

Name of Policy:	First Aid Policy
Applicable to:	Whole School
Effective date:	February 2025
Date of next review:	August 2026
Date Amended	Amendment
	1. Updated Vision, Mission and values. 2. Updated regulations legislation including relevant Egyptian laws 6. Updated First aid equipment list and locations 11. Updated guidance on epipens and AED List of first aiders removed - to be held on a separate document Appendix 1 Updated Accident form (Now Engage based) Removal of First Aid training log - held separately

First Aid Policy

1. School mission, vision and values

1.1. Vision

In 2027 NCBIS will be the first school of choice in Cairo, providing unrivalled experiences that will enable all students to follow their passions and become successful, caring citizens and leaders in tomorrow's world.

1.2. Mission

To be a caring, internationally-minded learning community guided by the philosophy of High Performance Learning and a commitment to continuous self-improvement and reflection.

1.3. Values

Nurture	Community Minded	Bravery	Integrity	Self-Reflection
---------	------------------	---------	-----------	-----------------

School is a safe place where we promote equality and justice and develop empathetic learners to grow emotionally and intellectually.	Take pride in being part of something bigger than yourself. Choose compassion and forgiveness and demonstrate generosity.	Stand up and be counted and stand for others, be risk takers learning from mistakes and showing resilience.	Be responsible for your own actions and behave honestly, respectfully and ethically.	Understand and develop self-awareness and consciousness about behaviour, thoughts, attitudes and motivation and have the courage to change.
--	---	---	--	---

2. Purpose and Scope of Policy

3. Contents

1. School mission, vision and values	1
1.1. Vision	1
1.2. Mission	1
1.3. Values	1
2. Purpose and Scope of Policy	2
3. Contents	2
4. Aims	3
5. Legislation and guidance	3
6. Roles and responsibilities	4
6.1. Appointed person(s) and first aiders	4
6.2. Senior Management	4
7. Staff	4
8. First aid procedures	5
8.1. In-school procedures	5
8.2. Off-site procedures	5
9. First aid equipment	5
10. Record-keeping and reporting	6
10.1. First aid and accident record book	6
10.2. Reporting to the H&S Manager (where relevant)	6
10.3. Notifying parents	7
11. Training	7

12.	Monitoring arrangements	7
13.	Links with other policies	8
15.	Storage of Medicines	8
Appendix 1: accident report form		8

4. Aims

The aims of our first aid policy are to:

- 4.1. Ensure the health and safety of all staff, pupils and visitors
- 4.2. Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- 4.3. Provide a framework for responding to an incident and recording and reporting the outcomes

5. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- 5.1. Labor Law No. 12 of 2003 - article 220, which outlines the responsibilities of employers to ensure safe working conditions
- 5.2. The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- 5.3. The 2024, the Health and Safety Executive (HSE) updated its first aid at work guidance to emphasize the inclusion of mental health considerations in first-aid needs assessments. Employers are now encouraged to address both physical and mental health aspects when planning first-aid provisions
- 5.4. The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- 5.5. The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- 5.6. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,
- 5.7. While we are not in the UK, we must report similar occurrences to local authorities.
- 5.8. The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy is inline with good educational Practice in the MENA Region for International schools.

6. Roles and responsibilities

At NCBIS, we have a suitably qualified person in Paediatric First Aid at all times in our Early years section, as well as qualified first aiders on all trips and in school sessions, including ECAs. We run a Clinic, with a full time doctor (appointed person) and assistants.

6.1. Appointed person(s) and first aiders

The school's appointed person is the school Doctor who is responsible for:

- 6.1.1. Taking charge when someone is injured or becomes ill
- 6.1.2. Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- 6.1.3. Ensuring that an ambulance or other professional medical help is summoned when appropriate, as well as on stand-by at sports tournaments. It is the PE Department's responsibility to inform the Doctor of such Tournaments.
- 6.1.4. First aiders are trained and qualified to carry out the role and are responsible for:
- 6.1.5. Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- 6.1.6. Sending pupils to the clinic to recover, or in the absence of the doctor, with the agreement of heads of School, ringing parents to collect students, where necessary
- 6.1.7. Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. These forms are available in the Medical office as well as secretarial offices. You are welcome to keep several in your classroom or office, just in case.
- 6.1.8. Keeping their contact details up to date
- 6.1.9. Our school's appointed person (The School Doctor) and first aiders are listed in *Active* NCBIS List of First Aiders. Their names will also be displayed prominently around the school.

6.2. Senior Management

The Senior management of School are responsible for the implementation of this policy, including:

- 6.2.1. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times students are present
- 6.2.2. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- 6.2.3. Ensuring all staff are aware of first aid procedures
- 6.2.4. Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- 6.2.5. Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- 6.2.6. Ensuring that adequate space is available for catering to the medical needs of pupils
- 6.2.7. Reporting specified incidents to the Authorities when necessary (eg. outbreaks of infectious diseases)

7. Staff

School staff are responsible for:

- 7.1. Ensuring they follow first aid procedures

- 7.2. Ensuring they know who the first aiders in school are
- 7.3. Completing accident reports for all incidents they attend to where a first aider/appointed person is not called, or is unable to attend for any reason
- 7.4. Informing the headteacher or their manager of any specific health conditions, "near misses" or first aid needs

8. First aid procedures

8.1. In-school procedures

In the event of an accident resulting in injury:

- 8.1.1. The closest member of staff present will assess the seriousness of the injury and seek the assistance of the Doctor or a qualified first aider, who will provide the required first aid treatment
- 8.1.2. The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- 8.1.3. The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 8.1.4. If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents and provide them with a copy of the accident or incident report.
- 8.1.5. If emergency services are called, the Doctor or Head of School / delegate, will contact parents immediately
- 8.1.6. The first aider/relevant member of staff who saw the injury / incident, will complete an accident report form on the same day, or as soon as is reasonably practicable after an incident resulting in an injury

8.2. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- 8.3. A school mobile phone
- 8.4. A portable first aid kit
- 8.5. Information about the specific medical needs of pupils (copies available from the Doctor)
- 8.6. Parents' up-to-date contact details, with additional emergency contact number

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises, (or request that the company / host provides such risk assessment if no pre-visit can be made (eg overseas cultural trip))

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits and information should be obtained from the Doctor about best clinics / hospitals etc at the study visit / road trip.

9. First aid equipment

A typical first aid kit in our school will include the following:

- 9.1. A leaflet with general first aid advice
- 9.2. Regular and large bandages
- 9.3. Eye pad bandages
- 9.4. Adhesive tape
- 9.5. Disposable gloves
- 9.6. Antiseptic solution
- 9.7. Plasters of assorted sizes
- 9.8. Scissors
- 9.9. Cold compresses
- 9.10. Burns dressings

First aid kits are stored in:

- | | | |
|-------|-----------------------|----------------|
| 9.11. | PE office | No (1) box |
| 9.12. | PE office | No (2) box |
| 9.13. | Gym | No (3) box |
| 9.14. | Generator room | No (4) box |
| 9.15. | Security office | No (5) box |
| 9.16. | Primary first floor | No (6) box |
| 9.17. | Primary Kitchen | No (7) box |
| 9.18. | Primary second floor | No (8) box |
| 9.19. | EYFS area | No (9) box |
| 9.20. | Secondary library | No (10) box |
| 9.21. | All science labs | No (11-18) box |
| 9.22. | Science office | No (19) |
| 9.23. | Secondary office | No (20) |
| 9.24. | Transportation office | No (21) box |
| 9.25. | Maintenance office | No (22) box |
| | Maintenance office | No (23) box |

10. Record-keeping and reporting

10.1. First aid and accident record book

- 10.1.1. An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- 10.1.2. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- 10.1.3. A copy of the accident report form should be handed to the relevant section Leader or Head of Key Stage, for inclusion in the pupil's educational record by the Medical office (as well as logging a copy).
- 10.1.4. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with best practice and UK guidance.

10.2. Reporting to the H&S Manager (where relevant)

The Doctor and H&S Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) or Egyptian national Law (if different), within 10 days of the incident, or as stipulated by any changes in Egyptian law. (Egyptian law takes precedence)

Reportable injuries, diseases or dangerous occurrences include:

10.2.1. Death

10.2.2. Specified injuries, which are:

- 10.2.2.1. Fractures, other than to fingers, thumbs and toes
 - 10.2.2.2. Amputations
 - 10.2.2.3. Any injury likely to lead to permanent loss of sight or reduction in sight
 - 10.2.2.4. Any crush injury to the head or torso causing damage to the brain or internal organs or Serious burns (including scalding)
 - 10.2.2.5. Any scalping requiring hospital treatment
 - 10.2.2.6. Any loss of consciousness caused by head injury or asphyxia
 - 10.2.2.7. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- 10.2.3. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- 10.2.4. Where an accident leads to someone being taken to hospital
- 10.2.5. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- 10.2.5.1. The collapse or failure of load-bearing parts of lifts and lifting equipment
 - 10.2.5.2. The accidental release of a biological agent likely to cause severe human illness
 - 10.2.5.3. The accidental release or escape of any substance that may cause a serious injury or damage to health
 - 10.2.5.4. An electrical short circuit or overload causing a fire or explosion
 - 10.2.5.5. If needed for British staff, or BSO requirements, Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

10.2.6. <http://www.hse.gov.uk/riddor/report.htm>

10.3. Notifying parents

The Doctor will inform parents of any accident or injury sustained by a pupil as well as notification of any first aid treatment given, on the same day, and as soon as possible. The Doctor must always inform the relevant Head of School in other sections as well as Principal, of Head injuries and anything necessitating that a child goes home, or to a clinic / hospital.

11. Training

All school staff are able to undertake first aid training if they would like to. This includes American Heart Foundation practical courses in Cairo, as well as Educare refresher courses (and other providers by negotiation).

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

12. Monitoring arrangements

This policy will be reviewed by the Health and Safety Committee every year, in the light of any changes in Egyptian law, or International best Practice.

At every review, the policy will be approved by the Principal, EBD and the Board.

13. Links with other policies

14. This first aid policy is linked to the
 - 14.1. Health and safety policy
 - 14.2. Risk assessment policy
 - 14.3. School guidance on supporting pupils with medical conditions
 - 14.4. School Nut-free policy

15. Storage of Medicines

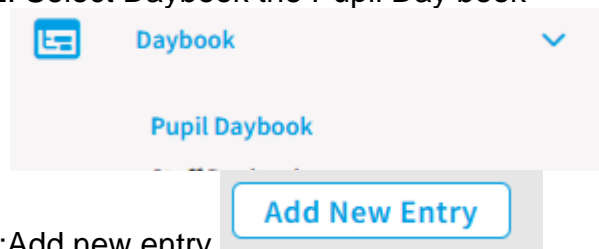
This will be only in the school clinic. Any other arrangements must be with full Parental authorisation and in the Doctor's full knowledge after consultation with the respective family. As a general rule, all medicines must be stored in the clinic, and dispensed by the Doctor.

- 15.1. Personal epipens are also stored for students who have severe allergies and staff are trained to use them.
- 15.2. AED Machine. This will be available in a closed (not locked) container outside the Clinic, and carried to the PE Office at times of Sports tournaments.

Appendix 1: accident report form

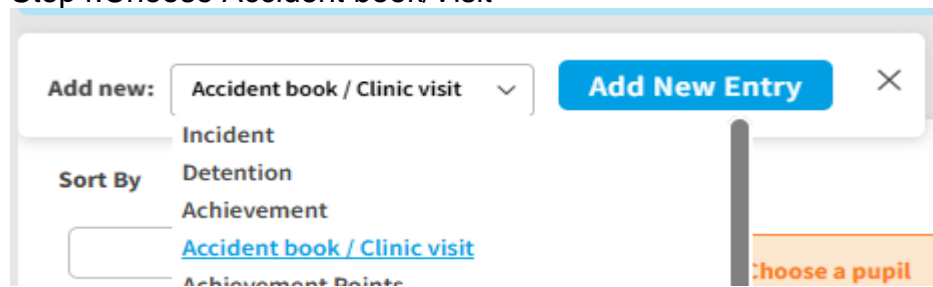
Step 1: Open up Engage

Step 2: Select Daybook the Pupil Day book



Step3: Add new entry

Step4: Choose Accident book/Visit



Step5: Choose student name

Available Pupils

- Aadya Awasthi (AWAS02)
- Aamya Awasthi (AWAS01)
- Aaron Salvador Fani (FANI01)
- Abay Sarzhanov (SARZ01)
- Abdallah Moataz El Etreby (ETRE01)
- Abdullah Ahmed Abdullah Alrisi (ALRI01)

Selected Pupil Recipients (1/250)

AAA NOT A STUDENT

Cancel Copy

Send Notice Save and Close Save

Step 6: Fill in the form (adding student details , type & site of injury , how it happened ? , witness , First aid measures and treatment done , follow up .

Accident Near Miss of Clinic visit

Cause of clinic visit

If an accident or near miss please add the location here

If accident or near miss please enter date and time

Describe how the accident or near miss occurred

Characters left: 500

Body Map

Treatment given / Action taken		Total Characters:0
Notes		Total Characters:0
follow up <input type="checkbox"/>		

Last step: inform the parent, formal tutor, staff member, school principal, and health and safety manager to ensure everything is handled safely.

Inform form tutor	Send Notice: <input type="checkbox"/>		
Inform parents	Send Notice: <input type="checkbox"/>		
Staff Notice	Send Notice: <input type="checkbox"/>	Select Staff: <input type="text"/>	All items checked <input type="button" value="v"/>
If accident of near miss please inform the following	Send Notice: <input type="checkbox"/>	Select Staff: <input type="text"/>	All items checked <input type="button" value="v"/>

Date&Time

06/02/2025

04:48

Send Notice ✔ i