



BELVEDERE INTERNATIONAL SCHOOL

FIRST AID POLICY

2024-2025

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Hili, Al Ain, United Arab Emirates

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Introduction

The policy below sets out in which 'Belvedere International School' (BIS) intends to make provision for First Aid. Unless specifically stated, these referred to as "the School" throughout this document.

BIS must ensure that there is adequate first aid provision for persons who may become ill or are injured, as part of their undertaking for the School. Therefore, it is the responsibility of the Health and Safety Officer and the School Nurse, who must assess the nature of activities within particular areas of the School when determining the number of first aiders to appoint.

BIS is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work and providing these personnel with sufficient equipment to ensure that they are able to carry out their duties competently.

First Aiders will be provided with information and training on first aid to ensure that the statutory requirements and the needs of the School are met.

Should persons have concerns about the provision of first aid within the organisation, they should inform:

- the Health and Safety Manager;
- the Senior Leadership Team / Middle Leadership Team

These concerns will be investigated and an assessment will conclude if any rectification is required.

Roles and Responsibilities

The Governors

- The Governors accept full responsibility for Health and Safety within the School. This includes the provision of first aid. They will constantly monitor the effectiveness of the implementation of the policy and will revise the policy when necessary.
- The Governors will ensure that all changes in policy are drawn to the attention of all concerned.

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Health and Safety Manager

- The Health and Safety Manager is responsible to the Governors for the implementation of this policy. The Health and Safety Manager is to constantly monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Governors any relevant changes in legislation.
- The Health and Safety Manager has responsibility for ensuring that suitable and sufficient arrangements are in place to implement of this policy.
- Assessing the nature of activities within particular areas of the School to determine the number of first aiders to appoint. The School Nurse will assist with this.
- Ensure sufficient training is provided for all appointed first aiders, and that requalification courses are organised within three years of their original certification, with additional annual refresher training, or as required.
- Monitor all first aiders to ensure they are fulfilling their duties, for example, replenishing first aid kits within their departments if items have been used.
- Encourage as many staff as possible to have some basic first aid training.

First Aid Coordinator (The School Nurse)

- Keeping a current and up-to-date list of First Aiders along with the date of their qualification and a copy of their certificate.
- Keeping up-to-date all information regarding the location of first aid boxes.
- Regularly assess and report back the School/Department's first aid requirements and identify any suitable volunteers for first aid training.
- Regularly check that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places.

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- Arrange training for appointed personnel, both initial, requalification and refresher training courses, and be available to provide advice in between formal training.
- Order replacement provisions when requests are made from First Aiders.
- Collate accident report forms and produce termly feedback.

First Aider

First Aiders are trained and qualified to carry out the role and are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

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Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First Aid Procedures

A. In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.

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- If emergency services are called, the Headteacher or if not available the School Administrator team will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

B. 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be one First Aider on school trips.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves

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- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. With the exception of School Nurse, no first aiders should be administering drugs, creams or lotions to members of staff, pupils or members of the public. The Nurse will have lockable cupboards in which they keep medication for the pupils. As part of their agreement with the school, parents agree to the administration of drugs to pupils, both those prescribed and taken on a regular basis, and also non-prescription drugs such as paracetamol and cough medicine.

Record-Keeping and Reporting

All accidents and “near-miss” incidents are reported internally and, where appropriate, to the enforcing authority. In addition, all incidents will be investigated and reasonable measures put in place to prevent recurrence.

All accidents must be recorded, however minor, in line with the Accident and Incident Reporting Policy, and parents suitably informed either by phone or by report as soon as possible.

The definition of an **accident**: “An undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap”

The definition of an **incident**: “An individual occurrence or event.”

In accordance with legislation around reporting major accidents and incidents, BIS will report:

- deaths
- major injuries; this includes fractures and dislocations
- over-seven-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days

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- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- some work-related diseases
- a dangerous occurrence – where something happens that does not result in an injury, but could have done.

Reporting Timelines

Incident will be reported as soon as possible. In cases of death, major injury, or dangerous occurrences, the enforcing authority will be notified without delay. Cases of over- seven day injuries must be notified within fifteen days of the incident occurring. Cases of disease will be reported as soon as a doctor notifies BIS that the employee suffers from a reportable work-related disease. In the first instance, the Health and Safety Manager is responsible for making contact with the Authorities.

Review of Policy

The First Aid procedures outlined in this policy document are subject to review annually by the Governors of BIS, and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils or in the light of managerial and legislative changes.

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