



**ARCADIA GLOBAL
SCHOOL**

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**First Aid & Emergency Policy
and Procedures (H&S)**

2024 - 2026

Al Furjan- Dubai, United
Arab Emirates



	DESIGNATION	NAME	SIGNATURE
Developed By	Quality Health and Safety Officer	Ummar Farook	
	KCH Nurse Supervisor	Tricel Aspuria	
Reviewed by	Head of Primary	Imogen Wilkins	
	Head of Secondary	Philip Stainton	
Approved by	Principal	Andrew Wilson	
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Objective:

- To provide effective first aid, minor injuries, and emergency support for all pupils, staff, and visitors.
- To ensure that all pupils, staff, and visitors are aware of their roles and responsibilities in relation to First Aid and the First Aid system in place.
- To prioritise emergencies and provide immediate care using the emergency Referral Pathway.

RATIONALE:

This policy provides clear information on the procedures to follow in the event of an injury or incident which compliments the Arcadia Global School policies and procedures to ensure the safety of everyone at Arcadia Global School.

ROLES & RESPONSIBILITIES:

The **School Nurse Supervisor** will ensure that the correct practices and procedures are followed by the Clinic Team regarding First Aid and that regular reviews are conducted by auditing medical files and timely actions of Incident Reports are carried out. The team ensures that all medical staff are up to date with relevant training.

The **KCH Clinic Team** will provide First Aid, minor injury, and emergency treatment for all staff and students, inform parents of clinic outcomes, and maintain the emergency consent and transfer of children. They will also ensure that adequate supplies, equipment, and pharmaceutical items are available.

The **KCH Clinic Team** will notify the Senior Leadership Team, Health & Safety Officer, and the form tutor immediately upon identification of any situation that is of significant concern or that may have the potential to escalate into something more serious.

The **KCH Clinic Team** will complete Incident Reports (IR) for any cases requiring referral to the hospital, whether accidental or intentional, to ensure that adequate investigation is carried out, in a timely manner, according to the clinic reporting categories.

Any **SLT Staff or admin staff** are responsible for accompanying the casualty to the hospital with the EMS, should parents be unable to reach the school prior to EMS departure.



The **Health & Safety Officer** is responsible for ensuring that the school maintains an acceptable level of qualified

First Aiders and that they are proportionately distributed across the school site. He responsible for ensuring First Aid staff are certified by an accredited body, bi-annually and certification is valid. They are also responsible for ensuring that all staff receive relevant training on essential medical equipment. He is responsible for ensuring that First Aid and Emergency Procedure posters are updated annually and visible to all staff.

Parents/Guardians must complete and sign medical consent forms together with the Emergency Transfer Consent Form for their children on admission to school. They must also ensure that changes to contact details and medical conditions are communicated to the Clinic Team. In the event of an emergency, where no consent form has been submitted, will act in the best interest of the child and aim to contact the parent.

All staff must have the external Clinic contact number stored in their mobile phones in case of a medical emergency situation

Staff First Aiders are to provide immediate first aid response to the patient until the arrival of the Clinic Team. This could include performing procedures such as: cardiopulmonary resuscitation, administering the AED, stopping bleeding using pressure and elevation, or keeping a fractured limb still and supported. A list of trained first aiders is visible throughout the school.

SLT are to ensure all staff are oriented in their staff induction regarding important school policies, the location of AED's, First Aid Kits and first aiders and the Evac Chair. They must ensure that all staff have key contacts saved in their phones

EMERGENCY REPORTING CATEGORIES:

Severe/Life Threatening:

Cardiac arrest, open fracture, severe bleeding, shock, complicated asthma, Anaphylaxis (severe allergy), repetitive seizures, severe head injury, severely deformed position of limbs, choking, chest pain, severe breathing difficulties, hypoglycaemia, drowning, polytrauma, safeguarding

Major:

Difficulty in breathing, **severe** abdominal pain, bites, fever (38.5 or above), severe vomiting/diarrhoea, inhalation of foreign body, burns (>5%), dental/facial Injury, excessive bleeding, nail bed injuries, anxiety or panic attacks.

Mild:

Headache, well controlled epistaxis, constipation, insect bites, mild skin rashes, nausea, epigastric pain, redness/itchy eyes, earache, general body pains, minor dental issues, tiredness, mild allergies, corneal abrasions, graze/bruises or minor head injuries in case of an Emergency.



FIRST AID EQUIPMENT:

First Aid equipment can be found in the below locations:

FLOOR	FIRST AID KIT	AED/ DEFIBRILLATOR	EVACUATION CHAIR	WHEELC HAIR	STRETCH ER	SPINAL BOARD
GROUND FLOOR	1) School Clinic 2) Near the lift 3)Swimming pool 4)Reception	1) Swimming Pool 2) Inside School Clinic 3) Near the Lift	N/A	1.) School Clinic 2.) Security Room – Entrance Area 3.) Security Room Gate No: 04	Clinic Swimming pool	Swimming pool
1ST FLOOR	1)MPH Entry 2)Science lab A 3)Science lab B 4)Innovation Lab	1) MPH Entry	STAIRCASE-2	N/A	N/A	N/A
2nd FLOOR	1) Near the lift 2)Dinning Hall	1) Near the lift	STAIRCASE-2	N/A	N/A	N/A

First aid materials and medicines are kept in a locked cupboard in the school clinic and the School Nurse will ensure that supplies are replenished if needed. First aid kits and AEDs are checked weekly in line with clinic policy. Any discrepancies or malfunctions are reported immediately to the supplier and facility manager.

TRAINING:All new staff must be trained on operating the AED and Evac Chair before the start of the school year. The Clinic Team will schedule and coordinate with the supplier on behalf of the school



All staff will be briefed on key First Aid and emergency procedures during Induction Week.

Annually during Term 1 the First Aid trained team will be reviewed by the KCH Clinic Team and Health & Safety Officer. An assessment will be made on the distribution of First Aiders across the site and recommendations made to SLT on requirements.

PROCEDURE:

CLINIC REQUEST TO ATTEND AN INCIDENT/ACCIDENT:

Should the Clinic Team be called to attend an accident or incident outside of the Clinic, however serious, the below procedure must be followed:

- When the Clinic Team is called to attend an incident, they must be provided with information on the student's name, year group, nature of the incident and the student's condition.
- First Aiders or trained staff will provide first aid until the Clinic Team arrives.
- The Clinic Team will respond with appropriate equipment based on the information received when called to attend.
- Parent Contact - For severe incidents the below emergency procedure will be followed.
- Parent Contact - For major/minor non-life-threatening incidents the Clinic Team will attempt to contact parents via all means - medical form emergency contacts, iSAMS contacts etc.

CLINIC TEAM RECEIVING AN INCIDENT/ACCIDENT INSIDE SCHOOL CLINIC:

Should the Clinic Team treat an accident or incident inside the Clinic, however serious, the below procedure must be followed:

- When the Clinic Team receives the patient, they must be provided with information on the student's name, year group, nature of the incident and the student's condition.
- The Clinic Team will respond to the patient with appropriate equipment based on assessment of the patient.
- The Head of School & Health & Safety Officer will be contacted as per the below procedure, if declared as a medical emergency and EMS will be instructed by the Clinic Team.
- Parent Contact - For severe situations the below emergency procedure will be followed.
- Parent Contact - For major/minor non life threatening situations the Clinic Team will attempt to contact parents via all means utilising medical form emergency contacts, iSAMS contacts etc.

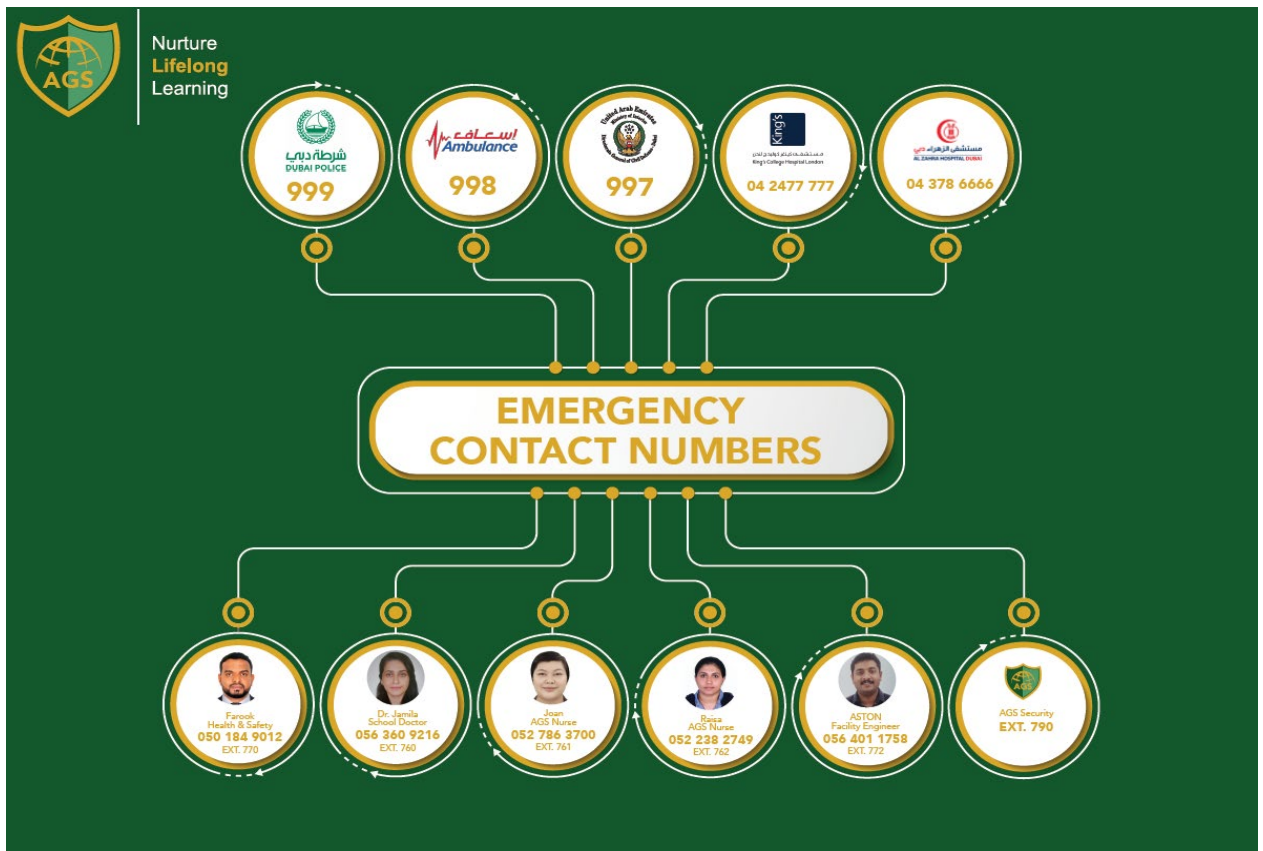
EMERGENCIES:

Severe: Should the Clinic Team respond to a life threatening or severe situation (as defined above) the following procedure must be followed:

- The Clinic Team must be provided with information on the student's name, year group, nature of the incident and the student's condition to allow them to respond appropriately and with the correct equipment,
- First Aiders or trained staff will provide first aid until the Clinic Team arrives.
- The Head of School AND Health & Safety Officer must be notified
- SLT will be responsible for all subsequent coordination and actions - including the coordination of calls to parents.



- If you are in attendance at a serious incident and an instruction is made to ‘call the emergency services’ **ALL BYSTANDERS** must take the initiative to do so - it is not the role of the Clinic Team. Announce that you are making the call to the emergency services and gather the information as directed by the call centre.
- If you are a Bystander and have not heard a response to the instruction to call emergency services, make an announcement to check if the call has been made. If you are still in doubt - call the emergency services.
- In the event that parents cannot be contacted, and the patient requires emergency hospital treatment they will be transferred to school as per the Emergency Transfer Agreement unless the parent has stated otherwise in the medical consent form of the child. In the event that the parent is unreachable, and no consent is obtained, the patient will be transferred to a hospital best suited to the needs of the patient, instructed from Dubai Corporation Ambulance Services.
- In all situations of transfer, the school external referral and transfer form should be completed.





Clinic visit policy.

Purpose:

This policy sets out the procedure for students to visit the school clinic for first aid and to be medically examined and treated accordingly.

To ensure providing primary preventive health care service in a school setting. The teachers to be aware the student is in need for first aid.

Procedure:

Student takes the clinic pass from the teacher to visit clinic.

Students will wait in the waiting area, First vitals to be checked before any treatment.

Healthy students should not accompany the patients into the clinic.

In case of an emergency, the students can come directly to the clinic.

The name, grade, time, student's complaint, examination and treatment done are recorded in the clinic record and parents are informed. In case parents do not attend the call, a notification is sent to their registered email.

Parents are notified if the student needs to be sent home or if hospital visit is required.

Parents are called before any treatment is provided.