



GLOBAL

ENGLISH SCHOOL

AL AIN

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Policy:	School Clinic and First Aid
Date Published	September 2019
Evaluation & Review:	Reviewed in August 2026. Next review- June 2027
Rationale:	The school plays a key role in a child's life and must ensure every care is taken with providing a healthy and safe environment
Roles of Responsibility	School Nurse, Head of School, Parents, Vice-Principal, OHS Officer, School Administration

Policy Statement

The school has a full-fledged clinic cum First Aid Centre managed by a qualified and experienced Nurse assisted by a qualified nurse. Necessary medicines and materials to provide first aid services are maintained in the clinic conforming to the HAAD specifications. There is also a doctor's service available on call. The clinic is overlooked by a third party health service provider and they ensure quality standards at service level and first aid medicines.

Following are the regular activities of the health section / First Aid Centre:

- First Aid services to students and staff.
- Collect the medical history data and consent form for administering necessary first aid medicines from the parents.
- Maintain the medical history data of each student.
- Maintain the log of first aid services given on a daily basis and maintain records.
- Students / staff shifted to the hospital in emergency situations.
- Proper reporting of communicable diseases to respective departments.
- Make referral of cases that need special attention to School Health Services Department under the Ministry of Health.
- Keep parents informed of the medical needs of students.
- Vaccination of students through Ministry of Health department and ensuring the protocols are maintained (obtaining consent from the parent, pre-vaccination check and post

vaccination care and advice).

- Conduct health awareness sessions to the students (eg. Food and nutrition, physical activities, personal hygiene, specially oral care, puberty, smoking awareness etc.)
- Arrange talks / demonstration by experts from outside.
- Supervising school canteen, water supply etc. to keep them according to the standards recommended by School Health Services Department.
- Actively participating in the CME activities initiated by School Health Services Department on regular basis.
- Occasionally some students require social or emotional help; in these cases the nurse liaises with the School Counsellor to address these issues.
- Administering routine medicines to students as per parent's consent with evidences.

Procedure for Reporting and Recording -- GES School clinic (Mild /Moderate / Severe health issues)

REPORTING PROCEDURE:-

1. After carrying out the appropriate First Aid measures, the incident (minor/major) should be reported to the :-

- (a) Safe guarding Lead
- (b) Student counsellor
- (c) Pastoral Head

2. Inform the parents based on the nature of the incident:-

- | | | |
|------------------------|---|--|
| (a) Nurse | } | gives feed back to the vice-principal
& Pastoral Head |
| (b) Student counsellor | | |
| (c) Front desk | | |

NB: - Contact the parent/ guardian. If unable to reach the parent, try the emergency contact number. **A child must not go home without the parents being informed** if at all possible.

Send a note home with the students if you have been unable to contact the parents (on mild/moderate issues) keep a copy of the note.

Share information with the Vice Principal / Principal / Pastoral Head and / or designated Student Welfare Officer.

RECORDING PROCEDURE:-

1. The School Nurse maintains a record of any First Aid treatment. This should include:-
 - (a) The date, time and place of incident.
 - (b) The name and class of the injured or ill person
 - (c) Details of the injury/illness and what first aid was given.
 - (d) What happened to the person afterwards (for example went home, resumed to normal duties, went back to class, went to hospital
 - (e) Name and signature of the person dealing with the incident.
