



SHERBORNE QATAR

## FIRST AID POLICY

## General

1. It is Sherborne Qatar Schools Group policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to Sherborne Qatar Schools. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.
2. We are required to report any diseases to the Ministry of Health Authorities. Reporting will be conducted by the Bursar, in consultation with the relevant Health and Safety and medical staff.
3. The Ministry of Education (MoE), Ministry of Public Health (MoPH) and our Board of Governors require us to provide adequate and appropriate equipment, facilities and personnel to ensure pupils and employees receive immediate attention if they are injured or taken ill at work. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these requirements, our assessment has considered a number of factors, including the following:
  - type of department
  - type of activities run by or within any given department
  - buildings layout
  - proximity of School buildings to emergency medical services
  - needs of travelling and/or lone workers
  - provision during term time and holiday time
  - type of skills likely to be required by both teaching and non-teaching staff
4. Sherborne Qatar School Group, has assessed that each department or activity requires the following –

Department	Specific Risk/Risk Level	Level of training required (by at least one staff member). Any additional measures required?
General Academic and Support Departments (low risk) Lower risk activities	Lower risk activities (teaching, training in classroom environments)	Basic First Aid (academic staff). Access to First Aid kit

(teaching, training in classroom environments)		
Premises	Higher risk activities, lone work	First Aid at Work. Emergency First Aid at Work. Estates and Grounds vehicles must carry First Aid Kits First Aid Kits must contain all necessary items for work being carried out.
First Aid Unit	All possibly injury types	Automated External Defibrillator (AED) present and staff updated annually. All First Aid Unit Staff to undertake and pass Basic Life Support and Anaphylaxis training annually.
Sciences	Higher risk activities	Emergency First Aid at Work - Head of Department (or nominated person) Basic First Aid (academic staff). First Aid Kit as listed in this policy; additional items available on request from the First Aid Unit.
Art	Higher risk activities	Emergency First Aid at Work - Head of Department (or nominated person) Basic First Aid (academic staff). First Aid Kit as listed in this policy; additional items available on request from the First Aid Unit.
Sport on Site	Higher risk activities	Basic First Aid (academic staff). Any additional First Aid training advised or required by the relevant sporting body. Additional items within first aid boxes should include ice packs and sprays plus any other items considered necessary by the Head of Department and First Aid Unit. Pitch side Paramedics as required by risk assessment for higher risk sports. A separate risk assessment has been completed for Rugby and suitable levels of First Aid provision is determined and provided as required.
Catering	Higher risk activities, lone work	First Aid at Work Emergency First Aid at Work. Catering vans must carry first aid boxes. First aid kit should contain burns dressings, eye washes and additional dressings and Blue catering plasters. The kit may also contain any other items (excluding medications) considered necessary by the Head of Department and the Lead Nurse.
Housekeeping and Portering	Lone work, work with chemicals	Emergency First Aid at Work for the on-site manager. Emergency First Aid at Work offered to staff. Staff members must know

		where first aid kits are held in their relevant departments. Where work may not be carried out in easy reach of a first aid box, one must be carried with the staff member. Portage vehicles must carry a first aid box
Custodians	The General Public – all types of injury, lone work	A standard First aid kit is provided
Specific on or off-site activities/trips – medium to high risk activities	Falls, heat exhaustion, contact with water, road accidents.	Basic First Aid (academic staff). Any additional First Aid Training advised or required by the relevant governing body or the EVC. First Aid Kit as listed in this policy, additional items available on request from the Health Centre (excluding medications which should be kept where required separate to the first Aid kit). Other items considered necessary by the Activity Leader / Head of Department in consultation with the First Aid Unit Lead Nurse.
Lone workers (general) Falling ill or being injured whilst alone at work	Falling ill or being injured whilst alone at work	Emergency First Aid at Work. Where work may not be carried out in easy reach of a first aid box, one must be carried with the lone worker.

## 5. Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-Aiders (trained in Emergency First Aid, First Aid at Work or Basic First Aid) are responsible for:

- responding promptly to all requests for assistance if able
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived from the Medical Team or Paramedic/Ambulance staff\*
- Reporting details of any treatment provided.
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary. The Medical Team will re-stock First Aid Kits when notified.

***\*Before calling an ambulance** the nurse or first aider will normally be responsible for calling the ambulance. If the nurse or first aider are not on premises, then this responsibility falls to a member of the SLT. The caller should know the severity of the*

*injury or medical issue to identify the need for an ambulance. Please also be ready to provide as much information as you can about the patient, such as age, gender, consciousness, mobility, nature of injury and cause of injury. Where possible one person should make the call and another person should remain with the patient so that the caller can relay information accordingly. The "Ambulance Procedures" should be followed – attached at Appendix 1 for Bani Hajer, Appendix II for Al Rayyan and Appendix III for Al Ebb.*

When a pupil has been injured or been involved in an accident, Form Tutor, Deputy Heads or School Nurse will be responsible for informing parents/guardians by telephone, e-mail or treatment whichever is deemed the most appropriate.

## 6. Procedures

The following are general first aid related procedures to be followed by all staff:

- If you are aware that an employee or pupil has been taken ill, or has had an accident, call the Medical Team (which is manned between 6:45am to 2:30pm daily) for assistance. If the Medical Team is not available, contact a member of SLT or one of the School First Aiders as listed in this policy. You should not attempt to give first aid treatment yourself unless you have been trained to do so.
- If you need to access a first aid kit for personal use, you must ensure it is returned to its designated place. Please advise Medical Team that the kit has been used in case the kit needs to be re-stocked.
- Any loss or damage to first aid equipment must be reported to the school nurse.
- All First Aid Kits must be returned to the Medical Team when requested (or at least annually at the end of Summer Term) for re-stocking. If a first aid kit is poorly stocked, this should be reported to the Medical Team
- All drivers of vehicles carrying pupils are expected to carry a first aid kit in the vehicle at all times. Drivers are responsible for its safe-keeping and to keep it adequately stocked.

## 7. Dealing with visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a member of the Medical Team or a first aider. If the visitor has had an accident, the employee dealing with the incident is responsible for ensuring that an accident/incident report form is completed and sent to the Bursar.

## 8. Staff training

All staff undertaking first aid duties on behalf of School staff will be given full training in accordance with current legal requirements. We also additionally train academic staff in basic first aid subjects which they are likely to be exposed to when administering first aid to pupils. (Staff training in the use of Adrenaline Auto Injectors and how to respond to other particular medical needs (e.g. asthma, diabetes) forms part of the annual staff INSET programme, (conducted by a member of staff from the Medical Team).

No training will be considered complete unless the course is attended from start

- A small number of staff will be trained and then retrained at 3-year intervals.
- These persons may also receive annual refresher training through attendance at an Emergency First Aid at Work course with the Medical Team and through the Educare online training platform.
- A number of bursary staff will be trained to this level to provide emergency services during the school holiday periods.

Head of EYFS will ensure that the appropriate number of staff receive Paediatric First Aid training to ensure the safety of pupils in EYFS during outings and trips.

## 9. First aid box content

Sherborne Qatar Schools follow the MoPH recommendations regarding the content of a First Aid Kit however, specialist items required for specific activities will be added by the Medical Team following approval by the Lead Nurse. In essence, the choice and number of items in the box need to be suitable for the risks in each department. The list within this policy shows the basic risk assessment for first aid within the school, however, additional risks should be identified by individual departmental risk assessments and this should be used to guide your choice of contents. For instance, you may decide that you need lots of plasters, only one triangular bandage and need to add in some latex free gloves. As a basic guide and where there is no special risk, the minimum stock of first-aid items in a low-risk department would be:

- A leaflet giving general guidance on first aid, e.g., HSE leaflet Basic advice on first aid at work
- 20 plasters of varying useful sizes.
- Two slings (preferably sterile)
- One pack of gauze swabs
- Two sterile eye pads

- Six safety pins
- Six medium-sized (approximately 6cm x 7cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 10cm x 10cm) sterile individually wrapped un-medicated wound dressings
- Two pairs of disposable gloves (Latex free)
- A disposable ice pack
- An eye wash saline pod (20ml)
- Scissors
- Burns dressings
- Foil survival blanket
- A resuscitation face shield
- Adhesive tape Tablets or medicines should never be kept in a first aid box.

## 10. First Aid Kit and AED Locations

[Sherborne Preparatory First Aid Kit Locations .docx](#)

[Sherborne For Girls First Aid Kit and AED Locations.docx](#)

[Sherborne Senior AED and First Aid Kit Locations.docx](#)

## 11. External visits and trips

First Aiders should take advice from their Department Head (who will have written the risk assessment) for the risks posed by any activity or area. First Aiders should check their first aid box regularly to ensure that sufficient items are available and contact the Medical Team to make suitable arrangements to re-stock first aid kits. In addition, the Medical Team will contact each First Aider responsible for a first aid kit annually to request First Aid Kits be returned to the Medical Team for checking and re-stocking. First Aid Kits need to be sited to ensure that they are available out of 'normal' hours for anyone who needs to use them.

## 12. Information for employees

The school acknowledges that first aid arrangements will only operate efficiently where they are understood by both employees and others who may be working on School premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff as part of their induction.

### 13. Location of Whole School First Aiders

These persons are First Aid at Work qualified and are trained to deal with any first aid emergency for School staff, pupils or visitors:

[First Aid Trained Staff List 2021 - 2022.xlsx](#)



## Ambulance Procedure at Bani Hajer

1. Dial 9 999
2. Ask for an ambulance
3. You will be put through to somebody else
4. Ask for an ambulance
5. They will transfer the call again
6. Ask for an ambulance

The operator will request the following information;

<b>Location:</b>	<b>Zone 51</b>	<b>Latitude:</b>	<b>25.326</b>
<b>Street Number:</b>	<b>1193</b>	<b>Longitude:</b>	<b>51.38529</b>
<b>Building Number:</b>	<b>492</b>		
<b>Electric No.:</b>	<b>1031594</b>	<b>PIN:</b>	<b>51931074</b>
<b>Sherborne Qatar School, Al Terhab Street, Bani Hajer</b>			

Patient information to be given;

**BE CLEAR AND CONCISE WITH ALL INFORMATION THAT YOU GIVE TO THE TELEPHONE OPERATOR.**

- Please get the information from the nurse or ask somebody to help.
- Male / Female, age, nature of injury
- They will ask; is the patient; conscious, breathing, aware
- They will ask if you are with the patient, reply and say no the patient is with the nurse in the medical room.
- They will ask you for a contact number, give them the number that you are calling from and make sure somebody stays by the phone until the ambulance has arrived.
- They will give you a set of instructions regarding the patient, make a mental note and relay to the medical team if necessary (The nurses are professional and qualified and will normally be doing this and more already)
- If they have all the information, they require they will end the call.
- Inform reception and Security guards to ensure the entrance is opened, clear and ready for the arrival of the ambulance.
- Ensure that somebody is at the school reception to meet the ambulance and crew and show them to the First Aid Unit.

## Ambulance Procedure at Al Rayyan

1. Dial 9 999
2. Ask for an ambulance
3. You will be put through to somebody else
4. Ask for an ambulance
5. They will transfer the call again
6. Ask for an ambulance

**The operator will request the following information;**

<b>Location:</b>	<b>Zone 53</b>	<b>Latitude:</b>
<b>Street Number:</b>	<b>447</b>	<b>Longitude:</b>
<b>Building Number:</b>	<b>6</b>	
<b>Electric No.:</b>	<b>902897</b>	<b>MOI PIN: 53370002</b>
<b>Sherborne Qatar Prep School, Umm Al Maa Street, Al Rayyan (Old Al Shafi Boys School)</b>		

Patient information to be given;

**BE CLEAR AND CONCISE WITH ALL INFORMATION THAT YOU GIVE TO THE TELEPHONE OPERATOR.**

- Please get the information from the nurse or ask somebody to help.
- Male / Female, age, nature of injury
- They will ask; is the patient; conscious, breathing, aware
- They will ask if you are with the patient, reply and say no the patient is with the nurse in the medical room.
- They will ask you for a contact number, give them the number that you are calling from and make sure somebody stays by the phone until the ambulance has arrived.
- They will give you a set of instructions regarding the patient, make a mental note and relay to the medical team if necessary (The nurses are professional and qualified and will normally be doing this and more already)
- If they have all of the information they require they will end the call.
- Inform reception and Security guards to ensure the entrance is opened, clear and ready for the arrival of the ambulance.
- Ensure that somebody is at the school reception to meet the ambulance and show them to the First Aid Unit.

## Ambulance Procedure at Al Ebb

1. Dial 9 999
2. Ask for an ambulance
3. You will be put through to somebody else
4. Ask for an ambulance
5. They will transfer the call again
6. Ask for an ambulance

The operator will request the following information;

<b>Location:</b>	<b>Zone 70</b>	<b>Latitude:</b>	<b>25.393921586172496</b>
<b>Street Number:</b>	<b>426</b>	<b>Longitude:</b>	<b>51.45471195884675</b>
<b>Building Number:</b>	<b>76</b>		
<b>Electric No.:</b>	<b>1306217</b>	<b>MOI PIN:</b>	<b>70059677</b>
<b>Sherborne Qatar School for Girls, Rawdat Al Khazna Street, Al Ebb</b>			

Patient information Must then be given.

**BE CLEAR AND CONCISE WITH ALL INFORMATION THAT YOU GIVE TO THE TELEPHONE OPERATOR.**

- Please get the information from the nurse or ask somebody to help.
- Female/Male, age, nature of injury
- They will ask; is the patient; conscious, breathing, aware
- They will ask if you are with the patient, reply and say no the patient is with the nurse in the medical room.
- They will ask you for a contact number, give them the number that you are calling from and make sure somebody stays by the phone until the ambulance has arrived.
- They will give you a set of instructions regarding the patient, make a mental note and relay to the medical team if necessary (The nurses are professional and qualified and will normally be doing this and more already)
- If they have all of the information, they require they will end the call.
- Inform Reception and Security guards to ensure the entrance is opened, clear and ready for the arrival of the ambulance.
- Ensure that somebody is at the school reception to meet the ambulance and show them to the First Aid Unit.

## Ambulance Procedure at Sherborne Senior School (MOQ)

1. Dial 9 999
2. Ask for an ambulance
3. You will be put through to somebody else
4. Ask for an ambulance
5. They will transfer the call again
6. Ask for an ambulance

The operator will ask the following questions;

<b>Location:</b>	<b>Zone 51</b>	<b>Latitude:</b>
<b>Street Number:</b>	<b>1697</b>	<b>Longitude:</b>
<b>Building Number:</b>	<b>19</b>	
<b>Electric No.:</b>	<b>1392459/60</b>	<b>MOI PIN: 51951056</b>
<b>Sherborne Senior School</b>		

Patient information to be given;

### BE CLEAR AND CONCISE WITH ALL INFORMATION THAT YOU GIVE TO THE TELEPHONE OPERATOR.

- Please get the information from the nurse or ask somebody to help.
- Male / Female, age, nature of injury
- They will ask; is the patient; conscious, breathing, aware
- They will ask if you are with the patient, reply and say no the patient is with the nurse in the medical room.
- They will ask you for a contact number, give them the number that you are calling from and make sure somebody stays by the phone until the ambulance has arrived.
- They will give you a set of instructions regarding the patient, make a mental note and relay to the medical team if necessary (The nurses are professional and qualified and will normally be doing this and more already)
- If they have all of the information they require they will end the call.
- Inform reception and Security guards to ensure the entrance is opened, clear and ready for the arrival of the ambulance.
- Ensure that somebody is at the school reception to meet the ambulance and crew and show them to the First Aid Unit.