

THE ROYAL GRAMMAR SCHOOL

GUILDFORD QATAR

FIRST AID POLICY

Introduction

Care of people and concern for their welfare are integral to the ethos of RGS. This school is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at school in accordance with the legislative requirements of the Ministry of Public Health.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will do their best endeavors, at all times, to secure the welfare of the pupils.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

First Aid Personnel Responsibilities:

Aside from the School Nurse, under the requirements of the Ministry of Public Health a person trained in first aid will be designated as the primary first aid officer and will be responsible for:

- Initial provision of first aid treatment
- Maintaining all first aid kits within the school
- Administering medication
- When necessary, ensure that an ambulance or other professional medical help is called.

The person trained in first aid is responsible for the provision of first aid treatment as required and may be designated by the primary first aid officer (School Nurse) or principal to oversee a first aid kit or kits.

Trained personnel taking first aid kits from the school for school excursions, sports events etc. are responsible for:

- The care of excursion first aid kits
- Providing emergency care
- Recording of incidents and injuries using the appropriate forms
- Returning and restocking of the first aid kit as necessary

While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognized training and/or instruction that they have received.

Access to First Aid

All new pupils (and staff) are told how to access help in the event of an accident as part of their induction into the school.

Calling an Ambulance (999)

At RGS the School Nurse (or First Aider) is normally responsible for summoning an ambulance and for escorting the pupil to hospital, school nurses are responsible for this. All members of staff are advised during their induction with HR, that if the School Nurse is unavailable, they should summon an ambulance themselves. A member of staff will always stay with a pupil in hospital until their parents have been contacted.

The designated First Aider is to always call an ambulance on the following occasions:

- In the event of a severe injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

First Aid Boxes

Portable First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall or the Design Technology Room). First aid kits are taken on school trips and to offsite sporting events. These kits are in the school clinic. Each first aid box has a list of content stating their expiration date.

First Aid Notices

Lists of first aid trained personnel (Annex B) are available near the school entrance. Their training is renewed every two years.

Our Medical Care

Parents of all new students are sent a medical questionnaire and ask for it to be completed before their child joins the school. These forms will be updated periodically. Details of allergies and chronic conditions and permit to give medications will be included on this form.

Illness

Everyone at RGS can access the Medical Room led by the School Nurse. They are responsible for any medical care or first aid that every student or staff member may require during the school day (07:00am-14:30 pm) or at other times when the school is open.

In RGS, parents are encouraged to keep their child at home following an episode of fever, diarrhea and/or vomiting for 48 hours (about 2 days), after symptoms have disappeared, making sure that they phone us on the first day that the child is ill.

When a child becomes ill or suffer anything more than a trivial injury (particularly a head injury), becomes unwell during school day, or if there are any worries or concerns about his health, during the day in the school, parents/guardians will be contacted and asked to pick their child up from school as soon as possible. An ill child will not be happy in school and will only infect others.

Children with Medical Needs or Special Education Needs who require special adjustments

At the RGS if your child has medical needs, special education needs or requires any special adjustments, referral to the SEN department is made.

Childhood immunization Schedule

Your consent will be sought sometimes to administer immunizations recommended by the Ministry of Public Health.

Medical Records

Records are kept of all treatment and immunizations that your child receives during his time at the school; we also record all accidents and injuries and any medication given to the child. We will inform parents of EYFS children if their child has received any form of medical treatment – however minor.

Records are kept of all accidents and injuries and the accident reporting procedure is reviewed regularly to minimize the likelihood of similar accidents occurring.

Medicines in School

At the RGS children are encouraged to be responsible for their own medication. If parents would like the medication to be administered by the School Nurse or another member of staff, all medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. A 'Consent to Administer Medication' form must be completed (**Annex E**). At RGS please inform the School Office if your son has a medical condition which necessitates regular access to medication. The relevant staff at RGS will be informed, in confidence, of any medical condition that is likely to affect your child in any area of school life and we will work with you to put arrangements in place that work best for him.

Review of this Policy

The Governors of the Royal Grammar School, Guildford, who are responsible for the provision of first aid within the school, have charged the Health and Safety Committee with reviewing the policy regularly, and considering what changes to procedures need to be made in the light of termly accident reports.

This policy applies to all pupils including those in the EYFS.

Enclosure 1 to RGS First Aid Policy

FIRST AID POLICY PROCEDURES

Calling for First Aid Assistance at RGS

The accident reporting procedure is shown in **Annex C**. Specific First Aid Action Lists are attached at the end of this document (**Appendix 1**). For instances where a First Aider is required as a matter of urgency or to attend the location of an injured or ill person, the relevant School Office should be contacted with clear instructions as to what is required. The School Nurse or Administration Officer is usually responsible for calling an ambulance; however, in an emergency, the member of staff witnessing the incident should make the call and then dispatch another member of staff or competent pupil to inform the School Office (similar action should be taken if the police are required).

It is the responsibility of the School Office to have sufficient knowledge of the location of First Aiders so that they can immediately arrange for one to attend the incident.

When the Emergency Services are called a member of the security or Maintenance Teams (or another member of staff or competent pupil) should be dispatched to await their arrival and guide them first to the School Office; from there they will be taken to the location of the incident. This arrangement ensures that no time is lost in getting professional help to the place it is needed.

The Role of the School Nurse

At no time should any member of staff attempt to contact the School Nurse directly for first aid; she could be on any one of the school sites (or travelling between them and time may be wasted telephoning her rather than summoning a First Aider known to be available on site. However, if an injury is thought to be serious, the Nurse should be advised by phone at the earliest opportunity after all other arrangements have been put in place so that, if possible, she can attend the scene and accompany the individual to hospital or oversee their care until parents can be contacted. Where this is not possible, another member of staff will need to act 'in loco parentis.'

After an accident or illness, a form will be completed by the School Nurse, handed over to the teacher

to be given to the parents at the end of the day (**Annex D (a)**). Head injury instructions will also be given in case of head trauma/injury (**Annex D (b)**).

Reporting Requirements

The Accident Reporting Procedure (**Annex C**) states when an Accident Form must be completed. The School Nurse is responsible for storing and collating the forms.

Accident reports must be kept securely for the minimum legal period i.e., until the pupil's 25th year.

Hygiene Procedures

Normal first aid procedures should be followed, which should include the use of disposable gloves where possible. They should always wash their hands before and after applying a dressing.

Face shields, if available, should be used by First Aiders when delivering rescue breaths during CPR. However, resuscitation should not be withheld in an emergency because a face shield is unavailable. Splashes of blood on the skin should be washed off immediately with soap and water. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of cold water.

On the games field, plastic water containers with pouring spouts should be used. This will facilitate exposure of a muddy wound and allow a decision to be made regarding further treatment.

Surfaces contaminated with blood should be cleaned using a body fluid disposal kit available from the Medical Room. When blood, vomit or other body fluids must be mopped up, disposable plastic gloves and an apron should be worn, and paper towels used. All minor cuts or weeping skin lesions/abrasions should be covered with a waterproof plaster or other suitable dressing. Anybody's fluid/blood-soaked waste should be placed in yellow clinical waste bags, sealed, and returned to the Medical Room.

Enquiries

Any enquiries about these instructions should be addressed to the School Nurse.

Management of Pupils with Medical Conditions

RGS aim to provide all pupils with medical conditions the same opportunities as other pupils to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Pupils with medical conditions are encouraged to take responsibility for their condition at the earliest opportunity with the support of the School Nurse and other members of staff.

All staff are aware of the most common serious medical conditions and understand their duty of care to pupils in the event of an emergency i.e. anaphylaxis, asthma attacks, diabetes, and epilepsy.

A pupil's medical information is only shared with parental consent.

Storage and Administration of Medication

The following should be noted regarding the storage and administration of medication:

- a) Pupils old enough to do so are encouraged to carry their emergency medication with them. Emergency medication is readily accessible in the Medical Rooms/Clinic at RGS.
- b) Non-emergency medication is stored in a locked cupboard/refrigerator in the Medical Room at RGS, shall be stored in the original container in which they were dispensed, together with the

prescriber's instructions for administration and properly labelled, showing the name of the patient/student, the date of prescription and the date of expiry of the medicine in accordance with the DfES document 'Managing Medicines in Schools and Early Years Settings' (March 2005).

- c) If a pupil requires regular prescribed medication at school, parents must provide written consent (**Annex E**).
- d) Medication will usually be administered by the School Nurse at RGS.

Annexes:

- A. First Aid box locations
- B. First Aid qualified personnel
- C. Accident reporting procedure
- D. a.) Student Medical/Accident report form
b.) Head Injury Instruction
- E. Parental agreement to administer medication

Appendix:

- 1. First Aid Action Lists

Annex A to Enclosure 1 of RGS First Aid policy

FIRST AID BOX LOCATIONS

First Aid on the Schools' premises is coordinated by the School Nurse at RGS.

First Aid kits are in all prominent areas of the schools and are clearly labelled 'First Aid Kit'. These are regularly checked and restocked by the School Nurse or any other certified first aid provider.

PRIMARY BUILDING

- Inside the Office (GF) – Metal First Aid Kit
- In front of Boys Toilet/ Outside Sports hall (GF) - Turquoise First Aid Kit
- In front of girls Toilet (GF) - White First Aid Kit
- Near to the Library White First Aid Kit
- In the exit door near to Design and Technology room (GF) - Turquoise First Aid Kit
- Clinic/Medical Room (GF) - Both Travel First Aid and Sports Medical kit
- Near PE office, (SF) - White First Aid Kit
- Near year 6 classroom - White First Aid Kit

SECONDARY BUILDING (green first aid kits)

- Ground floor (near Exam Officer room, Near DT room, inside DT rooms S052 and S050, Lab room S008, break area 7-9, secondary sports hall)
- First floor (near science lab, inside science lab room S108- S120-S124, outside printing room)
- Second floor (near room S241, near science lab S224)

FIRST AID KIT CONTENTS

FIRST AID KIT CONTENTS: (Turquoise first aid kit)

Revised September 26, 2024

- 10 pcs Band aid
- 1 roll medical adhesive tape
- 2 pcs Triangular bandage
- 1 pc Foil Blanket
- Safety Pins
- 6 pairs Disposable Gloves
- 1 pc Trauma/emergency scissor

FIRST AID KIT CONTENTS: (White first aid kit)

- 1 Pack of assorted sachets soap/disinfectant/ammonia
- 2 pairs of sterile gloves
- gauze 10x10cm
- 1 Sterile tweezers
- 1 pack of cotton
- 1 pack of 10 assorted plasters
- 1 adhesive plaster 5x2.5cm
- 1 gauze bandage
- 1 pair of scissors
- 1 Saline Sterile Solution 250ml
- 1 tourniquet
- 1 instant ice pack
- 1 sanitary bag

SPORTS MEDICAL KIT CONTS

- 1 instant ice pack
- 1 Emergency Foil survival blanket
- 1 trauma scissors
- 2 sterile wooden tongue depressors.
- 2 medium dressing pack
- 1 cohesive bandage
- 2 finger bandages
- 1 crepe bandage 5x4.5cm
- 1 crepe bandage 7.5x4.5cm
- 1 face shield
- 1 non-woven tape
- 10pcs first aid plaster, assorted sizes
- 5 pairs of disposable gloves

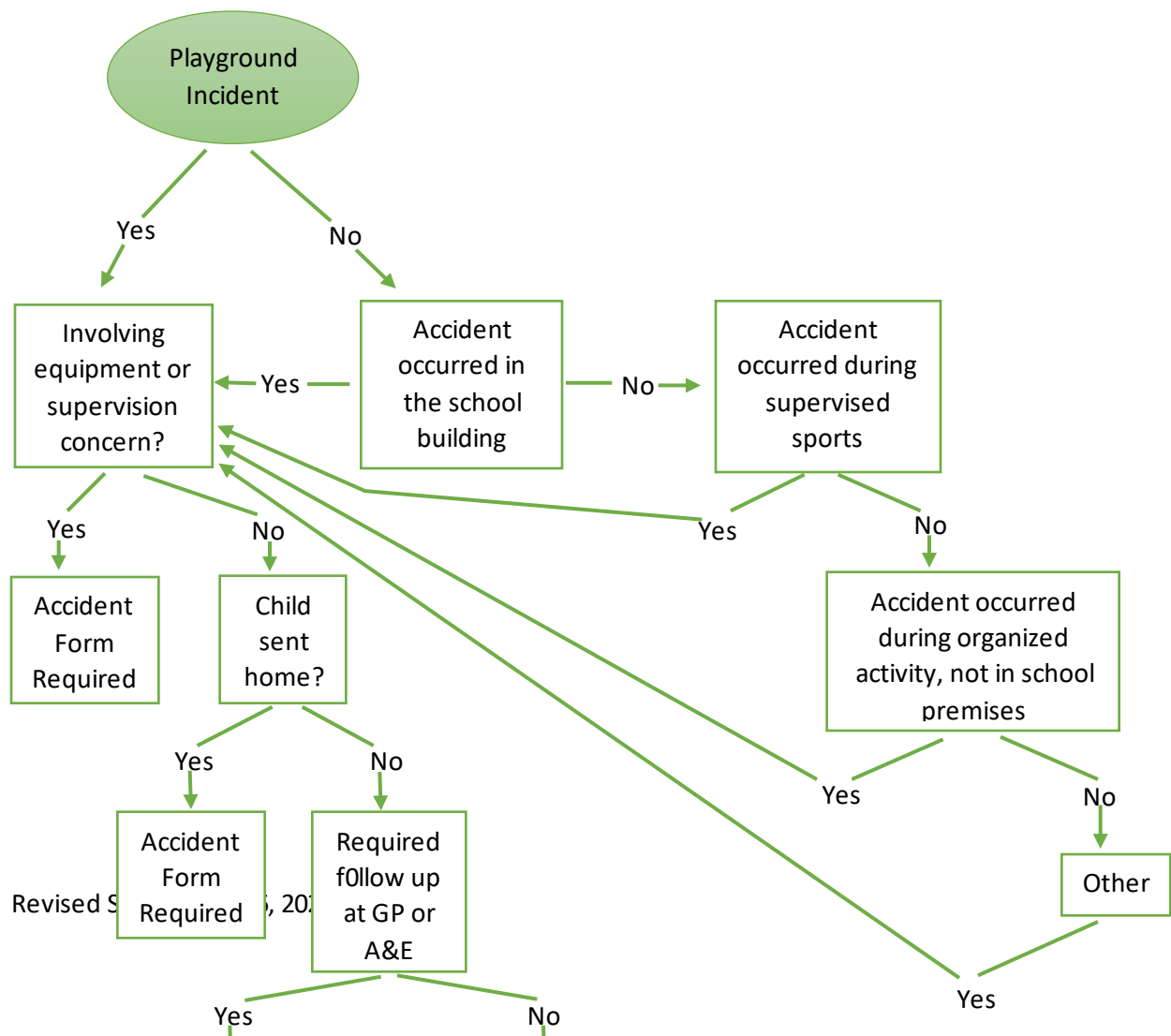
Annex B to Enclosure 1 of
RGS First Aid policy

List of Qualified Personnel

	Staff Number	Staff Name	Position	Expiration	Qualifications
1	RGS276	Eman Salem	Nurse	September 2-2025	ILS(immediate life support)
2	RGS075	Renzielle Ann Buagas	Nurse	August20-2026 December6-2026 January28-2025	ILS(immediate life support) PLS(pediatric life support) BLS(basic life support)
3	RGS022	Marcy Tindugan	TA	February 18,2025	Basic Life Support
5	RGS026	Mohammed Ajahar Abdul Nabi	Admin	February 18,2025	Basic Life Support
6	RGS039	Sharone Castro	TA	January 28,2025	Basic Life Support
7	RGS041	Alma Beduya Delos Reyes	TA	February 18,2025	Basic Life Support
8	RGS055	Ibrahim Hussein Ali	Admin	January 28,2025	Basic Life Support
19	RGS058	Imane El-Bouayadi	Admin	January 28,2025	Basic Life Support
11	RGS073	Mariam Matuan Funilas	TA	January 28,2025	Basic Life Support
12	RGS077	Julie Rose Naldo Galogao	TA	January 28,2025	Basic Life Support
13	RGS082	Mary Joy Arana Campomanes	Exam officer	January 1,2025	Basic Life Support
14	RGS085	Marcela Bilan Buendia	TA	January 28,2025	Basic Life Support
15	RGS087	Shrouq Helal Mah'D Al-Jariri	Teacher	January 28,2025	Basic Life Support
16	RGS088	Ranim Ghassan Termanini	Teacher	January 28,2025	Basic Life Support
17	RGS094	Patrick James St Clair Lyle	Teacher	January 28,2025	Basic Life Support
18	RGS107	Monique Urgel Javier	TA	January 28,2025	Basic Life Support
19	RGS109	Dhrisya Raghunath	TA	January 28,2025	Basic Life Support
20	RGS111	Shruthi Illath Valappil	TA	January 28,2025	Basic Life Support
21	RGS117	Sittie Asyah M. Malaco	TA	January 28,2025	Basic Life Support

22	RGS118	Lani Tanay Barbosa	TA	January 28,2025	Basic Life Support
23	RGS120	Johayra Bolivar Altamarino	TA	January 28,2025	Basic Life Support
24	RGS122	Sirajul Islam Sheesta Miah	Admin	January 28,2025	Basic Life Support
25	RGS124	Maybelen Manel Bodonal	TA	January 1,2025	Basic Life Support
26	RGS191	Irish Jade Sindol	TA	January 28,2025	Basic Life Support
27	RGS198	Lovemae Bregias	Admin	February18,2025	Basic Life Support
28	RGS199	Maria Venus C. Besin	TA	January 28,2025	Basic Life Support
29		Marilou Julian	TA	January 28,2025	Basic Life Support
30	RGS200	Jennifer Pacuan	TA	January 28,2025	Basic Life Support
31	RGS212	Matthew King	Teacher	January 1,2025	Basic Life Support
32	RGS214	Bronwyn Sangster	Teacher	February18,2025	Basic Life Support
33	RGS227	Rodel Flores dela Tonga	Admin	January 28,2025	Basic Life Support
34	RGS356	Orna Colton	Teacher	September11,2026	Basic Life Support
35	RGS346	Asma Hanif	Deputy head of primary	February 15,2025	Basic Life Support
36	RGS144	Esther Garcia	Teacher	January 21,2025	Basic Life Support
37	RGS341	Dermot O'Donnell	Teacher	January 6,2025	Basic Life Support
38	RGS344	Karl Stencel	Teacher		Basic Life Support
39	RGS222	Ummarah Shah	Teacher	July 11,20226	Basic Life Support
40	RGS363	Amani Musallam	Teacher	February 4,2025	Basic Life Support

**Annex C to Enclosure 1 of
RGS and First Aid policy**



**Annex D (a) to Enclosure 1 of
RGS First Aid policy**

Student Medical/Accident Form

Date:

Name of Student:

Class:

Time Arrived in Clinic:

Time Left Clinic:

REASON FOR VISIT / COMPLAINT:

(Please Highlight)

Toilet Accident	Stomach Ache	Vomiting	Diarrhea	Nausea
Breathing Problems	Cut/Scrape/abrasion	Skin Rash	Insect Bite	Mouth/Dental
Eye Injury/Irritation	Nose Bleed	Cold Symptoms/Cough	Headache	Bump/Swelling
Ear Ache	Sore Throat	Head Lice	Dizzy/Light Headed	Head Injury
Bump	Joint Pain			
Other (Please State)				

ADDITIONAL INFORMATION:

(Location/Cause of injury, Details of incident, Nurse Observation)

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TREATMENT PROVIDED:

(Please Highlight)

Cold Pack	Plaster/Dressing	Bandage	Soap/Water	Antibiotic Cream
Other (Please State)				

ADDITIONAL INFORMATION:

(Details of treatment)

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PARENT PHONED:

(Please Highlight)

Yes	No	
Name of person contacted		
Completed Call	Message Left	Unable to contact

FINAL ACTION:

(Please Highlight)

Student returned to class	Student waiting in clinic for parent to collect	Bandage	Soap/Water	Plaster/Dressing	Antibiotic Cream
Other (Please State)					

**Annex D (b) to enclosure 1 of
RGS first aid policy**

Head Injury guide and instructions:

Please observe the following symptoms at home:

- Severe Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not “feel right”
- Drowsy
- Irritable
- Fits/Seizure

**IF YOUR CHILD SUFFER FROM ANY OF THE SYMPTOMS ABOVE
EXCESSIVE PAIN OR ANY UNUSUAL SYMPTOMS/BEHAVIOR AFTER RETURNING HOME, PLEASE
CONSULT
YOUR DOCTOR OR LOCAL HOSPITAL**

*Please contact the nurse in RGS if you have any questions. (40360453-Nurse Office)

Annex E to Enclosure 1 of
RGS First Aid policy

ROYAL GRAMMAR SCHOOL
PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION

The school will not administer medication to your child unless you complete and sign this form.

DETAILS OF PUPIL

Surname _____

Forename(s) _____

Date of Birth _____

Address _____

Medical condition or illness _____

MEDICATION

Note: medicines must be in the original container as dispensed by the pharmacy

Name/type of medicine (as described on the container) : _____

Date dispensed _____ Expiry date : _____

How long will your child need to take this medication? _____

Dosage and method of administration : _____

Timing : _____

Self-administration YES / NO (delete as applicable)

Special precautions: _____

Side effects : _____

Procedures to take in an emergency:

Medication for administration must be given to the School Nurse.

I accept that this is a service that the school is not obliged to undertake.

I will inform the school in writing if there is any change in dosage or frequency of administration of the medication or if the medicine is stopped.

Signature of parent/guardian _____

Relationship: _____

Date _____

Appendix 1 to
Enclosure 1 of
RGS First Aid policy

FIRST AID ACTION LIST RGS

In all cases where first aid needs to be summoned in school hours:

- Report to the School Office not the Nurse.
- The school office to find and dispatch a First Aider - the Nurse will be the first choice if available.
- If the incident appears serious, call the emergency (999) services and inform the School Office.
 - The School Office will dispatch a member of the security or maintenance team to lower the bollards and meet the arriving personnel.
 - School Office to get as much detail about the incident as possible, specifically the identity of any ill or injured party.
 - Emergency personnel go to the School Office and from there to be immediately taken to the incident and given as much briefing as is available on the way.
 - Obtain senior management input to arrange for parents/relatives to be advised.
- Accident Report form to be completed and relevant sections filled in by the First Aider or
- First Aider leaves a mini report for the School Nurse to enter in medical records.

In all cases where first aid is required outside school hours:

- Use any First Aider, if one can be found promptly, otherwise if it appears safe to do so take the ill or injured party to A&E Department or
- If in doubt or if professional assistance is required on site, call the emergency services (999) and
- Follow the bullet points above to meet the arriving personnel as if the school office

Enclosure 2 to
RGS First Aid Policy

ROYAL GRAMMAR SCHOOL ADMINISTRATION OF MEDICATION POLICY

Introduction

Pupils may need to take medication at some point during their school life. As far as possible, medication should be taken at home and only in school when necessary. However, some pupils may require regular medication on a long-term basis to treat medical conditions which, if not managed correctly, could limit their access to education.

Occasional Medication

At RGS the School nurse may administer occasional medication as specified in 'Health at the RGS' with written consent from parents. Any medication given is recorded in the daily log indicating the dose, time and strength given.

Other members of RGS staff may administer paracetamol only in the absence of the School Nurse following guidelines as set out in 'Administration of Paracetamol to Boys' (**Annex A**). This will usually be either one of the two School Secretaries.

Consent is obtained on the Medical Form completed on joining the school and parents will usually be informed before it is given.

Regular Medication

A 'Consent to Administer Medication' Form (**Annex B**) must be completed for any medication to be given on regularly, either on a long-term basis (e.g., asthma inhalers) or a short-term basis (e.g., antibiotics).

Children are encouraged to keep emergency medication with them for self-administration as necessary (e.g., asthma inhalers, EpiPen's).

When regular doses of medication are required in school, these will be given at break and lunchtime to avoid disruption to the school day.

Storage of Medicines

All medicines must be in their original container clearly labelled with the boy's name and with details of administration.

Medicines are stored in a locked cupboard or locked refrigerator in the Medical Room with the keys held by the School Nurse except asthma inhalers, EpiPens and insulin (which is in use) and must be readily accessible.

Annexes:

- A. Administration of Paracetamol to students.
- B. RGS Parental agreement for school to administer medications

Annex A to Enclosure 2 of
RGS First Aid Policy

ADMINISTRATION OF PARACETAMOL
(NO OTHER MEDICATION SHOULD BE GIVEN BY STAFF)

Please check the following:

- Is the child allergic to paracetamol?
- Has he/she had paracetamol or any other product containing paracetamol within the last 4 hours?
- Does the child have a reduced level of consciousness or is he dizzy or confused?
- Has the child received a head injury and is now complaining of nausea or blurred vision?

Paracetamol is given depending on the child's weight. The usual dose for paracetamol is 10-15mg/kg/dose every 4-6 hours.

Note the child's name and form, the amount of paracetamol and the time it was given.

IF IN DOUBT DO NOT ADMINISTER PARACETAMOL

Annex B to Enclosure 2 of
RGS First Aid Policy

ROYAL GRAMMAR SCHOOL
PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION

The school will not administer medication to your child unless you complete and sign this form.

DETAILS OF PUPIL

Surname _____
Forename(s) _____
Date of Birth _____
Address _____

Medical condition or illness

MEDICATION

Note: medicines must be in the original container as dispensed by the pharmacy

Name/type of medicine (as described on the container)

Date dispensed _____ Expiry date _____

How long will your child need to take this medication?

Dosage and method of administration

Timing

Self-administration YES / NO (delete as applicable)

Special precautions

Side effects

Procedures to take in an emergency

Medication for administration must be given to the School Nurse.

I accept that this is a service that the school is not obliged to undertake.

I will inform the school in writing if there is any change in dosage or frequency of administration of the medication or if the medicine is stopped.

Signature _____

Relationship _____

Date _____