

**New English School  
Kuwait**

**FIRST AID POLICY**

The school has designated nurses to administer First Aid within the school.

1. (a) In the first instance the 'walking wounded' go immediately to the nurse's office.  
  
(b) If students are in class and complain of being unwell, a note is issued to the student and they are sent to the clinic (for Junior and Senior students.) Infant students will be accompanied to the clinic by a teacher or teacher assistant.  
  
(c) If the student cannot get to the clinic the nurse is notified and will go to the student.
2. When any student sees the nurse, the problem is investigated and a record is entered in the record book (to include the child's full name, class and information about the medical problem.)

Treatment will vary and usually falls into one of the following categories:-

- (a) Junior and Senior students return to class with a note. Infant students are escorted back to class by the nurse's assistant (Infant children who have received a bump on the head, must have a note from the nurse to inform the parents.)  
Nurses will assess a student's condition and give medication according to the Ministry of Health's guidelines. Parents will be informed before giving any medication, unless in cases of emergency.
- (b) If a student needs to go home, the parent is contacted, who makes arrangements accordingly. This may include taking the student to a clinic/hospital for tests or treatment. Students are sent home with a sick note to be seen by a doctor, if it is thought they will need to be absent for more than two days.

- (c) The case is such that hospital treatment is urgent, in this instance an ambulance is summoned, and the student will be assessed by paramedics.

If the student is to go directly to hospital, the student is accompanied by the nurse, and parents will meet their son/daughter at the emergency department of the hospital.

3. Injuries that occur at home/out of school hours/at weekends, should be reported to the school nurse and class teacher, for follow up at school if necessary.

In addition:

1. An updated list of special medical problems is distributed to staff at the beginning of each academic year. This list is updated during the year where necessary, and re-distributed to staff.
2. The nurse will administer medicine sent in from home, as directed by a doctor. Medicines delivered to school, by parents, to be administered during school hours, must be labelled with the child's full name, class, dose and timings to be given, in addition to the medicine being dated. Parents are responsible for collecting medication from the school nurse accordingly.
3. Daily statistics are kept of who attends each school clinic.
4. Medical checks and vaccinations from the Ministry of Health are co-ordinated by the nurse.