

THE BRITISH SCHOOL OF BAHRAIN



Health and Safety - First Aid Policy

| DOCUMENT CONTROL | |
|---------------------------------------------|-----------------------------------------|
| Policy Reference | BSB - Health & Safety - First Aid - 043 |
| Date Adopted | January 2015 |
| Last Review Date | February 2025 |
| Next Scheduled Revision (biannually) | August 2025 |

Table of Contents

1. Policy Statement
2. Aims
3. Objectives
4. Medical Facilities
5. Accident Procedure
6. Illness
7. First Aid Training and Qualifications
8. First Aid Kit Provision
9. Students Medical Conditions
10. Responsibilities
11. Emergency Procedures
12. Accident Recording
13. Informing Parents
14. Contact Parents
15. Nurse Visit
16. Medication Administration
17. Additional Support and Mobility
18. Glossary of Term

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

5.3.4 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.

5.5 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 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. Strepsils 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 - 2024/2025 | | | |
|--------------------------------------------|------------------------|-----------|------------------|
| | Designation | Expiry | License Provider |
| Nurses | | | |
| Sharalamary | School Nurse (Seniors) | 26/2/2026 | NHRA |

BSB Policy – Health and Safety - First Aid Policy

| | | | |
|-------------------------|------------------------|------------|------|
| Anju Matthew | School Nurse (Juniors) | 10/8/2025 | NHRA |
| Eman Ebrahim Abdulameer | School Nurse (Infants) | 19/08/2025 | NHRA |

Infant School

| | | | |
|--------------------|--------------------|------------|---------------|
| Devika Nanda | Deputy Head KS1 | March 2026 | 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 |

BSB Policy – Health and Safety - First Aid Policy

| | | | |
|--------------------|-----------------------|------------|------|
| Sinaida Taher | Teaching Assistant | March 2026 | RLSB |
| Sara Kerr | KS1 Teacher | March 2026 | RLSB |
| Nicole Holt | KS1 Teacher | March 2026 | RLSB |
| 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

| | | | |
|----------------|-------------------------|----------|-----|
| 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 |

BSB Policy – Health and Safety - First Aid Policy

| | | | |
|---------------------|----------------------------------------|----------|------|
| Mohammad Chowdhury | Teacher of Physics | Feb 2026 | AMH |
| 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 |
| Hannah Winstanley | Teacher of PE & PSHE Head | May 2026 | RLSB |
| Jack Jarvis | Director of PE | May 2026 | RLSB |
| Lucy Jones | Teacher of PE | May 2026 | RLSB |
| Matthew Gibson | Teacher of PE and Athletic Director | May 2026 | RLSB |
| Jonathan Kellet | Teacher of PE | May 2026 | RLSB |

Elements

| | | | |
|--------------|----------------------|----------|-----|
| Ali Aladraj | Receptionist | Feb 2026 | AMH |
| Ahmed Fadhul | QA and Sales Officer | Feb 2026 | AMH |

Swimming Pool

| | | | |
|------------------------|-----------------------|----------|------|
| Halima Zainabu Wanjiku | Swimming Coach | Aug 2025 | RLSB |
| Marites Reyes | Swimming Coach | Aug 2025 | RLSB |
| Damien Isaac | Swimming Pool Manager | Aug 2025 | RLSB |