CAPITAL SCHOOL BAHRAIN

Health and Safety - First Aid Policy

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This policy applies to all pupils, staff and visitors in The Capital School

1. Policy Statement

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

2. Aims

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

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

3. Objectives

3.0 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.

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

3.2 To provide sufficient and appropriate resources and facilities.

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

3.4 To keep accurate health records and accident reports.

4. Medical Facilities

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

4.1 The Primary nurse is found downstairs by reception

4.2 The Secondary nurse is found along the English Corridor

5. Accident Procedure

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

5.1 Minor cuts and grazes.

5.1.1 If a pupil maintains any cuts, grazes or injuries during a lesson they must be taken to the nurse.

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

Primary School Nurse is available on extension: 17008894

Secondary School Nurse id available on extension: 17008886

5.1.3 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

5.1.4 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. Stay with the casualty while waiting for assistance.

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

5.3 All accidents must be recorded and reported accurately before the end of the school day, copies sent to the Head of Operations and followed up as needed.

6. Illness

6.0 Any pupil feeling unwell should be sent to the Nurse. If accompanied by another pupil, they will be asked to return to class. Any pupil 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 pupil should be accompanied directly to the medical room. Reception staff or PA should be contacted immediately if the nurse is not in the Medical room.

7. First Aid Training and Qualifications

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

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

7.2 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 Capital School staff have undergone bi-annual online training with Educare and are certified in FIRST AID ESSENTIALS FOR INTERNATIONAL SCHOOLS.

7.3 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.

8. First Aid Kit Provision

8.0 First aid kits are available at the following locations:

8.0.1 Secondary & Primary School

8.0.1.1 The Medical Room
8.0.1.2 Reception
8.0.1.3 Science Prep Room
8.0.1.4 Art Room
8.0.1.5 Staff Room
8.0.1.6 Food Tech Room
8.0.1.7 Science Lab

8.0.2 Primary School
8.0.2.1 The medical room
8.0.2.2 Reception
8.0.2.3 MPH
8.0.2.4 Canteen

8.0.3 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. Pupils Medical Conditions

9.0 A list of pupils 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 Medical room and available on iSAMS.

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

10. Responsibilities

10.0 Included within the responsibilities of the School Nurse are:

10.0.1 To check the contents of first aid kits and medical supplies each term and re-stock as necessary.
10.0.2 To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

11. Emergency Procedures

11.0 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.

11.1 Parents will be informed as soon as further medical treatment is necessary and when an ambulance is required to be called. If a parent cannot accompany a pupil to the hospital, a member of staff will accompany the pupil 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. Contact Parents

13.1 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 PUPIL 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.

14.Nurse Visit

14.1 A teacher's permission slip is needed for primary and Secondary school pupils to be seen in the medical room.

14.2 Pupils in the primary school should be accompanied by a staff member wherever possible.

14.3 A nurse pass will be issued to parent/guardian and to be shown to the reception prior to leaving the school (Primary and Secondary school).

15. Informing Parents

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

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

16. Medication Administration

16.0 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).

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

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

17. Additional Support and Mobility

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

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

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

18.0 Glossary of Term

First Aiders and Rescuers List - 2025/2026

	Designation	Expiry	License Provider
Nurses			
Nishamol Jacob	School Nurse (Senior)	05/09/2027	NHRA
Divya Selvaraj	School Nurse	12/Mar/2027	NHRA