



13a - First Aid and Care of Unwell Pupils

1. Statutory Policies	Part 2
ISI	Part 3. Welfare, Health and Safety of Pupils – 1st Aid
NMS	3.1
Author Led	Headmaster
Date of Review	November 2024
Next Review	October 2025
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 12 First Aid kits distributed around the school. They are located as follows:

- Swimming Pool (1)
- Sports Hall (1)
- Block A (2)
- Block B (2)
- Administration (1)
- Theatre (1)
- Library (1)
- Minibus (3)

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
Gillian Gourley	EYFS teacher	Primary	First Aid Essentials for International Schools	7-Jan-23
Claire Sealey	-	Whole School	First Aid Essentials for International Schools	30-Nov-22
Mohamed Azmi	-	Administration	First Aid Essentials for International Schools	7-Jan-23
Andrea liping	MFL teacher	Primary	First Aid Essentials for International Schools	6-Jan-23
Claire Hall	Humanities teacher	Secondary	First Aid Essentials for International Schools	16-Dec-22
David Parlour	Academic and Examinations Lead	Secondary	First Aid Essentials for International Schools	2-Jan-23
Eve Shilton	Maths teacher	Secondary	First Aid Essentials for International Schools	9-Jan-23
Fergal Grogan	Art teacher	Secondary	First Aid Essentials for International Schools	6-Jan-23
Hannah Cashel	Deputy Head Secondary	Secondary	First Aid Essentials for International Schools	3-Jan-23
Hayat Boussaaddan	MFL teacher	Primary	First Aid Essentials for International Schools	4-Jan-23
Jaafer EL Jumaily	Head of ICT	Secondary	First Aid Essentials for International Schools	3-Jan-23
James Williams	Science teacher	Secondary	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	EYFS teacher	Primary	First Aid Essentials for International Schools	20-Dec-22
Kerry Harvey	Primary teacher	Primary	First Aid Essentials for International Schools	3-Jan-23
Lamis ABDELBARI	ICT teacher	Whole School	First Aid Essentials for International Schools	4-Jan-23
MIKE SEALEY	EAL teacher	Secondary	First Aid Essentials for International Schools	3-Jan-23
NOOR KHALFAOUI	Head of Humanities	Secondary	First Aid Essentials for International Schools	29-Dec-22
Omar KENDI	MFL teacher	Primary	First Aid Essentials for International Schools	6-Jan-23
Paul Brown	Head of Science	Secondary	First Aid Essentials for International Schools	6-Jan-23
Robert Brown	Primary teacher	Primary	First Aid Essentials for International Schools	12-Jan-23
Sanaa Abararhe	MFL teacher	Secondary	First Aid Essentials for International Schools	5-Jan-23
Sanaa Jaafari	MFL teacher	Primary	First Aid Essentials for International Schools	5-Jan-23
Sonia O'Sullivan Sadouk	Primary teacher	Primary	First Aid Essentials for International Schools	6-Jan-23
Stephanie Subhan	Primary teacher	Primary	First Aid Essentials for International Schools	3-Jan-23

Victoria Ferdi	Primary teacher	Primary	First Aid Essentials for International Schools	13-Dec-22
Steve Lambert	Primary teacher	Primary	First Aid Essentials for International Schools	11-Jan-23
Driss BOUCHAMA	Head of Facilities	Administration	First Aid Essentials for International Schools	26-Jan-23
Meryeme ALAOUI	Primary Co-ordinator	Secondary	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
Zineb ALAOUI MHAMDI	Science teacher	Secondary	First Aid Essentials for International Schools	26-Dec-22
Rasha EL KADY	Secondary Co-ordinator	Secondary	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
Noureddine Ikibi	Head of Finance	Administration	First Aid Essentials for International Schools	6-Jan-23
Hamza Alami	Head of Admissions	Administration	First Aid Essentials for International Schools	10-Jan-23
Safae Cherouit	Admissions	Administration	First Aid Essentials for International Schools	6-Jan-23
Dounia EL Majidi	Librarian	Administration	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	Whole 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
Hicham Louksairi	PE teacher	Whole School	First Aid Essentials for International Schools	16-Dec-22
Mustapfa KHalfi	PE teacher	Whole School	First Aid Essentials for International Schools	28-Dec-22
Majda Fassouli	TA	Primary	First Aid Essentials for International Schools	5-Jan-23
Hajar Bouyakhf	TA	Primary	First Aid Essentials for International Schools	5-Jan-23
Seamus Rush	Primary teacher	Primary	First Aid Essentials for International Schools	5-Jan-23
Hadeen Nasreddin	Primary teacher	Primary	First Aid Essentials for International Schools	5-Jan-23
Nichola Clarke	Primary teacher	Primary	First Aid Essentials for International Schools	18-Jan-23
Hajar Bouriss	Primary teacher	Primary	First Aid Essentials for International Schools	8-Jan-23