مدرستنا الثانوية الإنجليزية ، الشارقة ـ بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

# OOS First Aid Policy

Implemented : April 2014

Reviewed : May 2026

Next Review : May 2027

Compiled by : SLT/SMT/MSO/Medical Team

Approved by: Ms. Asma Gilani, Principal & CEO

**1. Purpose**

The purpose of this First Aid Policy is to ensure the safety and well-being of students, staff, and visitors by providing prompt and appropriate first aid in the event of injury or illness on school premises or during school-sponsored activities.

**2. Responsibilities**

**2.1. School Administration**: The school administration is responsible for establishing and maintaining a safe and healthy environment conducive to learning. This includes ensuring the availability of first aid supplies and equipment, designating trained first aiders, and regularly reviewing and updating the First Aid Policy.

**2.2. First Aiders:** Designated first aiders, including school staff members with appropriate training and certification, are responsible for providing immediate assistance in case of injury or illness. They should assess the situation, administer first aid as necessary, and seek further medical assistance if required.

**2.3. Students:** Students are encouraged to report any injuries or illnesses promptly to school staff or designated first aiders. They should also follow instructions provided by first aiders and cooperate during the provision of first aid.

**2.4. Parents/Guardians:** Parents or guardians of students should be promptly informed in case of any significant injury or illness requiring medical attention beyond basic first aid. They should also provide updated contact information to the school to facilitate communication in such situations.

**3. First Aid Procedures**

**3.1. Initial Assessment:** Upon encountering an injured or ill individual, the first aider should conduct an initial assessment of the situation to determine the nature and severity of the injury or illness.

**3.2. Emergency Response:** Based on the assessment, the first aider should administer immediate first aid care and alert school medical team for further management. This may include cleaning and dressing wounds, providing support for sprains or fractures, managing allergic reactions, or assisting with minor illnesses.In the event of a medical emergency or serious injury, the first aider should activate emergency services (e.g., calling 998) and provide necessary assistance such as CPR or use of automated external defibrillators (AEDs) if trained to do so.

**3.4. Documentation:** All incidents requiring first aid should be documented promptly and accurately on Guard. This documentation should include details of the injury or illness, actions taken, and any follow-up recommendations or referrals.

**4. First Aid Supplies and Equipment**

**4.1. Availability:** Adequate first aid supplies and equipment should be readily available throughout the school premises, including classrooms, playgrounds, sports fields and field trips.

**4.2. Maintenance:** First aid supplies and equipment should be regularly inspected, restocked, and maintained in good working condition. Any expired items should be replaced promptly. School medical team to regularly conduct first aid kit audits.

**5. Training and Certification**

**5.1. First Aid Training:** School staff members designated as first aiders should receive appropriate training and certification in first aid, CPR, and AED use from recognized training providers.

**5.2. Refresher Training:** First aiders should participate in regular refresher training to maintain their skills and stay updated on best practices in first aid and emergency response.

**6. Communication and Awareness**

**6.1. Awareness Programs:** The school should conduct awareness programs to educate students, staff, and parents about the importance of first aid, common first aid procedures, and how to access first aid assistance when needed.

**6.2. Communication Channels:** Clear communication channels should be established to ensure effective dissemination of information related to first aid procedures, updates to the First Aid Policy, and any relevant safety guidelines.

**7. Review and Evaluation**

**7.1. Regular Review:** The First Aid Policy should be reviewed yearly, to assess its effectiveness and relevance. Any necessary revisions or updates should be made based on feedback, incident reports, or changes in regulations or best practices.

**7.2. Incident Analysis:** In the event of a first aid incident, a thorough analysis should be conducted to identify any areas for improvement in first aid procedures, training, or equipment provision.

**8. Implementation**

This First Aid Policy shall be communicated to all stakeholders, including students, staff, parents, and visitors. It shall be implemented effectively and consistently across all areas of the school, with regular monitoring and enforcement to ensure compliance.