

# THE BRITISH SCHOOL OF BAHRAIN



## Health and Safety - First Aid Policy

DOCUMENT CONTROL	
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**This policy applies to all students, staff and visitors in The British School Of Bahrain.**

## **1.0 Policy Statement**

1.1 The British School of Bahrain will undertake to ensure compliance with the relevant standard procedures and policy with regard to the provision of first aid for students, staff and visitors and that procedures are in place to meet that responsibility.

## **2.0 Aims**

2.1 To identify the first aid needs of the School Community.

2.2 To ensure that first aid provision is available at all times when people are on School premises and on trips.

## **3.0 Objectives**

3.1 To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School Community and to maintain current qualification requirements for those people.

3.2 To provide relevant training and ensure monitoring of training needs.

3.3 To provide sufficient and appropriate resources and facilities.

3.4 To inform staff and parents of the School's first aid arrangements.

3.5 To keep accurate health records and accident reports.

## **4.0 Medical Facilities**

4.1 The School is required to ensure that a suitable environment is provided for the medical and therapy needs of staff, students and visitors to the school community.

4.2 The Infant Health Unit located in the Infant's Building adjacent to the playground.

4.3 Junior-Senior School Health Unit situated on the ground floor in the Reception of the Junior-Senior Building.

## **5.0 Accident Procedure**

5.1 An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.

5.2 Minor cuts and grazes.

5.2.1 Minor cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. Science, Swimming Pool, Music, Dining Room and Sports Hall. This enables the lesson to continue with minimum disturbance to the teacher or class. The teacher will inform the parents by the end of the day.

5.2.2 Students who sustain a minor injury during breaks should report directly to the Nurse. The nurse will inform the parents immediately.

5.2.3 At the Infant School small cuts and grazes can be attended by a First Aider or the Nurse will be asked to attend to assess any wound of concern to the First Aider. The teacher will inform the parents by the end of the day.

5.3 Serious Injuries are any injuries that require immediate medical attention by a school nurse.

5.3.1 If appropriate, send an adult messenger for the Nurse to be in attendance immediately.

Senior School Nurse is available on 17610962

Junior School Nurse is available on 17610961

Infant School Nurse at 17610960

5.3.2 A staff member should contact the Head of School/Departments, then the emergency services directly.

#### Ambulance Services

Bahrain Emergency call centre                      999

#	Hospital	Phone
1	American Mission Hospital (A'ali)	17177711
2	American Mission Hospital (Saar)	17177711
3	Bahrain Specialist Hospital (Juffair)	17812111
4	Ibn Al Nafees Hospital (Manama)	17828282
5	Al Salam Specialist Hospital	13101212 - 13101010
6	Royal Bahrain Hospital in (Manama)	17246888

5.3.3 In the event of a Serious life threatening injury, call an ambulance immediately the Ambulance control will want full details of the casualties condition; dispatch another staff to meet the ambulance and direct it to the incident. Inform most responsible persons and keep them updated. Ensure that parents/guardians are informed

5.3.5 Stay with the casualty while waiting for assistance.

5.4 Upon arrival of the emergency services or the ambulance, endorsement will be made between the school nurse or staff member who attended the incident.

All accidents must be recorded and reported accurately before the end of the school day, copies sent to the appropriate head of year and head of operations and followed up as needed.

## **6.0 Illness**

6.1 Any student feeling unwell should be sent to the Nurse. If accompanied by another student, they will be asked to return to class. If the Nurse is not in the health unit the escort should immediately proceed to the other health unit. At the Infant School, the class teacher or duty teacher will assess the child and contact the Nurse to attend where necessary.

6.2 Any student having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch the Nurse, or if possible the ill student should be accompanied directly to the health unit. Reception staff or PA should be contacted immediately if the nurse is not in the Health Unit.

## **7.0 First Aid Training and Qualifications**

7.1 There will, at all times when students are at School, be at least one person on each School site qualified to a minimum level of Appointed Person.

7.2 Each School Nurse is a qualified Registered General Nurse / Pediatric Nurse.

7.3 A First Aider is defined as a person who has successfully completed a suitably approved course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1-day course. Where a first aider wishes to continue as such, qualifications are updated every two years, or shorter periods where required for specialist qualifications.

All of the BSB staff have undergone bi-annual online training with Educare and are certified in FIRST AID ESSENTIALS FOR INTERNATIONAL SCHOOLS.

7.4 A list of staff qualified as practical First Aiders, at the date of publication of this Policy, is in Appendix A. This list will be kept up to date, made available on the notice board in the Staff Room, and published in the Staff Handbook.

## **8.0 First Aid Kit Provision**

8.1 First aid kits are available at the following locations:

8.1.1 Junior- Senior School:

8.1.1.1 The Medical Room

8.1.1.2 Reception

8.1.1.3 The Sports Hall office

8.1.1.4 Science Prep Rooms

8.1.1.5 Art department

8.1.1.6 Music department

8.1.1.7 Staff Room

8.1.1.8 Kitchen

8.1.1.9 Science Labs

8.1.2 Infant School

8.1.2.1 Reception

8.1.2.2 Hall

8.1.2.3 Kitchen

8.1.2.4 Swimming Pool office

8.1.3 Administration Building

8.1.3.1 Reception

8.1.4 Classrooms

8.1.5 Off site visits/trips – A request form should be filled up then to be forwarded to the nurse at least 3 days prior to the scheduled trip. Portable first aid kits available from the School Nurse.

## **9.0 Students Medical Conditions**

9.1 A list of students who suffer from medical conditions, together with details of those conditions, is updated when needed (at least termly) by the School Nurse. Hard copies of this list are kept in the Health Units and available on the drive/seniors website.

9.2 Individual health care plans are prepared for students with more serious medical conditions, including but not limited to the following; diabetes, asthma, anaphylaxis, epilepsy, information is shared on the school drive, in the health unit and Staff Room. Staff responsible for the day to day care of these students will be provided with training and support from the nursing team. Students' own medicines are kept in the appropriate Health Unit. Training will be provided for staff taking students on school trips where required.

## **10.0 Responsibilities**

10.1 Included within the responsibilities of the School Nurse are:

10.1.1 To check the contents of first aid kits and medical supplies each term and re-stock as necessary.

10.1.2 To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

## **11.0 Emergency Procedures**

11.1 Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the School Nurse or a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

11.2 Parents will be informed as soon as further medical treatment is necessary and when an ambulance has been required to be called. If a parent cannot accompany a student to the hospital, a member of staff will accompany the student to the hospital and remain with them until the parents/ guardian can take over responsibility.

## **12.0 Accident Recording**

12.1 An Accident Report Form is completed for each incident, generally by a person witnessing the events. If not generated by the Nurse, the Report Form is then forwarded to the Nurse who will complete any further details required, provided to the Head of School. A copy is kept in the Health Unit.



### **13.0 Informing Parents**

13.1 According to the Ministry of Health Bahrain, the immunization of students should be kept updated and records should be completed for each student to ensure that all vaccinations are up to date.

13.2 Any medical problem: including but not limited to - allergy, asthma, convulsions, diabetes, should be noted in the Students Health record on the file and it's important to inform the nurse of any changes to students medical conditions.

### **14.0 Contact Parents**

14.1 Any significant signs and symptoms of illness e.g. fever, persistent cough and colds, pain that is not relieved by analgesics, possible fractures or dislocation, bumped head with in such cases, we immediately inform the parent/guardian to come to school by phone call and advise to bring the child to the nearest medical facility as soon as possible for further intervention. Any urgent condition we call an ambulance immediately and send the student to the nearest hospital. For non-serious cases e.g. moderate tummy ache, headache, recurrent visit to the clinic...we inform the parent/guardian by phone call, email or sending a letter.

### **15.0 Nurse Visit**

15.1 A teacher's permission slip is needed for Junior and Senior school students to be seen in the Health Unit.

15.2 Students in the Infant school should be accompanied by a staff member wherever possible.

15.3 A nurse pass will be issued to parent/guardian and to be shown to the reception prior to leaving the school (Junior and Senior school).

### **16.0 Medication Administration**

16.1 Aside from the medical consent form that every parent signed upon admission to school, e.g. such as Paracetamol syrup/tablet, Brufen syrup/tablet, Claritin syrup/tablet etc. We inform

the parent before any administration of other medicine except the oral cream (Tee gel) , topical creams and gels, lozenges for sore throat (e.g. Strepisils or Trachisan tablet).

16.2 Parents are requested to inform the school nurse of any prescriptions /medications being taken by the student.

16.3 Prescribed medications should be kept and taken under supervision in the school health unit.

## 17.0 Additional Support and Mobility

17.1 In the event a student would require physical support to get around campus, the healthcare unit provides assistance with wheelchairs, crutches and lift passes.

17.2 However, a medical note by a certified medical practitioner stating the duration of disability is required to be presented to the school nurses.

17.3 In the event a student would require physical support during evacuation, the school security will provide an evacuation chair and support the student during the evacuation process.

## 18.0 Glossary of Term

BSB British School of Bahrain

First Aiders and Rescuers List - 2023/2024			
	Designation	Expiry	License Provider
<b>Nurses</b>			
Sharalamary	School Nurse (Seniors)	26/2/2025	NHRA
Anju Matthew	School Nurse (Juniors)	10/8/2024	NHRA
Eman Ebrahim Abdulameer	School Nurse (Infants)	19/08/2024	NHRA

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### Infant School

Devika Nanda	Deputy Head KS1	Apr-24	First Aid Box
Stacey Clarke	Deputy Head EYFS	Feb 2026	RLSB
Santosh De Vries	EYFS Teacher	Feb 2026	RLSB
Victoria Ingham	EYFS Teacher	Feb 2026	RLSB
Siobhan Mccann	Reception Teacher	Feb 2026	RLSB
Natalie Young	Reception Teacher	Feb 2026	RLSB
Megan Clarke	EYFS Teacher	Feb 2026	RLSB
Jessica Gray	Head of Nursery	Feb 2026	RLSB
Laila Shehabi	Reception Teacher	Feb 2026	RLSB
Nasreen Hussain	Teaching Assistant	Feb 2026	RLSB
Naeema Amin	Teaching Assistant	Feb 2026	RLSB
Carrie Rashid	Teaching Assistant	Feb 2026	RLSB
Maryam Ghouri	Teaching Assistant	Feb 2026	RLSB
Dalal Baluchi	Teaching Assistant	Feb 2026	RLSB
Sofya Salem	Teaching Assistant	Feb 2026	RLSB
Alison Grant	Teaching Assistant	Feb 2026	RLSB
Jolijn Kunda Groen	EAL Teacher	Feb 2026	AMH
Anna Guzy	Teacher of KS1	March 2026	RLSB
Megan Flynn	Teacher of KS1	March 2026	RLSB
Jennifer Heaton	EAL Teacher	March 2026	RLSB
Sinaida Taher	Teaching Assistant	March 2026	RLSB
Sara Kerr	KS1 Teacher	March 2026	RLSB
Nicole Holt	KS1 Teacher	March 2026	RLSB

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Sarah Hayes	Head of Year 2	March 2026	RLSB
Aisha Ghouri	Teaching Assistant	March 2026	RLSB
Laura McBain	Teaching Assistant	March 2026	RLSB
Nuala Burns	KS1 Teacher	March 2026	RLSB
Julie Anne Gilbert	Head of Infant School	March 2026	RLSB
Devika Nanda	Deputy Head - KS1	March 2026	RLSB
Maha Al Araibi	PA	March 2026	RLSB
Eva Sleiman	Teaching Assistant	March 2026	RLSB
Fatema Arab	Teaching Assistant	March 2026	RLSB
Emma Hall	Head of Reception	March 2026	RLSB

### **Junior School**

Aidan Doyle	Head of Year 6	Feb 2026	AMH
Robert Howe	Head of Junior School	Feb 2026	AMH
Sarah Arouche	Deputy Head	Feb 2026	AMH

### **Senior School**

Ibrahim Yunus	Teacher of English & DofE	May 2024	AMH
Yasin Motara	Lead Teacher of Maths	May 2024	AMH
Jacques Venter	Librarian	Feb 2026	AMH
Adam Guzy	Head of Science	Feb 2026	AMH
Kulsum Motara	Lead Teacher of Biology	Feb 2026	AMH
Lucy Gorick	Lead Teacher of Maths	Feb 2026	AMH
Mohammad Chowdhury	Teacher of Physics	Feb 2026	AMH

## BSB Policy – Health and Safety - First Aid Policy

Mohanned Al Jourani	Head of ICT	Feb 2026	AMH
Shital Maharjan	Food Technician	Feb 2026	AMH
Toni Reid	Lead Teacher of Food Technology	Feb 2026	AMH
Vanessa Williams	Teacher of English and Head of Year	Feb 2026	AMH

### **Elements**

Ali Aladraj	Receptionist	Feb 2026	AMH
Ahmed Fadul	QA and Sales Officer	Feb 2026	AMH