



13a - First Aid and Care of Unwell Pupils

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| 1. Statutory Policies | Part 2 |
| ISI | Part 3. Welfare, Health and Safety of Pupils – Ist Aid |
| NMS | 3.1 |
| Author Led | Headmaster |
| Date of Review | October 2025 |
| Next Review | September 2026 |
| Comment | Annual Review |
| Website | Yes |

1. Purpose and Intent

The school will administer first aid to students, staff and visitors when needed as quickly and efficiently as possible. The school nurse is responsible for correct administration of first aid.

She is supported by a number of first-aid qualified staff members as detailed in Annex A of this policy. This information is held by the School Secretaries and on file.

Furthermore, the school nurse is always on-site when the children are . However, in the event of her sickness, the school will always call the agency to ensure a replacement nurse is provided.

In the event of a student having to go to hospital, the school nurse will remain on site whilst another member of staff will escort the student in the ambulance.

There are 16 First Aid kits distributed around the school. They are located as follows:

- Swimming Pool (1)
- Sports Hall (1)
- Block A (2)
- Block B (2)
- Block C (2)
- Administration (1)
- Theatre (1)
- Library (1)
- Minibus (5)

The contents of the kits provide for treatment of basic injuries. However, in the event of a major incident the main First Aid kit / defibrillator is located in a lock cupboard and is under the control of the school nurse.

The school Nurse checks the contents of the First Aid Kits regularly and replenishes supplies as needed.

The school Nurse is aware of correct procedures for the treatment of specific conditions that are children are likely to suffer from such as asthma, epilepsy and diabetes.

2. Emergency procedure in the event of an accident or injury

In the event of an emergency needing an ambulance or other emergency service it is important that you contact Administration which has the contact numbers. See notes below for more guidance on when to call an ambulance.

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and then decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling the first aider. If summoned, the first aider will assess the situation and take charge of administering first aid.

The school also contracts the services of a doctor who can attend promptly in case of emergency. Furthermore, the school has agreements with an Emergency Ambulance provider, as well as 2 clinics situated close to the school.

Every accident which occurs in our school is recorded in the school's accident book, which is located in the nurse's office. This records the date/time of event and the nature of the injury.

If the nurse deems the injury to be severe, she will contact parents by phone immediately. However, if the injury is deemed to be minor, she will contact them via email at the end of the school day to keep them informed on what has happened and how she dealt with the accident.

In every case, the school will inform parents in the event of any head injury, regardless of the severity of the incident.

3. Hygiene procedures for the spillage of bodily fluids

To minimise the risk of spread of infection, all blood and body substances should be treated as potentially infectious. The techniques used in handling these substances are known as standard precautions.

Standard precautions recommended the handling of:

- Blood, including dried blood.
- All other body substances including saliva, urine and faeces (but excluding sweat), regardless of whether they contain visible blood.
- Broken skin.
- Mucous membranes (lining of nose, mouth and genitals).

Standard precautions are good hygiene practices relating to hand hygiene, the use of gloves and other protective clothing (as appropriate), and the safe disposal of waste.

4. Managing exposure to blood or other body substances.

If any person has contact with blood or body fluids, the following procedures should be observed:

- Remove contaminated clothing.
- If blood or body fluids gets on the skin, irrespective of whether there are cuts or abrasions, wash well with soap and water.
- If the eyes are splashed, rinse the area gently but thoroughly with water while the eyes are open.
- If blood or body fluids gets in the mouth, spit it out and rinse the mouth with water several times, spitting the water out each time.

In the event of any of the above events happening, staff must immediately refer back to the School Nurse in order that the appropriate action/actions are taken for their physical wellbeing.

5. Surface cleaning of blood and body substances.

In the event of blood and/or bodily fluids being discharged, the following procedures must be carried out by a recognised member of staff (e.g. School Nurse or Hazmat trained member of staff):

- Deal with the spill as soon as possible.
- Protect yourself by wearing disposable rubber gloves. Eye protection and a plastic apron should be worn where there is a risk of splashing.
- Remove as much of the spill as possible with a paper towel.
- Clean area with warm water and detergent, using a disposable cleaning cloth or sponge.
- The area should be left clean and dry.
- Disinfect the area with a solution of household bleach, diluted according to the manufacturer's instructions.
- Remove and dispose of gloves, paper towel and cleaning cloth in a sealed plastic bag after use. The plastic bag will then be removed and burnt.
- Wash hands thoroughly with soap and warm water.

6. Guidance on when to call an ambulance.

This is under the direct control of the School Nurse and the Administration Team.

If the area isn't safe to assess the casualty, the Administration team call an ambulance straight away.

If someone's condition is life-threatening or very serious, Administration will call the emergency services on +212 520 500 017.

Ratified

List of First Aid Trained Staff

| Name | Job Title | Location | Course Name | Completion Date |
|-------------------------|--------------------------------|----------------|--|-----------------|
| Claire Sealey | DSL | Junior School | First Aid Essentials for International Schools | 30-Nov-22 |
| Mohamed Azmi | IT Manager | Administration | First Aid Essentials for International Schools | 7-Jan-23 |
| Andrea Iping | Librarian | Library | First Aid Essentials for International Schools | 6-Jan-23 |
| Claire Hall | Humanities teacher | Senior School | First Aid Essentials for International Schools | 16-Dec-22 |
| David Parlour | Academic and Examinations Lead | Senior School | First Aid Essentials for International Schools | 2-Jan-23 |
| Eve Shilton | Deputy Head | Senior School | First Aid Essentials for International Schools | 9-Jan-23 |
| James Williams | Science teacher | Senior School | First Aid Essentials for International Schools | 3-Jan-23 |
| Jorge Castro | Music teacher | Whole School | First Aid Essentials for International Schools | 5-Jan-23 |
| Katrina MUNNELLY | Year 1 Teacher | Junior School | First Aid Essentials for International Schools | 20-Dec-22 |
| Kerry Harvey | Art Teacher | Prep School | First Aid Essentials for International Schools | 3-Jan-23 |
| Lamis ABDELBARI | ICT teacher | Prep School | First Aid Essentials for International Schools | 4-Jan-23 |
| MIKE SEALEY | EAL teacher | Prep School | First Aid Essentials for International Schools | 3-Jan-23 |
| Paul Brown | Science Teacher | Senior School | First Aid Essentials for International Schools | 6-Jan-23 |
| Robert Brown | Academic PE | Whole school | First Aid Essentials for International Schools | 12-Jan-23 |
| Sanaa Abararhe | MFL teacher | Prep School | First Aid Essentials for International Schools | 5-Jan-23 |
| Sonia O'Sullivan Sadouk | EAL teacher | Junior School | First Aid Essentials for International Schools | 6-Jan-23 |
| Stephanie Subhan | Year 3 teacher | Junior School | First Aid Essentials for International Schools | 3-Jan-23 |
| Victoria Ferdi | Year 1 teacher | Junior School | First Aid Essentials for International Schools | 13-Dec-22 |
| Driss BOUCHAMA | Head of Facilities | Administration | First Aid Essentials for International Schools | 26-Jan-23 |
| Meryeme ALAOUI | Office Manager | Junior School | First Aid Essentials for International Schools | 6-Jan-23 |
| Mohamed Amine JEDDIGUI | Head of Media | Administration | First Aid Essentials for International Schools | 3-Jan-23 |
| Tarik ATIFI | IT support | Administration | First Aid Essentials for International Schools | 10-Jan-23 |
| Rasha EL KADY | Office Manager | Senior School | First Aid Essentials for International Schools | 5-Jan-23 |
| Karim Chahoui | Facilities | Administration | First Aid Essentials for International Schools | 26-Jan-23 |
| Farid Amalik | Facilities | Administration | First Aid Essentials for International Schools | 26-Jan-23 |

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| Hamza Alami | Head of Admissions | Administration | First Aid Essentials for International Schools | 10-Jan-23 |
| Dounia EL Majidi | EAL | Junior School | First Aid Essentials for International Schools | 5-Jan-23 |
| Fadoua Redouane | Swim Coach | Whole School | First Aid Essentials for International Schools | 1-Jan-23 |
| Anisa Cheqrouni | Head of MFL | Senior School | First Aid Essentials for International Schools | 20-Dec-22 |
| Hamza Aich | Swim Coach | Whole School | First Aid Essentials for International Schools | 12-Jan-23 |
| Abderrahim Daim | Swim Coach | Whole School | First Aid Essentials for International Schools | 9-Jan-23 |
| Younes Benaasim | Swim Coach | Whole School | First Aid Essentials for International Schools | 9-Jan-23 |
| Seamus Rush | Head of EYFS | Junior School | First Aid Essentials for International Schools | 5-Jan-23 |
| Hadeen Nasreddin | Year 3 teacher | Junior School | First Aid Essentials for International Schools | 5-Jan-23 |
| Hajar Bouriss | Year 3 teacher | Junior School | First Aid Essentials for International Schools | 8-Jan-23 |

Ratified