



First Aid, Minor Injuries & Emergency Policy & Procedure

VC/SC/EC/01/FMEP

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Ref #	VC/SC/EC/01/FMEP	Version	Draft
Effective Date	01 Sep 2024	Review Date	31 Aug 2026



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Aim

The aim of this policy is to:

- 1) To provide effective first aid, treatment for minor ailments and injuries, and emergency support for all pupils, staff and visitors.
- 2) To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to First Aid and the First Aid system in place.
- 3) To prioritise the emergencies and provide immediate care using Emergency Referral Pathway
- 4) To support awareness of health & safety issues within school and on off-site activities by undertaking monthly risk assessments (EC Facilities & Vesta Care) in order to reduce the risk of illness or injury.

Rationale

The EC First Aid, Minor Injuries and Emergency Policy provides clear information on the procedures to follow in the event of an injury or incident which compliments Vesta Care's policies and procedures to ensure the safety of everyone at The English College.

Guidelines

Roles & responsibilities

- 1) All staff must ensure that accidents and incidents are directed to the Clinic for medical review. Staff are not expected to make a decision on medical needs - but simply to direct all accidents / incidents to the Vesta Care Clinical Team (VCC) when they occur.
- 2) Vesta Care's General Practitioner will ensure that the correct practices and procedures are followed by the VCC Team regarding First Aid. Ensuring that regular reviews are conducted by auditing medical files and timely actions of Incident Reports are carried out. Vesta Care ensures that all their medical staff are up-to-date with relevant training.
- 3) VCC Team will provide First Aid, minor injury and emergency treatment of all staff and students, inform parents of clinic outcomes, and maintain the emergency consent and transfer of children. They will also ensure that adequate supplies, equipment and pharmaceutical items are available.
- 4) VCC Team will deliver first aid, minor injuries and emergency procedure training, and training on use of essential medical equipment to all staff during induction week. Termly, mandatory refresher sessions will be scheduled for all staff. Additionally, all ECA / PE staff will be required to attend simulation and concussion awareness training.
- 5) VCC Team will maintain training records of all First Aid staff to ensure they are certified by a recognised / accredited body, with valid certification during the school's academic year.
- 6) VCC Team will notify the Principal immediately on identification of any situation that is of significant concern or that may have the potential to escalate into something more serious. The Principal will subsequently notify relevant members of WSLT.
- 7) VCC Team will complete Incident Reports (IR) for any cases requiring referral to hospital, whether accidental or intentional, to ensure that adequate investigation is carried out, in a timely manner, according to the clinic reporting categories. This will be circulated to the relevant Head of School, Principal, Assistant Head (S) / Head of KS (P) and Teacher/Tutor.
- 8) WSLT or VCC Team are responsible for accompanying the casualty to hospital with the EMS, should parents be unable to reach the school prior to EMS departure. Ideally, the VCC team

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should not leave the school premises to ensure sufficient medical cover is always available at the EC campus. All necessary medical information should be passed on to the emergency medical technicians and ambulance nurses to ensure continuity of care.

- 9) The Principal is responsible for ensuring that the school maintains an acceptable level of qualified First Aiders and that they are proportionately distributed across the school site.
- 10) The Facilities Manager is responsible for ensuring that First Aid and Emergency Procedure posters are updated annually and visible to all staff.
- 11) The Principal is responsible for ensuring accountability for all first aid and emergency procedures throughout the school with support from the VCC Team and Facilities Manager.
- 12) Parents / Guardians must complete and sign medical consent forms together with the Emergency Transfer Consent Form for their children on admission to TEC. They must also ensure that changes to contact details and medical conditions are communicated to the VCC Team. In the event of an emergency, where no consent form has been submitted, VCC Team will act in the best interest of the child and aim to contact the parent.
- 13) All Staff must complete the Clinic Referral Form before sending students to the clinic (directly by teachers / LSAs for primary, and Nurse pass by the secondary teachers). Refer to Procedure for further details. They must also read and understand all relevant policies on transferring children to the clinic and managing first aid and attend mandatory training sessions.
- 14) All staff must ensure that incidents occurring off site or out of normal school hours, whilst students are in the care of TEC, are reported to the VCC Team for completion of the Incident Report.
- 15) All staff must have the external Clinic contact number stored in their mobile phones in case of a medical emergency situation.
- 16) Staff First Aiders are to provide immediate first aid response to the patient until the arrival of the VCC Team. This could include actions like performing procedures such as: cardiopulmonary resuscitation, administering the AED, stopping bleeding using pressure and elevation, assisting an individual who is having an Anaphylactic Shock, has had a concussion or keeping a fractured limb still and supported.
- 17) A list of trained first aiders is visible throughout the school.
- 18) WSLT are to ensure all staff are oriented in their staff induction regarding important school policies, the location of AED's, First Aid Kits and first aiders and use of the Evac Chair. They must ensure that all staff have key contacts saved in their phones in case of an Emergency.

Classification of medical and trauma cases

Severe / Life Threatening (Red Category): Cardiac arrest, open fracture, severe bleeding, shock, complicated asthma, anaphylaxis (severe allergy), repetitive seizures, severe head injury, severely deformed position of limbs, choking, chest pain, severe breathing difficulties, hypoglycaemia, drowning, polytrauma.

Major or Significant Medical Concern (Amber Category): Difficulty in breathing, severe abdominal pain, bites, fever ($\geq 38.5^{\circ}\text{C}$), severe vomiting / diarrhoea, inhalation of foreign body, burns ($>5\%$), dental / facial injury, excessive bleeding, nail bed injuries, anxiety or panic attacks.

Mild or Chronic Ailments (Green Category): Headache, well controlled epistaxis, constipation, insect bites, mild skin rashes, nausea, epigastric pain, redness/itchy eyes, ear ache, general body pains, minor dental issues, tiredness, mild allergies, corneal abrasions, graze/bruises or minor head injuries.

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First aid equipment

First aid materials and medicines are kept in a locked cupboard in the school clinic and the Clinic Team will ensure that supplies are replenished if needed. First aid kits are checked monthly and AEDs are checked daily in line with clinic policy. Any discrepancies or malfunctions are reported immediately to the supplier and facility manager.

Each teacher in charge of off site fixtures, sporting events or school trips have the responsibility to take a First Aid Kit from the clinic assigned to that activity. The VCC Team will ensure that the kits are suitably stocked for the event / trip.

First Aid equipment can be found in the below locations:

	First Aid Kit	AED/Defibrillator	Evacuation Chair	Stretcher	Wheelchair	Pool Rescue Board	Emergency Grab Bag / Oxygen
Clinic	✓	✓		✓	✓		✓
Primary Reception	✓	✓			✓		
FS Center of the Corridor	✓						
GF & 1st Floor Primary (Between the 2 pods)	✓						
Pool Area	✓	✓				✓	
Primary Sports Hall	✓						
Secondary Reception	✓				✓		
All Secondary Science Labs	✓						
All Floors Secondary New Building (Near the Lift)	✓						
GF Secondary New Building		✓					
2nd Floor Secondary New Building		✓	✓				
All Floors Secondary Existing Building (Center of Corridor)	✓						
Gym	✓						
Secondary Sports Hall	✓						

Training

All staff will be briefed on key First Aid and emergency procedures in addition to signs of head injury and concussion during induction week.

All new staff must be trained on operating the AED and Evac Chair before the start of the school year. The VCC Team will coordinate with the Facilities Manager, Health & Safety Officer and Equipment Supplier to obtain relevant training material or schedule training on behalf of the school.

It is the school's aim to train 10 First Aiders every year during Term 1 to maintain cover across the whole school.

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Annually, during Term 1 the First Aid trained team will be reviewed by the VCC Team and School's Health and Safety Coordinator. An assessment will be made on the distribution of First Aiders across the site and recommendations made to WSLT on requirements.

All staff will be required to attend a refresher session on the emergency procedures every term and as and when procedures change.

The PE Team and staff delivering ECAs will be required to attend termly simulation and concussion awareness training.

External trainers for Basic Life Support, First Aid, Use of Medical Emergency Devices, Fire Fighting, Use of Emergency Evacuation Equipment will be suggested by VCC Team and contracted by TEC as per training requirements, and regulatory compliance necessity to ensure a safe TEC community.

Procedures

Students visits to school clinic

The procedure for students attending the clinic must be followed and in cases where staff are non-compliant the Clinic Team must escalate to the Head of Primary.

Primary Students:

- The Teacher/LSA must complete the Clinic Referral Form located on the Staff Intranet Site prior to the child's arrival and ensure that the student is escorted to the Clinic by an adult.
- If the form has not been submitted in advance the VCC Team must ensure that it is completed on arrival (in cases where incidents have occurred outside etc).
- The VCC Team will verify the accident / incident details as submitted on the Clinic Referral Form and treat the student accordingly, based on their medical needs.
- If deemed medical fit, the student will be escorted back to class by the VCC Team (if the adult has been released). The VCC Team will ensure the Teacher receives a full handover regarding the child's medical needs.
- If the student is sent home by the VCC Team, parents will be contacted and the clinic will notify relevant staff members via email, regarding the child's medical status.

Secondary Students:

- Staff must sign the student planner or provide with a 'Nurse Pass' prior to releasing them from class.
- The VCC Team will record the arrival time on the 'Nurse Pass' or Student Planner.
- Following the assessment / treatment, the VCC Team will send the student back to class with a Clinic Release Slip providing details on the time the student leaves the Clinic.
- Any treatment provided and advice given i.e., Parent contacted to collect / return to class shall be mentioned.
- If the student is sent home by the VCC Team, parents will be contacted and the clinic will notify relevant staff members via email, regarding the child's medical status.

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For all students on sick leave for more than 2 consecutive days, parents must send a medical report to the VCC Team for review, prior to the child returning to school. The medical report is then filed within the child's medical record and the VCC Team will forward the report to the Tutor/Teacher and Reception where applicable.

ECAS, Fixture & off-site activities and trips

- 1) The Primary Receptionist and/or teacher will share trip information 1 week prior to the event, including the date, time and student list involved.
- 2) Secondary Trip Leaders will inform the clinic of the trip 2 days prior to the event, including the date, time and student list involved.
- 3) VCC staff will prepare first aid kits and inform Teachers of students who have medical conditions that require emergency medication such as an EpiPen.
- 4) First Aid kits will contain step by step instructions on how to manage potential concussion.
- 5) VCC staff will induct Teachers on medical conditions, as and when conditions are notified, and provide support training where needed, i.e. for administration of medications.
- 6) The Head of Physical Education will share the list of fixtures every Friday in advance of fixtures.
- 7) If there are any accidents/incidents during ECA's trips, or at, on or off site fixtures, they must be reported to the Clinic as soon as possible (no later than the following day in a non-emergency). An Incident Report will be completed and placed on record (even when the VCC Team does not treat the student). The VCC Team will review such forms submitted to it, follow-up with the teacher and parents regarding the student's health status and complete any missing information on the Incident Report.
- 8) If at any point staff are made aware that student has been hurt or is absent as a result of an accident / incident whilst in EC care (whether fixture, ECA, trip, etc.) it must be reported immediately to the VCC Team - even if you do not have all information or did not attend the activity or trip.

Head injuries and concussions

A head injury or concussion can occur from trauma caused to the skull, brain or underlying tissue or blood vessels in the head. The effects of such trauma are not manifested immediately, or always visible to the naked eye, but the results can be fatal.

Should a student incur a head injury of any description the VCC Team must be notified immediately - the student must be sent to the Clinic, or VCC Team called to attend as per the procedures outlined in this policy.

Under no circumstances should staff diagnose the severity of a head injury or any medical intervention that may be needed - this will be assessed by the VCC Team only.

Clinic request to attend to an incident / accident

Should the Clinic Team be called to attend an accident or incident outside of the Clinic, however serious, the below procedure must be followed:

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- When the Clinic Team is called to attend an incident, they must be provided with information on the student's name, year group, nature of the incident and the student's condition.
- First Aiders or trained staff will provide first aid until the VCC Team arrives.
- The VCC Team will respond with appropriate equipment based on the information received when called to attend.
- Parent Contact - For severe incidents the below emergency procedure will be followed.
- Parent Contact - For major/minor non-life-threatening incidents the Clinic Team will attempt to contact parents via all means - medical form emergency contacts, iSAMS contacts etc.

VCC Team receiving an Incident / Accident Inside School Clinic:

Should the VCC Team treat an accident or incident inside the Clinic, however serious, the below procedure must be followed:

- When the Clinic Team receives the patient, they must be provided with information on the student's name, year group, nature of the incident and the student's condition.
- The VCC Team will respond to the patient with appropriate equipment based on assessment of the patient.
- The Alert group (Emily Hopkinson, Carmella Jodrell, & Nicola Hamer) will be contacted as per the below procedure, if declared as a medical emergency and EMS will be instructed by the Clinic Team.
- Parent Contact - For severe situations the below emergency procedure will be followed.
- Parent Contact - For major/minor non – life – threatening situations the VCC Team will attempt to contact parents via all means utilising medical form emergency contacts, iSAMS contacts etc.

Emergencies

Severe: Should the Clinic Team respond to a life threatening or severe situation (as defined above) the following procedure must be followed:

- The VCC Team must be provided with information on the student's name, year group, nature of the incident and the student's condition to allow them to respond appropriately and with the correct equipment,
- First Aiders or trained staff will provide first aid until the VCC Team arrives.
- The Alert group (Emily Hopkinson, Carmella Jodrell, & Nicola Hamer) must be notified by WhatsApp starting the message with 'EMERGENCY'. If staff are unsure if this has been done check with staff present and if in doubt, message again.
- WSLT will be responsible for all subsequent coordination and actions - including the coordination of calls to parents.
- If you are in attendance at a serious incident and an instruction is made to 'call the emergency services' ALL BYSTANDERS must take the initiative to do so - it is not the role of the VCC Team.
- Announce that you are making the call to the emergency services and gather the information as directed by the call centre.
- If you are a Bystander and have not heard a response to the instruction to call emergency services, make an announcement to check if the call has been made. If you are still in doubt - call the emergency services.

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- In the event that parents cannot be contacted and the patient requires emergency hospital treatment they will be transferred to Kings College Hospital as per the Emergency Transfer Agreement unless the parent has stated otherwise in the medical consent form of the child.
- In the event that the parent is unreachable and no consent is obtained, the patient will be transferred to a hospital best suited to the needs of the patient, instructed from Dubai Corporation Ambulance Services.
- In all situations of transfer, the VCC external referral and transfer form should be completed.

Emergency Services - 998:

Incident reporting

For incidents that require possible further investigation and / or in all cases of referral to hospital, the Clinic Team must complete the Incident & Accident form within 2 hours and share it via email with the Head of School, Head of Year & copying in any witnesses to the incident and clinic staff.

Should the VCC Team receive or attend any incident of significant concern or that has potential to escalate, the Head of Primary, Head of Secondary and Principal must be notified immediately.

Incident reports must be completed by the VCC Team as per established timelines & contact should be made with parents to discuss the medical situation.

For ECAs, off site fixtures, and trips, please refer to ECAs, Fixtures and Off Site Activities & Trips section.

Policy review history

This policy will be monitored, evaluated, reviewed and approved by the Whole School Leadership Team in collaboration with Vesta Care Clinical Team.

Historical Record				
Revision No.	Date	Brief Description of Change	Approved by	Next Review:
1	15/6/2022	New P&P	WSLT	07/2023
2	08/05/23	Annual Review & Update	WSLT	07/2024
3	20/06/2024	Annual Review & Update	WSLT	06/2025
4	31 Aug 2024	Review		
5	01/07/2025	No changes made	WSLT	31 Aug 2026