




DUBAI SCHOLARS
PRIVATE SCHOOL



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FIRST AID POLICY

Revision date	August 2023
Circulation	
Approval Signature	

This policy will be reviewed every two years unless an incident; new legislation or guidance suggests the need for an interim review



First Aid Policy

Dubai Scholars Private School

Previous date	22/08/2023
Next review date	22/08/2025
Owner	Head of administration and medical team
Version number:	2
Working date:	22/08/2021
legal sign:	DHA / DM/ PHC
Type of policy:	Statutory
Authorized by:	Principal
Authorized by board:	Yes
Effective date of policy:	22/08/2021

Goal:

Teachers /staffs/ parents /guardians /care givers and Students shall be aware of the first aid policy and they should have access to the help line in school.

Introduction:

At Dubai Scholars Private School the safety and well-being of our students and staff are of paramount importance. This First Aid Policy outlines our commitment to providing immediate and appropriate first aid to those in need within our school community.

1.Purpose and scope of the first aid policy

The purpose of this policy is to guide the provision of first aid to students, teachers, school staff members or any one at the school premises during business hours, suffering injury or illness.

2. Role of The Principal:

As the instructional leader, the principal has a continuing role in policy implementation. The principal should:

- 2.1 Communicate the first aid policy to teachers, parents/guardians, and students.
- 2.2 Organize in-service training for all school staff as part of the policy implementation.
- 2.3 Ensure the staff complies with First aid policy.

3. Role of head of administration

Head of administration should

- 3.1 Arrange and review first aid training in timely manner.
- 3.2 Keep a list of all first aiders with their contacts and inform the same to all staff members.
- 3.3 Keep records of first aid training of all first aiders.
- 3.4 Arrange first aid training in proportion to the school strength.



3.5 Inform parents effectively and timely of any major incident during school hours.

3.6 Liaise with medical team

4 Role of Teachers and staff

Teachers and staff members should be

4.1 Aware of first aid policy of school.

4.1 Aware of list of trained first aiders in school with their contact details.

4.3 Identify need of first aid and should refer in timely manner to school clinic.

4.4 Be aware of students with chronic illnesses and their first aid need.

4.5 Carry a first aid box during field trips.

4.6 Ensure that any child with allergy is carrying an Epipen.

5. Role of the Parents/Guardians/Care giver:

They should

5.1 Provide medical information to the school clinic during the time of admission.

5.2 Provide an Epipen to a child with allergy.

5.3 Inform medical team and class teacher of any recent illness of their child/children

5.4 Provide consent of basic first aid to the school clinic staff members

6. Role of The Medical Team :

Dubai Scholars Private School Clinic is a Dubai Health Authority (DHA) registered Out Patient Care Facility.

It has DHA registered four Registered Nurses and One General Practitioner. Medical staff is in proportion to the strength of the school.

All medical staff members are Basic Life Support(BLS) certified.

Additionally, the school doctor is Pediatric Advanced Life Support (PALS) Certified.

Medical Team should

6.1 Keep the list of trained first aiders with their contacts in the clinic.

6.2 Inform and provide a list of students with chronic illness to all the staff members.

6.3 Provide first aid and appropriate treatment in a timely manner.

6.4 Refer students or staff member if required

6.5 Inform about any first aid /medical incident to the parents, administration and the academic team in timely manner.

6.5 Keep all the records of treatment given in the school clinic.



6.6 Maintain all the first aid and check weekly for any expiry and refilling and maintain the record.

6.7 Ensure that all staff members are aware of the place of first aid boxes.

6.8 Take consent of parents for the basic first aid, medicine administration at the beginning of the academic

7. Role of The Student:

The student should:

7.1. Be familiar with the first aid policy of the school.

8. Trained Basic First Aiders:

8.1 Dubai Scholars is committed to having a team of trained basic first aiders on-site at all times during school hours and for school-related events.

8.2 These individuals are responsible for administering immediate first aid when necessary.

8.3 First aiders will receive regular training and updates to ensure their skills remain current and effective.

8.4 School should provide personal protective equipment to the trained first aiders.

9. Evaluation/Monitoring:

9.1 The Head of administration should evaluate and monitor training certificates of all medical staff members and first aiders.

10. List of first aid items in the first aid box.

First Aid Box	
SL No.	Name of the Item
1	cotton roll
2	Non woven triangular bandages
3	Elastic confirming Bandages 5cmx4.5m
4	Elastic crep bandage
5	Sterile eye pad
6	plaster
7	Adhesive wound dressing
8	Disposable glove
9	Alcohol pad
10	Cotton tip applicator
11	tongue depressant
12	Guaze bandage
13	Gauze swab
14	Mercurochrome solution
15	Scissor
16	Sterile cotton tipped applicator
17	Tweezer



11. List of medical staff members and first aiders.

Nursery

Sl No:	Name of the staff
1	Farheen Khan

FS

Sl No:	Name of the staff
1	Anisha Santosh Salian
2	Caroline Silva
3	Christina Aftab
4	Erika Pereira
5	Fauzia Waheed
6	Geneive Mendes
7	Hina Sayed
8	Karen David
9	Natasha Udeshi
10	Roshni Ajmal
11	Sherali Advani

Primary

Sl No:	Name of the staff
1	Abeer Ahmed AbdelGalil Abuzid
2	Ahmed Wagih Abdo Ali Abdelhady
3	Apurva Nitin Kothari
4	Christina Ann John
5	Kavita Alves
6	Mehjabin Shaikh
7	Rehana Abdulaziz
8	Sadhana Pandey
9	Shaista Zulfiqar



Secondary

Sl No:	Name of the staff
1	Carol D Souza
2	James Talla
3	Kevin Pinto
4	Paul Nagarajan
5	Prasad Dagare
6	Rahul Das
7	Sabiya Memon
8	Shahbaaz Tambe
9	Shreya Prakash
10	Tasneem Sadriwala
11	Raymond Barboza

PAM/ PAD

Sl No:	Name of the staff
1	Aubin Pereira
2	Richard John Pinto
3	Sandesh Kumar
4	Tanya D souza

PE

Sl No:	Name of the staff
1	Irfan Khan
2	Lorenta Pinto
3	Muhammad Basheer
4	Nihad Mohammed Basheer
5	Pankaj Das
6	Snehal Divakar
7	Surjit Sandhu
8	Harlene Gay Princess Robianes
9	Morres Millen Lequigan

Clinic

Sl No:	Name of the staff
1	Dr. Anila Ahmad
2	Reshma Crasta
3	Donna Mae Dianzon
4	Varsha Nellikottu Kunnummal
5	Meghnnaa Sri Raja



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References

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2. <https://www.yumpu.com/en/document/read/28029207/sample-first-aid-policy-psychological-injury-management-guide->
3. https://www.wellingtoninternationalschool.com/-/media/project/gems/wis_gems_wellington_international_school/key-documents/updated-policies-22-23/first-aid-policy.pdf
4. <https://www.dha.gov.ae/uploads/112021/804e26be-e894-4a5f-9174-f1913eec6467.pdf>