



# JEDDAH PREP AND GRAMMAR SCHOOL

## First Aid Procedure Policy

### Pupils

- If a pupil becomes unwell or requests to see a nurse during lesson time they can attend the clinic. They should be given a Nurse Pass indicating the date, time, teacher's name, and reason for the visit. The pass will be returned to the teacher when the pupil is released from the clinic with the time they left the clinic.
- The School Nurse will provide first aid and then make the decision if the pupil can continue the school day if not, notify the family to collect the pupil from school.
- If you are not comfortable about sending a pupil alone to the clinic or this pupil is known to be on the **medical alert** list which can be found in the staff room and the school disk; it is recommended that the pupil is accompanied by a member of staff or a classmate or you can directly call the School Nurse.

These are examples of some signs and symptoms where the sick pupil should be accompanied by a classmate, a member of staff, or directly phone the school clinic:

- ✓ Nasal bleed
  - ✓ Persistence cough
  - ✓ Dizziness
  - ✓ A pupil with a known medical condition.
- In the event of an incident that results in an actual or suspected head, neck, or spinal injury or loss of consciousness, the pupil should NOT be moved and the school nurse should be immediately notified at extension 123, in person, or by phone **Ayah 059 599 7738, Mirasol 058 348 6591**, do not ask a child to get help on your behalf. However, only in cases of life-sustaining action and only by qualified staff, should any treatment, other than the stoppage of bleeding be administered, before the arrival of a School Nurse.
  - If you are concerned about frequent visits coming from certain pupils in your class, you can contact and share such concerns with the School Nurse.

- Members of staff receive medical information concerning the health of individual pupils, these should be shared with the School Nurse as quickly as possible.
- Any medication required by any pupil at any time is to be dispensed by the School Nurse only, and will be left in the school clinic along with a written description of dosage, frequency, and written permission from parents to administer the medication.

### **Grammar Pupils**

1. All pupils sent to the clinic during lesson time must have a completed nurse pass from the teacher.
2. Those who come into the nurse clinic at the end of break times should first attend their next lesson to inform their teacher and obtain a nurse pass **unless** the injury needs urgent medical treatment.

### **Prep Pupils**

1. Early Years Stage and Key Stage 1 pupils should only be sent by a member of staff to the clinic.
2. Key stage 2 pupils should obtain a Nurse Pass to visit the clinic unless the case needs urgent attention.

### **PE lessons**

Pupils who become unwell or have an accident in PE or at the swimming pool can attend the clinic without a Nurse Pass. If the injury is severe, pupils must be accompanied by a member of staff or the teacher can call the nurse on Ext.123 to attend to the pupil at the site of the accident. The School Nurse who will then determine if the student or the staff member should be treated on site or can be safely move to the Clinic for treatment.

**Nurse Passes are used to monitor the name and class of the pupil, the purpose of the visit, the time a pupil is absent, and the frequency of visits.**

### **Nurse Passes**

These are available for staff from the School Clinic and in the Staff Room. They should not be given to pupils directly who request them to be collected on behalf

of a member of staff. *The Nurse Pass Template can be found in the School Nurse Policy.*

**Pupils sent home by school nurse:**

When a School Nurse decides to send a pupil home a confirmation call from parents is mandatory, and an informative email will be sent to the teacher, as is an email if the child is given permission to leave by taxi or drive home on their own.

**Documentation**

The clinic log records the attendance of pupils from both the Grammar and Prep school, recording the time, the reason for the visit, and the lesson/teacher who has issued the nurse pass. The clinic log is to be emailed to the SLT to monitor the attendance at the end of each half term.

<b>Date of issue:</b> March 2022	<b>Reviewer:</b> Interim Headmaster, School Nurses
<b>Date of Review:</b> March 2024	<b>Approved:</b> Board of Governors