and canteen
- Sports Hall
- Swimming Pool
- Labs
- Some specific rooms e.g. Room6
- AED in the main reception

The contents of the kits will be checked termly by the School Nurse and re-stocked as necessary. If anything in the First Aid kit is used, please email the school nurse so she may replace the used item(s).

Policy Detail

The school is committed to providing a safe and healthy environment for all teachers, support staff, Board members, students, visitors and volunteers.

Assessing First Aid Requirements

- Workplace activities have potentially harmful consequences for staff, consumers and others. Each worksite is likely to have different first aid requirements.
- The health and safety committee and School Nurse will determine the number of designated First Aid

Officers, the type of First Aid kit required and the organization's approach to first aid response.

- When joining the school, staff are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies.

Designated First Aid Officer (Appendix A)

Trained First Aid Officers include the following:

- A person who holds a current first aid certificate issued after successful completion of an approved first aid course; or
- A person who holds a current occupational first aid certificate issued after successful completion of an approved occupational first aid course; or
- A school nurse or dedicated replacement registered nurse; or
- A medical practitioner

A person with one or more of the above qualifications is appointed by the organization to be the designated First Aid Officer.

First Aid Facilities

- While on duty all staff have a duty to care for themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.
- The School Nurse is informed of the need for first aid and will respond immediately if available.
- Emergency medical care and/or an ambulance are to be called if required.
- Staff trained in first aid provide first aid assistance if there is no designated School Nurse present and emergency medical care and/or an ambulance has not yet arrived.

Personal Protection

1. First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.
2. When dealing with blood or other body fluids, single-use disposable gloves, disposable aprons and the staff members allocated face visors must always be worn (disposable face masks are optional).
3. Spills of the following body fluids must be cleaned up immediately:
 - a. Blood
 - b. Feces/Urine
 - c. Vomit
 - d. Nasal and eye discharge
 - e. Saliva
4. Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:
 - a. before and after contact with an ill or injured person.
 - b. after contact with blood or and/or other body fluids or contaminated items.
 - c. when protective gloves are removed.
5. When soap and water are not available, first aiders will use a non-alcoholic based hand wash or equivalent.
6. The school provides personal protective equipment (PPE) to protect first aiders and ill or injured people from risks of exposure to harm from sharp objects and blood or other body fluids.
7. PPE includes:
 - a. disposable PVC, latex, and/or heavy-duty gloves
 - b. eye protection, such as goggles and safety glasses
 - c. safety footwear
 - d. resuscitation masks.
8. Exposed cuts and abrasions should **ALWAYS** be covered. Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Any soiled dressing etc. must be disposed of in a waste bag, wrapped in an outer bag.
9. Never use a mop for cleaning up blood and body fluid spillages. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush.

First Aid Records

- First aid records are integrated with the organization's incident and accident reporting system EHS360 (minor First Aid) EHS360 and ISAMS.
- All accidents/incidents requiring First Aid of any kind are recorded in EHS360 by the Nurse
 - o date and time
 - o Incident number
 - o name of person receiving first aid
 - o Summary of accident
 - o Summary of Action taken
 - o referral arrangements (e.g. ambulance, hospital, medical service)
- Incident Report are held electronically on EHS360
- If a student or member of staff is transferred to the Family Medical Clinic.
- All children requiring First Aid following a head bump or accident which leaves a mark or scratch the Nurse will also call the parents and inform them of the injury and treatments , and in case of no response from parents a letter will be given to the student to take home.

Pupil accidents involving head injuries

- Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period.
- If the head injury is minor, apply an ice pack and monitor closely.

Emergency Treatment and sending pupil's home

- In all cases of emergency ANY member of staff may call directly for an emergency ambulance. If the casualty is in danger of death, not breathing, bleeding profusely or unconscious, 999 Then the First Aider and Principal/ Head of School be called for after the emergency call.
- In all other non-emergency cases, the principal (or in their absence, the person designated to take charge of the school) will determine what is a reasonable action to take.
- Where the injury is deemed an emergency, an ambulance will be called following which the parent/guardian will be called. (The First Aider is to stay with the child until the parent/guardian meets them at hospital).

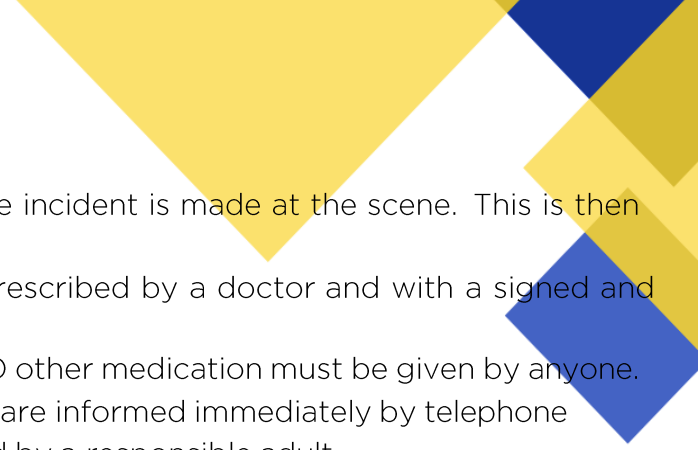
Off Site Activities

- At least one First Aid kit will be taken on all off-site activities, along with individual students' medication such as inhalers, EpiPens, PPE etc.
- A person who has been trained in emergency First Aid will accompany all off site visits. For some trips with additional risks or hazards, a dedicated nurse from DOH or school nurse may also attend.

First Aid out of school on trips or residential visits

In the event of children needing First Aid on school trips:

- All Staff have access to a First Aid kit and mobile phone.
- The First Aider deals with minor ailments.
- Gloves, disposable apron and the staff members allocated face visors are ALWAYS worn when treating any injury (disposable face masks are optional).
- Any accident or incident is reported back at school and an 'Incident in School' form filled in



accurately and as soon as possible. A note of the incident is made at the scene. This is then updated on EHS360

- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of Medication in School' form. NO other medication must be given by anyone.
- For any Head injuries the school and the parents are informed immediately by telephone
- If students are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- There will be a predetermined First Aider to accompany the child in the ambulance, whilst the school contacts Parents/Guardians and arranges for them to meet the child and staff member at the hospital.
- In the event of parents being unreachable, the contact people will be called.
- Any soiled dressing etc. must be disposed of in a waste bag and then wrapped in an outer bag.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- All First Aid incidents should be logged in appropriate forms.
- Medicines of any description (including pain killers) are NOT to be administered to ANY child by ANY adult unless they are the designated person (School Nurse) responsible and that they have written a signed consent form stating the dose and frequency.

Certified First Aiders - Appendix A

Appendix A

Name	Position	Expiry date
● Aisha Dauleh	● Counsellor	● 31-01-2029
● Selina Anafal	● Head of PE	● 31-01-2029
● Hadeel Hamaty	● Head of year 8	● 31-01-2029
● Sara Kurat	● University Counsellor	● 31-01-2029
● Cecilia Theys	● Pe teacher	● 31-01-2029
● Shantelle Macasa	● Lab Technician	● 31-01-2029
● Tlou Molemisi	● Primary Pe Teacher	● 31-01-2029
● Christle Portman	● FS2 Teacher	● 31-01-2029
● Imane Rajaa	● Teacher Assistant	● 31-01-2029
● Tala Al Tayyeb	● Primary Head of Arabic	● 31-01-2029
● Lucy Diraviam	● Cover teacher	● 31-01-2029
● Blessing Ebotemen	● Support teacher	● 31-01-2029
● Zahra Salimi	● Head of Early Years	● 31-01-2029
● Beatrice Wambui Nyawira	● Lifeguard	● 31-01-2029
● Tasnia Islam	● Year 5 teacher	● 20-04-2028
● Helen Kahura	● Teacher secondary	● 20-04-2028
● Majd Nabtiti	● Teacher secondary	● 20-04-2028
● Mahe Tassadiq	● Teacher secondary	● 20-04-2028
● Anjum Iqbal	● Teacher year 6	● 20-04-2028
● Salma Hussain	● Teacher year 1	● 20-04-2028
● Oyin Olowokere	● Teacher secondary	● 20-04-2028
● Anisah Asmat	● Teacher year 5	● 20-04-2028
● Deqa Dualeh	● Teacher year 1	● 20-04-2028

