

نويا
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.

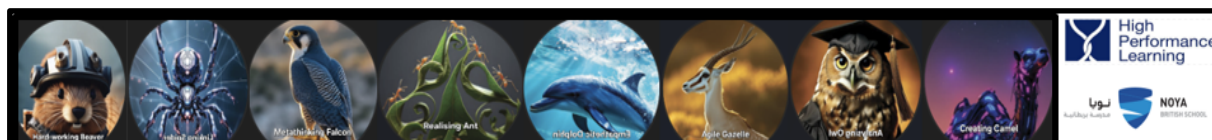
Purpose

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.

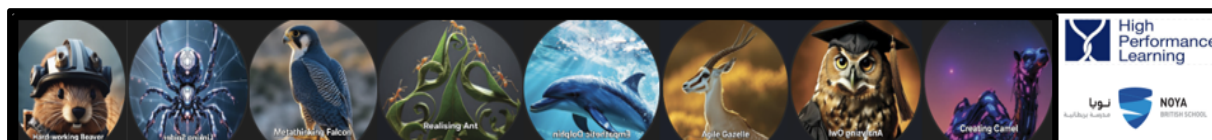
4.4 Designated First Aiders

- 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.

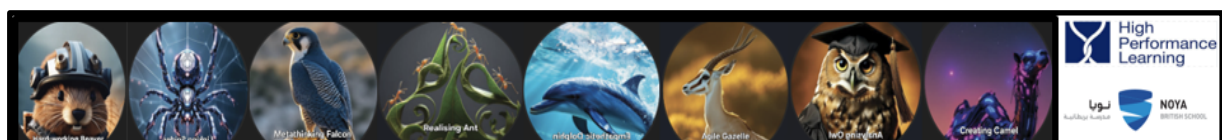
5.2 Staffing Levels and Coverage

- 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

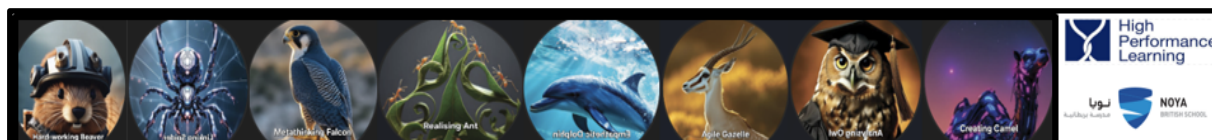
7.1 Incident Recording

- 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.

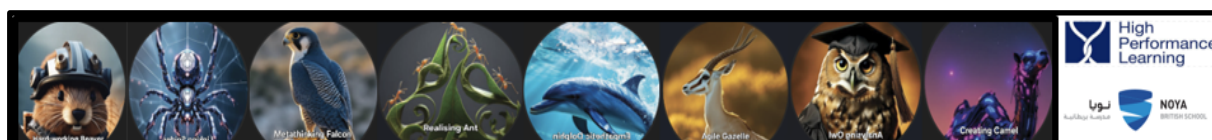
9. Students with Medical Conditions and Individual Care Plans

- 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.

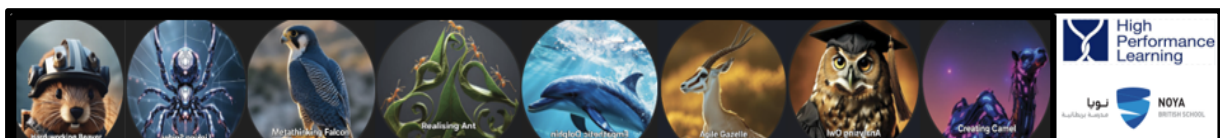
12. Related Policies, Standards, and References

- 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 Lo

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NBS First Aiders and Fire Wardens Poster

NBS FIRST AIDERS FIRE WARDENS



PAEDIATRIC

Shara Joy Jolongbayan
Mahima Pillai
Ashante Smith
Sarah Tunney
Kate Barrett
Megan Blyth
Diana Muller
Khadijah Hussain
Katherine Wiltshire
Marie Gamble
Lorygean Ednalagim
Charlotte Cook
Julie Engles
Talita Delport

EMERGENCY

Sherwin Guevarra
Steve Mampo
Katherine Harvey
Rebecca Cobb
Emma Paget
Jake Wilmott
Riley D Nardo
Shannon Botham
Ferdaoues Tagourti
Lorrinda Visagie
Mia Duric
Gary South
Divan Nel
Mohamed Hamdy
Rachelle Paraggua
Dushani Madawala
Lynsey Herron
Parisce Francis
Mahalakshmi Kuppuswamy
Hind Bushra Hassan
Lizil Johnson K
Nermeen Arafa
Sarah Oladele
Samar Nabil
Amina Elhalwany

FIRE WARDENS

Zeina Younis
Shadn Ali
Sarah Almashjari
Talita Delport
Julie Engles
Katherine Harvey
Hind Bushra Hassan
Ayesha Mirza
Rachelle Paraggua
Sherwin Guevarra
Dushani Madawala
Deala Saqr
Sherif Mohamed
Janet Aranas
Sogood Mohamed
David Craggs
Tammy Elimlahi
Nermeen Arafa
Lizil Johnson
Rebecca Cobb
Nusaiba Awad
Niamh Wilde
Sadaf Zulfikar
Ashik K.V
Mathew Carnelley
Sarah Isberg
Delia Aguiar
Henashree Borah
Shara Joy Jolongbayan
Tracy Thrope
Emma Paget



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