



Discovering Potential | Learning to Care | Respecting Differences

POLICY AND PROCEDURES

FIRST AID AND SICK BAY

POLICY

MIGS is committed to ensuring the health and safety of the School Community.

The First Aid Policy is in operation:

- To provide and administer effective First Aid for students, staff and visitors in a timely manner.
- To apply to all who may be affected by injuries or illness resulting from school activities, whether on or off the school campus.
- To provide awareness of health and safety concerns within the School to prevent, where possible, potential dangers or accidents.
- To inform/communicate with parents/guardians on their children's health concerns.

The Sick Bay is an integral part of the First Aid Procedures. Its purpose is to provide temporary accommodation for those who require immediate care or for those awaiting further attention.

All staff, parents and students must read and understand this First Aid and Sick Bay Policy and Procedures.

PROCEDURES

In the event of an incident/accident the staff of the Admissions Office or a First Aid Team member will be the first point of contact who will:

- i. Give immediate help.
- ii. Attend to the best of their ability in the safest way possible.
- iii. Call 999 in case of a severe emergency.
- iv. Take precautions when disposing of used dressings or items.

General First Aid

Admissions Office to provide all academic staff with a list of students who are known to be asthmatic, diabetic, epileptic, have allergies or have any other serious medical conditions.

All Staff must:

- i. Attend First Aid training courses as and when required by the School.
- ii. Familiarise themselves with the First Aid procedures and ensure they know who is in the First Aid Team.
- iii. Be aware of specific medical details of individual students under their direct care or supervision.
- iv. Update student records in the Individual Student Profile as and when necessary.
- v. Request for help from another adult to remain with the other students when he/she attends to the situation.
- vi. Do not attempt to move an injured individual until professional help arrives.

Steps to be followed in Case of Sickness or Accidents

- i. If the student takes themselves to the First Aider, it is the First Aider's duty to inform the class/form teacher or Head of School (whoever is the nearest) immediately.
- ii. Teachers will send a student who has minor injuries or complaints e.g. headache, stomach ache to the Admissions Office, if he/she is able to walk.
- iii. The Head of School will inform the parents/guardians immediately of any injury above the neck or resulting in suspected fracture.
- iv. Where hospital treatment is recommended by the School, Admissions Office must inform the parents/guardians. It is for the parents/guardians to take over the responsibility of the child.
- v. Parents/guardians who are collecting students from the Sick Bay or from the Admission Office must fill in the permission-to-leave slip.
- vi. A recommendation to the parents to send their children to see a doctor must be completed on the permission-to-leave slip where necessary.
- vii. Where the injury requires emergency treatment HOS is informed, an ambulance will be called; following which Admissions Office will contact the parent/guardian. A senior staff member will accompany the student, with the student's file for reference to the hospital and remain with the student until his/her parent/guardian arrives.

The First Aid Register

Admissions Office will maintain a First Aid Register which will help the School identify accidents, trends and possible areas for improvement in the control and management of health and safety risks and for insurance and investigative purposes.

First Aid Kits - will be located in the following area and will include a list of trained First Aid Team members:

- Reception Class (coverage for Reception classes and Guard House).
- Year 6S (coverage for Years 5 and 6).
- Year 2S (coverage for Years 2, 3, Islamic Studies Room, Music Room and Junior Science Lab).
- Year 4R (coverage for Years 1 and 4).
- Gymnasium (coverage for Gymnasium, Basketball Court)
- Dining Hall/Kitchen
- Admissions Office.
- Administration Office
- Science Preparation Room (Senior School)
- IT Office (upstairs)
- Field (Mobile Kit)
- Sick Bay

The First Aid Kits must:

- i. Be clearly marked with their locations.
- ii. Be checked on a monthly basis to ensure that the contents are complete.
- iii. Be under the custody and responsibility of the teacher/staff who occupies the room where the First Aid Kit is nearest located.
- iv. All First Aid Kits must have Logbooks in them.

First Aid and School Trips

Staff organizing school trips must ensure a Mobile First Aid Kit is given to the designated First Aid Team member accompanying the trip and:

- i. Ensure that First Aid is available throughout the entire trip.
- ii. Report and keep a record of each student/staff member attended to, the nature of the illness / injury and any treatment given, in the Log Book.
- iii. In the case of an Incident / Accident, an accident report form must be completed by all persons involved in the accident and the teacher-in-charge.
- iv. In cases of injury the First Aider shall ensure that another person preferably an adult of the same gender as the casualty be present.
- v. Staff must transfer any incident/accident information from the Log Book to the First Aid Register.

Sick Bay

The Admissions Office is responsible for proper maintenance of the Sick Bay.

- i. The Sick Bay must be designated specifically for First Aid purposes.
- ii. Must be clearly identified with a red crescent on the door.

- iii. Be well illuminated and ventilated.
- iv. Have easy access for an ambulance.
- v. Have easy access to restrooms.
- vi. Have emergency telephone numbers prominently displayed -
Ambulance/Fire Department/Police/Nearest Hospitals/Nearest Registered Medical
Practitioner.

A Sick Bay should have:

- i. Access to hot and cold water facilities.
- ii. Work bench or dressing trolley.
- iii. Cupboards for storing first aid items.
- iv. A container for soiled dressing.
- v. Electric power points.
- vi. A bed with blankets and pillows.
- vii. An upright chair.
- viii. First Aid procedures clearly displayed.
- ix. A stretcher.