

FIRST AID POLICY

Policy Owner	Head of School and Medical Team
Approved by	Ms Sapna Changrani (Head of School)
Review Date	July 2026
Next Review Due	July 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure the effective provision of first aid to students, teachers, staff members, and visitors on the school premises during school hours and school-related activities. This policy applies to all students, employees, contractors, visitors, and volunteers present on the school premises or participating in school-related activities.

2. INTRODUCTION

At our school, the safety, health, and wellbeing of our students and staff are of paramount importance. The school is committed to providing a safe and secure environment and ensuring that immediate and appropriate first aid is available whenever required. The school maintains trained medical personnel, appropriate first aid equipment, and clear emergency response procedures.

3. ROLE OF THE PRINCIPAL / HEAD OF SCHOOL

- Communicate the First Aid Policy to teachers, parents/guardians, students, and staff.
- Organise regular in-service training for school staff as part of policy implementation.
- Ensure all staff members comply with the First Aid Policy and procedures.
- Support the school medical team in implementing health and safety practices.

4. ROLE OF THE OPERATIONS MANAGER

- Arrange and review first aid training in a timely manner.
- Maintain an updated list of trained first aiders with contact details and communicate this to all staff.
- Maintain records of first aid training certificates.
- Ensure sufficient trained first aiders are available in proportion to the school population.
- Ensure parents are informed promptly regarding major incidents.
- Ensure availability and maintenance of first aid equipment across the premises.

5. ROLE OF TEACHERS AND STAFF

- Be familiar with the school's First Aid Policy.
- Be aware of the list of trained first aiders and their contact details.
- Identify the need for first aid and refer students to the school clinic promptly.
- Be aware of students with chronic illnesses and their specific first aid requirements.
- Carry a first aid kit during field trips and activities outside school premises.
- Ensure that students with severe allergies carry their prescribed EpiPen at all times.
- Report all accidents, injuries, and medical incidents to the school clinic immediately.

All staff members are responsible for responding promptly to medical concerns, following the school's First Aid procedures, and ensuring that individuals receive appropriate care from the school medical team. Staff will report incidents, support the medical response as required, and ensure that all documentation and follow-up actions are completed within 24 hours.

6. ROLE OF PARENTS/GUARDIANS/CAREGIVERS

- Provide accurate and updated medical information to the school clinic during admission and throughout the year.
- Provide prescribed emergency medication, including EpiPens, for children with severe allergies.
- Inform the medical team and class teacher of any recent illness or change in the child's health status.
- Provide consent for basic first aid, emergency care, and medication administration by clinic staff.
- Ensure emergency contact details remain updated at all times.

7. ROLE OF THE MEDICAL TEAM

Dubai Scholars Private School Clinic is a Dubai Health Authority (DHA) registered Outpatient Care Facility, staffed by four DHA-registered nurses and one General Practitioner. All medical staff are BLS certified; the school doctor is PALS certified; one nursing staff member is ACLS certified.

- Maintain an updated list of trained first aiders and their contact details.
- Provide staff with information on students with chronic illnesses while maintaining confidentiality.
- Provide first aid and appropriate medical treatment promptly and professionally.
- Refer students or staff for further medical evaluation or emergency care when required.
- Inform parents, administration, and the academic team promptly regarding significant medical incidents.
- Maintain accurate and confidential records of all treatments and medical incidents.
- Maintain and inspect all first aid boxes regularly, including weekly expiry checks.
- Obtain parental consent for basic first aid and medication administration at the start of each academic year.

The school is committed to ensuring that all medical concerns are addressed promptly, professionally, and in accordance with established health and safety procedures. Where appropriate, parents will be informed at the earliest opportunity. All incident records, communications, and required follow-up actions will be completed within 24 hours.

8. ROLE OF STUDENTS

- Be familiar with the school's First Aid Policy and procedures.
- Report any illness, injury, or unsafe situation immediately to a teacher, staff member, or the school clinic.
- Follow safety instructions provided by teachers and school staff.

9. TRAINED BASIC FIRST AIDERS

The school is committed to ensuring trained basic first aiders are available on-site at all times during school hours. First aiders will receive regular training, refresher courses, and updates. A list of trained first aiders will be displayed and accessible to all staff.

10. EVALUATION AND MONITORING

- The Operations Manager will monitor and evaluate the validity of training certificates for all medical staff and first aiders.
- The First Aid Policy will be reviewed annually or updated whenever required, in accordance with DHA regulations.
- Records of training, incidents, inspections, and policy reviews will be maintained appropriately.

11. REFERENCES

- Dubai Health Authority (DHA) School Health Guidelines
- UAE School Health and Safety Regulations
- The school's own Health and Safety Procedures

12. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from DHA.