



First Aid Policy

Version 1.5 | September 2025

First Implementation date | September 2020
Review period | Annually
Date last reviewed | September 2025
Document reference | PL
Responsible person | Zoe Woolley and Uriah Johnson

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 Knowledge Gate International School.

1.0 Policy Statement

1.1 Knowledge Gate International School 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 whilst out 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 Medical Room is located in the Main Building on the Ground Floor opposite the staff toilets.

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, Canteen and KG Hall. This enables the lesson to continue with minimum disturbance to the teacher or class.

5.2.2 Students who sustain a minor injury during breaks should report directly to the Nurse.

5.2.3 In the Early Learning Centre, 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.

5.3 Serious Injuries are any injuries that require immediate medical attention

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

School Nurse is available on extension 512.

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

5.3.2 In the event of a serious life threatening injury, call an ambulance immediately by dialing **9999**. 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, with copies sent to the appropriate Head of School, Executive Principal and Operations Manager, and followed up as needed.

6.0 Illness

6.1 Any student feeling unwell should be sent to the Medical Room. If accompanied by another student, they will be asked to return to class. If the Nurse is not in the Medical Room, the escort should immediately proceed to the Reception. In the Early Learning Centre, the class teacher or teaching assistant 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 Medical Room. Reception staff or Head of School should be contacted immediately if the nurse is not in the Medical Room.

7.0 First Aid Training and Qualifications

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

7.2 The 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 KGIS teaching staff have undergone 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.

8.0 First Aid Kit Provision

8.1 First aid kits are available at the following locations:

8.1.1 Early Learning Centre:

8.1.1.1 Room EL01 (Ground Floor)

8.1.1.2 Room EL07 (First Floor)

8.1.1.3 KG Hall (Food Preparation Room)

8.1.2 Main Building:

8.1.2.1 Reception (Ground Floor)

8.1.2.2 Executive Principal PA Office (Ground Floor)

8.1.2.3 PE Office (Ground Floor)

8.1.2.4 Swimming Pool Changing Rooms (Swimming Pool)

8.1.2.5 Canteen (Second Floor)

8.1.2.6 Library (First Floor)

8.1.2.7 SEND Office (First Floor)

8.1.2.8 Science Prep Room (Basement)

8.1.2.9 Staff Room (Basement)

8.1.3 Off site visits/trips – A request should be made in writing (email) 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 Medical Room and the list is also available on the Google Drive in the Medical Information folder.

9.2 Individual student 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, and in the Medical 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 Medical Room. 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

13.0 An Accident Report Form is completed for each incident, generally by a witness to the events. If not generated by the Nurse, the Report Form is then forwarded to the Nurse who will complete any further details required, and provided to the Operations Manager who will input details to iAuditor.

13.1 Informing Parents

13.2 According to the Ministry of Health in Oman, 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.

13.3 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 Medical Room, we inform the parent/guardian by phone call, email or sending a letter.

15.0 Nurse Visit

15.1A teacher's permission slip is needed for Secondary students to be seen in the Medical Room.

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

15.3 A nurse pass will be issued to the Head of School for signature to be shown to the Reception prior to leaving the 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 Medical Room.

17.0 Additional Support and Mobility

17.1 In the event a student would require physical support to get around campus, the

Medical Room 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 nurse.

18.0 Glossary of Term

KGIS Knowledge Gate International School

QUALIFIED FIRST AIDERS IN THE SCHOOL 2021-2022				
	School	Passed	Expired	Licence/Trained
Nurses				
Christine Callanta	Nurse		Annually	
Early Learning Centre				
Isobel Russell	KG	February 2022	February 2024	American Red Cross
Najat Al Yahmadi	KG	February 2022	February 2024	American Red Cross
Marwa Al Balushi	KG	February 2022	February 2024	American Red Cross
Main Building				
Ali Abubakar	Science	February 2022	February 2024	American Red Cross
Rachel Hardiman	Primary	February 2022	February 2024	American Red Cross
Naveen Husnain	Library	February 2022	February 2024	American Red Cross
Denise Hill	SENDCo	February 2022	February 2024	American Red Cross
Amira Al Zadjali	Admin	February 2022	February 2024	American Red Cross
Zeena Al Hajri	Reception	February 2022	February 2024	American Red Cross
Lorena Areniego	Operations	February 2022	February 2024	American Red Cross
Joe Fraser	Geography	February 2022	February 2024	American Red Cross
PE Department/Swimming				
Trevor Okoroafor	PE	January 2022	January 2024	American Red Cross
Erne Weber	PE	January 2022	January 2024	American Red Cross

Dagmara Simpson	PE	January 2022	January 2024	American Red Cross
Michael Moon	PE			