



GLENDALE  
INTERNATIONAL  
SCHOOL

## POLICY AND PROCEDURE - FIRST AID

### Version History

Ver. No.	Authors	Date	Reviewer	Next Review Date
1.0	Jasmit Kang, Principal	September 2023	Amol Vaidya	August 2024



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# GLENDALE INTERNATIONAL SCHOOL

## 1. Purpose

1.1. The purpose of the policy is to ensure that a suitable first aid framework is provided, in order to allow the school to comply with local first aid legislation.

## 2. Scope

2.1. The scope of this policy covers the first aid provisions and personnel within Glendale International school. The scope covers all students, employees and any other persons who may require first aid care, whilst present on a Glendale facility.

## 3. Responsibilities

- 3.1. The school principal is responsible for ensuring adequate first aid personnel and equipment are available, in line with requirements defined by the Dubai Health Authority (DHA).
- 3.2. The school doctor is responsible for monitoring all medical provisions, to ensure that the required amounts are readily available.



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3.3. The Manager of School Operations in school is responsible for monitoring the validity of trained first aiders within the school. The MSO is responsible for liaising with the selected training providers and arranging timely first aid training.

3.4. All trained first aiders also have a responsibility to monitor their own training qualifications and ensure that they remain current.

3.5. The MSO is responsible for keeping an up-to-date copy of each first responder's qualification.

3.6. The school nurse is responsible for ensuring the weekly first aid content check is completed. Any missing or expired items must be reported to the MSO, who can then order additional items.

3.7. For new school openings, the MSO is responsible for ensuring all medical provisions are available prior to opening.

3.8. The line manager is responsible for monitoring the policy

3.9. The line manager and HSO, in consultation with the Glendale Doctor, is responsible for reviewing the technical competence of any proposed first aid training providers.

3.10. All trained first aiders are responsible for providing first aid care as and when required.

3.11. All first aiders are responsible for attending any first aid training that has been scheduled. This could be refresher training or new training.

3.12. The Nurse is responsible for ensuring that all first aid kits remain fully stocked.

3.13. The Nurse is responsible for reporting all incidents to the Toddle incident reporting system.





#### 4. References

- 4.1. Dubai Health Authority - manual for private schools in Dubai
- 4.2. Abu Dhabi first aid code of practice
- 4.3. UAE Labour Law - Article 93 & 95
- 4.4. Dubai Technical Guideline 17 - First Aid
- 4.5. Dubai Health Authority school requirements (<https://www.dha.gov.ae/en>)
- 4.6. OSHAD SF COP- 4 First aid and Medical Emergency Treatment, COP-5 Occupational Health Screening and Medical Surveillance

#### 5. Procedure

##### Appointing adequate first aid personnel

- 5.1. The school is responsible for appointing the correct number of doctors and nurses based upon the requirements defined by the DHA (defined below in table 1)

Table 1:

NUMBER OF STUDENTS	NUMBER OF NURSES/DOCTORS
145	1 Full time nurse and 1 part time doctor

- 5.2. Part time doctor is required to be available at least twice per week, for a minimum period of 2 hours per visit.
- 5.3. At least one professional with training in advanced resuscitative techniques or paediatric advanced life support should be immediately available until all school students leave the school.
- 5.4. The required first aider ratio is 10% of total full-time staff.





First aid training

5.5. In addition to the appointed nurse and doctor within each school, a selected number of additional first aiders will be identified. The school is responsible for identifying and appointing the first aiders. Only persons who are comfortable in potentially being required to administer first aid should be appointed as a first aider. Employees operating in roles such as physical education, swimming and other higher risk areas, should be trained and competent in emergency first aid care.

5.6. The MSO will liaise with the appointed Glendale first aid training provider, in order to schedule the training.

5.7. Upon successful completion of the course, a copy of the certificate will be provided. The employee should provide a copy of the certificate also to the MSO.

5.8. The validity of the course is generally 2 years. The course will cover emergency first aid + AED and oxygen use.

5.9. Only Glendale approved first aid training providers are to be used.

5.10. The School doctor and nurse must ensure that they hold the required certificates, in order to allow them to operate within this capacity. All local health requirements must be met.





First aid clinics & equipment

5.11. School clinic must comply with local requirements. The Dubai Health Authority manual for private schools provides detailed guidance on the equipment, quantities and medications which are required in each school.

5.12. First aid contents should be checked on a monthly basis, The nurse should ensure that the check is completed and that any missing items are replaced.

5.13. All first aid boxes should also be checked in the same manner.

5.14. The completed check list must be held for future compliance checks.





### Reporting incidents

5.15. An incident record must be completed for all persons visiting the clinic.

5.16. Certain types of incidents will need to be reported onto the Toddle. Examples include:

- a. If a person is sent or advised to go for further medical treatment
- b. If a parent is requested to collect a child due to sickness or illness.
- c. An injury that is potentially caused as a result of a failure in a Glendale HSE process, standard, equipment etc.

5.17. The school doctor and nurse is provided with access to Toddle HSE system, in order for them to report such incidents. The HSE Department will receive notification of such incidents.

5.18. Immediate and further action may be required to prevent a reoccurrence. Control actions can be identified by the school operations or the HSE Department. The Toddle HSE system can be used to monitor allocated actions.

5.19. Higher level incidents should be discussed during the monthly HSE committee meetings and communicated to all relevant stakeholders.





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Incidents which occur within the school but outside of school hours

5.20. School doctors and nurses will remain on duty throughout the duration of school hours.

5.21. If an incident occurs when a nurse or doctor is not on duty, a member of the first aid trainer will be able to provide immediate first-aid care.



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5.22. Third-party after-school sports providers should ensure that their staff is first aid trained.

5.23. Alternatively, emergency services may be requested in order to provide further medical care.

5.24. All incidents involving contractors or service providers within the school should be reported using the Toddle HSE system. It is the contractor's responsibility to report any incidents to the school's MSO.

#### Injury to a student/staff/parent/contractor

5.25. If a child suffers an injury at school, the initial responder should provide immediate medical care to the child

5.26. If possible, the injured child should be taken to the school clinic for further treatment.

5.27. An initial assessment of the injured student will be carried out by the school medical team.

5.28. Based upon the assessment, the medical team will decide if any further medical treatment is required by paramedics. If yes, the emergency services and parents will be contacted.

5.29. An appointed person within the school must be identified whose role it is to call the emergency services.

5.30. If not, the child will be dealt with by the school medical team, returned to class, advised to seek further medical treatment, and contacted.

5.31. The same process will be applied if an injury or illness to a staff member or contractor occurs.

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#### Communication

5.32. All staff members and security will be briefed on the emergency and reporting procedures to follow.





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- 5.33. A list of trained first aiders will be available within the school.
- 5.34. The findings of certain incidents will be communicated to all staff members in order to prevent any reoccurrences.
- 5.35. Contractors will be briefed on emergency procedures and first aid protocols when entering the school for the first time.

## School medical procedures

5.36. As per DHA requirements, each school is required to have a number of mandatory health procedures (Appendix 1 of the DHA school clinic regulation):

1	Bullying prevention
2	Business continuity
3	Hazardous waste management as per Dubai Municipality (DM) requirements
4	Medical waste storage and disposal
5	Incident reporting
6	Infection control measures
7	Laundry services
8	Managing HASANA system
9	Managing student health records
10	Medication management
11	Monitoring and maintenance of medical, electrical and mechanical equipment
12	Patient notification
13	Readiness plan/Emergency response
14	Referral criteria
15	Reprocessing of reusable equipment
16	Safe use of chemicals used for infection control
17	Service description and scope of services
18	Staffing plan, staff management and clinical privileging
19	Stay at home if you're ill.
20	Student assessment criteria
21	Student confidentiality and privacy
22	Student health education, communication and informed consent.
23	Vaccination



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5.37. The school doctor and his or her team are responsible for developing and maintaining the above-mentioned procedures. Additional procedures may be developed beyond the above minimal requirements.

Students and staff with pre-existing medical conditions and allergies

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(use of EpiPens)

5.39. Any pre-existing medical conditions and allergies must be highlighted by the parents or guardians. A record of such conditions and allergies must be documented in the student's medical record.

5.40. Any staff members with pre-existing medical conditions or allergies must highlight this so that it can be documented within their staff records.

5.41. Some students may require an Epi pen for allergic reactions. The Epi pen should be kept within the school clinic, along with details of the allergy and emergency contact numbers. Older students may also keep an Epi pen with them.

5.42. Teachers should be aware of students who require an Epi pen and the correct procedures to follow in the event of anaphylactic shock.

5.43. The school should have a specific EpiPen procedure.





First aid on school trips

5.44. The school must ensure that a trained first responder is present on all school trips that take place outside of the school.

5.45. The trained first aider must also ensure that a first aid kit is available for the trip. The school clinic can provide support for the content and availability of such kits.

5.46. All incidents on school trips must be reported via the Toddle HSE reporting system.

