

نويَا
مدرسة بريطانية



NOYA
BRITISH SCHOOL

First Aid & Medicines Policy

Policy	First Aid & Medicines Policy
Date Created:	August 2025
Date of Review:	August 2027
Person Responsible:	Manager – Operations and Facilities OSM

Rationale

Noya British School (NBS) recognises its duty of care to provide a safe, healthy, and secure environment for all students, staff, visitors, and contractors. The provision of effective first aid arrangements is a fundamental component of this duty of care and forms part of the school's wider safeguarding, health, safety, and wellbeing framework.

This policy establishes a comprehensive first aid governance framework to ensure: - Prompt and appropriate response to illness, injury, or medical emergencies. - Compliance with UAE regulatory requirements, including Department of Health (DoH) standards. - Alignment with Aldar Education Health, Safety and Environment (HSE) requirements and ADEK Health & Safety expectations. Consistent implementation of first aid procedures across all areas of the school.

Purpose

The purpose of this policy is to: - Define a structured and consistent approach to first aid provision at NBS. - Ensure that adequate numbers of trained and competent personnel are available at all times. - Establish clear roles, responsibilities, and lines of accountability. - Provide guidance on facilities, equipment, training, and record keeping. - Support effective incident management, reporting, and escalation. - Enhance and locally contextualise the Aldar Education First Aid Policy.

Scope

This policy applies to all first aid arrangements at Noya British School, including: - Students across all age groups, including Early Years and high-risk activities. - All employees, whether permanent, temporary, or agency staff. - Visitors, parents, volunteers, and contractors while on school premises. - Off-site school activities, trips, sporting events, and educational visits where NBS retains a duty of care.

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Roles and Responsibilities

4.1 Governing Body / School Leadership

- Ensure this policy is implemented and reviewed in line with regulatory and organisational requirements.
- Allocate sufficient resources to support first aid provision.
- Provide oversight of first aid performance, risks, and incident trends.

4.2 Manager – Operations & Facilities (OSM)

- Act as policy owner and ensure compliance across the school.
- Ensure appropriate staffing levels, training coverage, and certification validity.
- Oversee clinic facilities, inspections, audits, and corrective actions.
- Liaise with Aldar Education HSE and external authorities where required.

4.3 School Nurses

- Deliver professional medical care and first aid within their scope of practice.
- Assess and treat students, staff, and visitors presenting to the clinic.
- Maintain confidential medical records and clinic logs.
- Ensure clinics are stocked in line with DoH requirements.
- Carry out and document routine inspections and medication checks.
- Initiate emergency response and ambulance calls where clinically required.
- Complete and escalate incident reports via Evotix.

4.4 Designated First Aiders

- Provide immediate first aid support until a nurse or emergency services take over.
- Act only within the limits of their training and competence.
- Support evacuation and emergency procedures when required.
- Maintain awareness of first aid equipment locations and procedures.

4.5 All Employees

- Take reasonable care of their own safety and that of others.
- Promptly report accidents, injuries, or illnesses.
- Cooperate fully with first aid and emergency arrangements.

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5. First Aid Provision

5.1 Clinical Governance and Regulatory Compliance

- All school clinic operations shall comply with Department of Health (DoH), Dubai Health Authority (DHA), and Ministry of Health (MOH) standards, as applicable.
- Emergency preparedness arrangements are aligned with recognised clinical best practice and licensed healthcare provider standards.
- All emergency interventions involving medication administration shall be carried out by DoH/DHA/MOH licensed nurses operating strictly within their scope of practice and clinical privileges.

5.2 Staffing Levels and Coverage

- Qualified and licensed school nurses are appointed in accordance with DoH requirements.
- In addition to nurses, trained first aiders are distributed across all key areas of the school.
- A minimum of 20% of the total full-time workforce is trained as first aiders.
- Adequate first aid and clinical cover is ensured during:
 - School operating hours
 - Breaks and lunchtimes
 - Before- and after-school activities
 - Educational visits, trips, sporting fixtures, and large events

5.3 Clinical Competency and Training

- All nurses assigned to the school clinic must maintain valid licensure and ongoing CME/CPD in line with regulatory requirements.
- Nurses must hold current certification in:
 - Basic Life Support (BLS)
 - Paediatric Advanced Life Support (PALS), where applicable
- Designated first aiders receive training appropriate to their role, including CPR and AED awareness.
- Competency is assessed periodically and prior to assignment of emergency responsibilities.

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6. Facilities, Equipment, and Emergency Kits

6.1 Medical Clinics

- School clinics provide a clean, secure, and private environment suitable for clinical assessment and emergency care.
- Clinics are equipped and stocked in line with DoH/DHA/MOH minimum standards.
- All medications are stored securely, clearly labelled, and monitored for expiry.

6.2 Emergency Kits and Equipment

- Each licensed clinic maintains a dedicated emergency kit containing essential medications and equipment as defined by DoH/DHA/MOH standards.
- Emergency kits:
 - Are stored in a clearly visible and readily accessible location.
 - Are secured with a break-away lock.
 - Contain single-use and latex-free supplies where reasonably practicable.
- Oxygen cylinders, AEDs, and emergency equipment are maintained in serviceable condition at all times.

6.3 Inspection, Maintenance, and Calibration

- Emergency kits and equipment are inspected at least weekly and after each use by a licensed nurse.
- AEDs are checked daily using an approved checklist.
- Medical equipment is maintained and calibrated in accordance with manufacturer recommendations.
- Inspection records, expiry logs, and calibration records are retained for audit purposes.

7. Incident Management, Escalation, and Transfer of Care

7.1 Incident Recording

- All clinic visits, treatments, and observations are recorded accurately and contemporaneously.
- Reportable incidents are logged in the Evotix incident management system.

7.2 Escalation Criteria

Incidents must be escalated where:

- Emergency medication is administered.
- External medical referral or ambulance transfer is required.
- A student is sent home or collected early due to illness or injury.
- There is a suspected failure of systems, equipment, or safeguarding controls.

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7.3 Emergency Referral and Transfer

- Nurses facilitate referral to external healthcare facilities or emergency rooms when clinically indicated.
- Emergency services are contacted via 998/999 as required.
- Safe and appropriate handover is ensured until transfer of care is completed.
- All emergency transfers are reported through Aldar Education escalation channels, including the Bronze WhatsApp group.

8. Emergency Response

- Emergency procedures are communicated to all staff and security personnel.
- Clear instructions are in place for:
 - Medical emergencies
 - Fire and evacuation
 - Lockdown and critical incidents
- Emergency contact details are displayed prominently.
- Contractors receive emergency and first aid briefings as part of site induction.

9. Students with Medical Conditions and Individual Care Plans

- Medical information for students with chronic or life-threatening conditions is maintained securely within the school medical record system.
- Individual Healthcare Plans (IHPs) are developed for students with conditions such as allergies, asthma, diabetes, epilepsy, or other significant medical needs.
- Allergy Action Plans and Diabetes Care Plans include:
 - Emergency contact details
 - Parental consent for emergency medication
 - Clear treatment and escalation instructions
- Relevant staff are briefed on a need-to-know basis to ensure timely and appropriate response.

10. Communication, Infection Control, and Public Health Reporting

- Staff and security personnel receive regular briefings on emergency response and first aid arrangements.
- Standard infection prevention and control precautions are applied in all clinical interactions.
- Hand hygiene, use of PPE, and safe disposal of sharps are enforced in line with public health guidance.

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- Communicable diseases are reported in accordance with DoH and Abu Dhabi Public Health Centre (ADPHC) requirements.
- Parents and guardians are informed promptly of significant health incidents involving their child.

11. Monitoring and Review

- Compliance is monitored through audits, inspections, and performance reviews.
- Incident trends are analysed to identify risks and improvement opportunities.
- This policy is reviewed every two years or sooner if required by regulatory or organisational change.

12. Related Policies, Standards, and References

- Aldar Education First Aid Standard Operating Procedure (SG-OP-OR-016)
- Aldar Education Health & Safety Policy
- ADEK Health & Safety Policy
- Medical Emergency Preparedness in School Clinic (VMIH-AH-CL-PP-006)
- DoH / DHA / MOH Standards for School Clinics and Medication Administration

Appendix B – Emergency Preparedness and Clinical Records

The following controlled records support implementation of this policy: - Emergency Kit Inventory Lists (DoH / DHA / MOH) - Parental Consent for Emergency Medication Forms - AED Daily Checklist - Medication Expiry Monitoring Sheets - Medical Equipment Calibration Log

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NBS First Aiders and Fire Wardens Poster

NBS FIRST AIDERS & FIRE WARDENS



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