



First Aid Policy

Statement;

Kuwait National English School has implemented various protocols to address First Aid practices and Health and Safety. These procedures are meant to ensure the safety of both staff and pupils and ensure all staff follow first aid procedures.

Please Note - Emergency Contact Number

Ambulance Services / Fire Services / Police - Dial 112



The School Nurse is the primary provider of First Aid, the nurse will also provide In Service Training such as CPR. All staff will be provided Health and Safety Guidance during the Induction week each year.

The School Nurse is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits/ those in vehicles] are complete and replenished as necessary.

First Aid Provision and Transport to hospital:

Any pupil receiving an injury or shows signs of illness will be taken to the school nurse immediately for diagnosis. If first aid is provided or further action needs to be taken, the nurse will contact the School Social Worker, Key Stage Coordinator or the School Health and Safety Officer and then if necessary the parent/carer. No medication is to be provided without the expressed consent of the parent/carer.

Any child with a fever must be isolated and parent/ carer be contacted to come to school and collect their child. If an infectious disease is suspected, parents/ carers will be informed that a letter from the Childs Doctor stating the child is no longer infectious in order to return to school.

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.



Absences due to Illness

It is the parent's responsibility to contact the school if their child is absent due to illness. The parent should provide a reason and a Medical note upon return. If a child is absent for 3 days due to illness, a Doctor's note must be provide stating the child is "non-infectious and is able to return to school.

The School Social Worker will attempt to contact parents regarding any child who is absent from school.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the school nurse will contact the Health and Safety Officer and the parent / carer.

Administration of Medicines;

It may be necessary from time to time for the school nurse to administer medicines. The parent / carer must fill out a "Medication Consent" which may be provided by the school Receptionist. The School nurse should also be contacted to speak with the parent/carers as to the details of the medication provided.

The administration of medication is for exceptional cases only, the designated school nurse is the only staff member approved to administer the medication.

The school nurse and the school's First Aid facilities are for emergency uses only and any other health issue should be referred to a medical clinic or hospital

Medical Information;

Kuwait Ministry of Education requires a Medical Form to be completed by the parents local Government Clinic. Parents/ Carers are also responsible for providing the school with up to date information regarding their child's health care needs. All health information of pupils is kept securely in a medical file in the nurses office.



All staff are made aware of relevant health care needs including allergies. A list of children with medical concerns will be provided to staff by the school nurse, this list should be posted next the Teachers desk, Social Workers office, in the Cafeteria next to the cash register and School Directors offices.

Staff will receive appropriate training and information related to health conditions of their pupils and along with appropriate procedures in case of emergencies.

In a case of a child being absent for 3 consecutive days, the school Social Worker will contact the parent/ carer to ascertain why the child is absent. The Social Worker will provide both the school nurse and the Key Stage Coordinator the reasons why the child is absent. If the student is absent due to an infectious disease, the school nurse will check all students from that class repeatedly over the next 3 days or 3 days after the last infectious child has been diagnosed.

Accident Reporting Procedures

Accidents to pupils;

An incident book is used to record all minor incidents, detailing the student information, first aid or action taken with date and time.

An incident / illness form will be completed by the school nurse; the original form will be kept in the child's medical file and a copy sent home in the students file. Where possible the pupils form teacher will provide a written notice of any incident in the Childs homework diary

An incident report will be completed for the following;

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the School Social Worker, Health and Safety officer and the Governing Body. Parents / carers will be notified immediately of all major injuries.

The Health and Safety Officer, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, supervision of play etc.



must be reported and attended to as soon as possible.

PREMISES AND WORK EQUIPMENT

(Health and Safety Check / Understanding some of the First Aid that may be needed)

A Health and Safety Checklist will be completed by the Health and Safety Officer each month. The results of the Health and Safety check will be provided to the School General Director for review and implementation of any actions deemed necessary. Risk Assessments on specified areas will be completed and kept in a locked file in the Administration office.

Regular Inspections include;

- > Inspection and testing of school equipment
- > ensuring staff are trained on the safe use of equipment
- > tripping hazards
- > damage to fabric of building
- > ensuring Risk Assessments are completed for areas specified in the Schools Risk Assessment Policy

Electrical Safety;

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the School Health and Safety Officer.

All electrical boxes must be clearly marked and accessible for emergency access. The Schools Operations Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing



External Play Equipment;

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects. The School Health and Safety Officer will conduct a formal monthly inspection of the equipment including PE and play equipment.

Swimming Pool Emergency Action Plan

In the event of a child or member of staff becoming distressed in the pool area:

The qualified teacher present will take the appropriate action by using the poolside buoyancy aids and/or enter the pool for a rescue.

The additional member of staff should evacuate the pool, sit the students away from the pool and assist where possible.

The rescuing staff should assess the physical and emotional state of the casualty to decide whether they should continue with the lesson or not. In a more serious case, the casualty should be removed from the pool area and taken to the school nurse for additional care.

In the event of a child or member of staff becoming unconscious in or around the pool area the following steps should be taken:

Alert a qualified member of staff by calling and **pressing the alarm** situated around the pool. The member of staff will make an appropriate rescue and/or administer first aid.



Evacuate the pool and sit all students on the blue benches away from the pool. Where possible and in extreme circumstances, students should be removed from the pool area and placed in the corridor with supervision.

The students should be supervised by available members of staff who return to the rescuer to assist where possible.

On hearing the alarm sound, the following procedures should be adopted:

An Arabic speaking member of staff shall call the emergency services – 112 from reception. Administration will alert the school nurse who will attend the scene to assist.

Incoming calls should be asked to call back in 20 minutes keeping the phone lines clear to check that the ambulance has been dispatched.

A designated member of staff, along with the guard on duty at the time shall allow the ambulance access on arrival.