



Medical and First Aid Policy

Name of the Owner: Alistair Downs
Name of the Author: Ann Philip
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1. Introduction

At Reigate Grammar School Riyadh (RGSR), the health and well-being of our students are of utmost importance. We are committed to providing a safe and healthy learning environment. This Medical Policy outlines our procedures, guidelines, and expectations for maintaining the well-being of our students while they are on our campus.

2. Medical Personnel

2.1. School Nurses

We have qualified school nurses on staff to provide basic healthcare services, first aid, and medical advice during school hours. The school nurses are responsible for administering medication as needed and maintaining student health records. Parents and guardians are encouraged to communicate with the school nurse regarding their child's health concerns.

2.2. Emergency Contacts

Parents/guardians must provide accurate emergency contact information, including phone numbers and email addresses. In case of a medical emergency, we will make every effort to contact parents/guardians immediately. These are stored and regularly updated in iSAMS. Automated messages are sent as necessary to parents from iSAMS.

3. Health Records

3.1. Medical History

Parents/guardians must provide comprehensive medical history information for their child upon enrollment and in writing. This information should include any pre-existing medical conditions, allergies, medications, and relevant immunization records. Medical records are kept in the Medical Module on iSAMS. The school cannot be responsible for any shortcomings in medical provision if this information is not forthcoming.

3.2. Updated Information

It is the responsibility of parents/guardians to inform the school of any changes in their child's medical history, contact information, or emergency contacts. This can be updated using the iSAMS parent portal or by email.

Forms requesting medical information are provided at the time of registration and at specific times such as Parent Consultations where information can be checked and/or updated if needed.; separate forms are required for residential trips and outdoor education

Class teachers are required to check the medical needs of their class at the start of an academic year. On all trips, members of staff are required to check the medical requirements of all those attending the trip and to carry the information with them.

4. Medical Administration

4.1. Authorisation

Written consent from parents/guardians is required for the school nurse to administer any medication to a student. This includes prescription and over-the-counter medications. This is covered in the Home School Agreement.

4.2. Medication Storage

Medications must be provided in their original, labeled containers and stored securely in the school medical office. The school will not administer expired medications.

4.3. Administering Medication

Pupils who are required to have medicine such as insulin, EpiPens, or asthma inhalers, should be administered by the school nurse when necessary. The nurse's office will keep spare medication in case of emergency if requested.

For pupils under the age of 16, all other medication, including over-the-counter medication, should be handed into the nurse's office for safekeeping and administration in the medical room. It is the responsibility of the parents to ensure that children take their morning medication and to ensure that pupils with insulin, EpiPens, etc. have the medication with them when they leave for school. All other medicines should be carried to school by a parent or adult, not the pupil.

The school will administer paracetamol or other painkillers only if permission has been granted by a parent.

It is the responsibility of the parents to provide the school with medication for remedial pain relief for regular medical conditions such as menstrual pain or anti-inflammatories for sporting injuries.

On all trips, it is the responsibility of parents to liaise with the trip leader with regard to the administration of any medication. It is the right of any member of staff to decline the administration of any medication.

4.4. Emergency Medication

Students with known severe allergies or specific medical conditions may be allowed to carry emergency medications (e.g., EpiPens) with proper authorisation and documentation.

5. Illness and Communicable Diseases

5.1. Reporting Illness

Parents/guardians must promptly report any contagious illnesses their child is diagnosed with to the school nurses. Students who are ill should not attend school until they have been symptom-free and non-contagious for 24 hours.

5.2. Exclusion Policy

We follow a strict exclusion policy to prevent the spread of communicable diseases. Students with contagious illnesses must remain at home until they are cleared to return by a healthcare professional or school nurse. For those diagnosed in school, parents must come to school to pick up students and students will stay in an isolation area until they are picked up.

5.3. Health Screenings

Periodic health screenings, such as vision and hearing tests, may be conducted to identify potential health concerns. Parents/guardians will be informed when these are to be undertaken. They will be advised of the results, and further evaluation may be recommended. Parents/guardians can opt out of such screenings, but this must be communicated in writing in advance to the medical team.

6. First Aid and Emergency Response

First Aid is defined as:

“treatment for the purpose of preserving life and minimising the consequences of injury or illness until appropriate help is obtained and the treatment of minor injuries that require limited intervention”.

The First Aid arrangements of the school are provided in accordance with the requirements of the Health and Safety (First Aid) KSA Regulations.

First Aid and medical provision is made according to an assessment of the risk of each situation (classroom, playing fields, extra-curricular activities, trips, science laboratories, etc.) and will be reviewed and altered as far as is reasonably possible according to changes in information and the medical needs of pupils and employees.

In the event of a medical emergency, the school staff is trained to administer basic first aid and will contact emergency services as needed. Parents/guardians will be notified immediately by phone and a follow-up email will be sent with all relevant information. A record of the incident will be made in iSAMS and kept for future reference.

In all instances of illness or accident, attempts will be made to contact next-of-kin, but if it is deemed that emergency action is required, the school undertakes to refer the patient to the appropriate medical professionals without prior consent.

7. Health Education

We are committed to promoting healthy living and will provide health education opportunities for students. Topics may include nutrition, hygiene, and overall wellness.

8. Special Health Needs

Students with special health needs (e.g., chronic conditions, disabilities) will have individualized healthcare plans (IHPs) developed in consultation with their healthcare providers, parents/guardians, and the school nurse.

9. Health Insurance

Parents/guardians are encouraged to provide adequate health insurance coverage for their child. The school is not responsible for medical expenses beyond basic first aid and administration of authorized medication.

10. Mental Health and Wellbeing

Students who are experiencing challenges with their emotional or mental health also can report this to a teacher who will then refer this to the DSL and the School Nurse. They may then be referred to the school counsellor or a member of the pastoral team to offer support. Concerns such as this are recorded on iSAMS in the Wellbeing Module by the DSL.

We encourage parents to be open with us if they feel that their child is experiencing a period of emotional ill-health.

11. First Aid Equipment

First Aid boxes are maintained and reviewed by the school's nurse and Properties and Facilities Manager. More extensive equipment is located in the medical room.

Enough First Aid boxes will be provided at specific locations throughout the school premises. It will be the responsibility of the school Nurse to ensure that only those items allowed under the First Aid Regulations are kept in each box, that the supplies in the First Aid Box are in date and that they are maintained to minimum stock levels.

Location of First Aid boxes:

Ghirnatah Campus	Qurtubah Campus
B1 – GF – Canteen B1 – GF – Clinic B1 – GF – Reception B1 – FF – Staff Room B1 – SF – Chemistry Lab B1 – SF – Deputy Head Office	B1 – GF – O29 – EYFS Clinic B1 – GF – C5 – EYFS (Ms. Nurgul) B1 – FF – Y1 (Mr. Stephen) B1 – FF – Y2 (Mr. Stephen) B1 – FF – Y3 (Mr. Brodie) B1 – FF – Music (Ms. Rola) B1 – SF – LOTE – (Ms. Lina Mourad)
B2 – GF – Biology Lab B2 – GF – Chemistry Lab B2 – GF – HOD Office B2 – GF – SEN Office B2 – GF – PE Office B2 – FF – Staff Room 1 B2 – FF – Staff Room 2 B2 – FF – Physics Lab B2 – SF – Auditorium B2 – SF – C17	B2 – GF – Reception B2 – GF – O27 – PE (Ms. Mariza) B2 – FF – Canteen (Lito)

12. School Trips and Off-Site Provision

Those taking trips and activities undertake a thorough risk assessment and are equipped with a First Aid kit and a mobile phone in case of emergency. In some cases, a nurse may need to accompany the trip. Staff will have emergency contact numbers and pupils are briefed thoroughly and given emergency contact instructions for any unsupervised time. This will be performed in accordance with, and taking into account, the students' age and needs.

Activities which are deemed to be dangerous (sea swimming for example) are not allowed without prior parental consent or the presence of a qualified instructor. With the exception of Duke of Edinburgh

Award hikes, where pupils are required to be unsupervised for large parts of the day, all potentially hazardous activities are done through fully accredited organisations with qualified instruction.

It is a legal requirement for all Tour companies to provide a copy of their Safety Management System with which the school must be satisfied before the trip commences.

13. Training

The school encourages staff to take First Aid training, and they are able to deal with minor incidents and provide emergency First Aid. Staff are re-trained every three years to update their certificates. A list of those who have been trained in First Aid is kept and is recorded on iSAMS. When students are on-site, there should be at least one qualified member of staff or nurse in each building. A list of qualified First Aiders is displayed in the school.

14. Individual Treatment Plans

If necessary, individual treatment and emergency plans will be developed in conjunction with parents and medical professionals, for pupils with a particular illness i.e., diabetes, epilepsy, severe asthma. Information will be shared with staff where there is a medical need. These are stored with the nurse and on iSAMS. General information on these is shared each term with staff as 'Children of Note' and when a new student arrives at the school with needs.

All serious incidents will be referred to the Ambulance Service or pupils will be accompanied to the hospital. A member of staff cannot give consent for an operation if required.

15. Review and Updates

This Medical Policy will be reviewed periodically to ensure that it aligns with the latest medical guidelines and best practices.

RGSR is dedicated to maintaining a safe and healthy environment for all students. We appreciate the cooperation of parents/guardians in adhering to this Medical Policy to ensure the well-being of our school community.

Associated Procedures

Appendix 1:

First Aid

Any pupil requiring First Aid should be sent or taken to the school Nurse. The Medical Room is fully equipped for all First Aid needs. If a child is taken ill on the upper floors, the nurse or trained first aiders should be called to attend. If safe to move, the student should be taken down in the lift to the medical room in Building 1 or Building 2 (for the older boys only). All medical/First Aid incidents are recorded on iSAMS and by the nurse. In the case of any accident requiring First Aid, a member of staff who deals with the situation in the first instance should liaise with the nurse to ensure details are recorded and saved in iSAMS or in the nurse's records. Accident Reports should also be completed for any injuries occurring at RGSR. When an accident occurs, parents will be contacted by the nurse or a member of staff. If the nurse or a member of staff is in any doubt about the extent of an injury or illness, an ambulance should be called.

Appendix 2:

Medical Provision

Basic medical attention for minor ailments is given in the medical room, which is supervised by the school nurse. More serious ailments and injuries will be referred to a medical professional or Hospital services. On occasions when parents cannot be contacted the school nurse will accompany the pupil to hospital and stay with the pupil until a parent arrives.

In instances where teachers become concerned about the health of a pupil, the parents or guardian will always be notified by email and if necessary for more immediate responses, be contacted by phone as well.

Please note, in the event of an injury to the head, parents are informed by phone as soon as possible and a follow up email report will be sent in writing.

Appendix 3:

Recording Visits to Medical

iSAMS will be used to record medical details, background and incidents. This will be recorded in the Medical Module.

The nurse will maintain records offline until these have been migrated to iSAMS.

Appendix 4:

COVID

This COVID-19 policy outlines our commitment as a school to implement a plan of action and help prevent the spread of the virus if notified of the need by the Saudi Arabian Government. The policy will then be brought to the attention of staff, pupils, parents, and others.

COVID 19 Policy Statement

Reigate Grammar School Riyadh is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID19 Response Plan. All school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff.
- provide up to date information to our staff and pupils on the Public Health advice issued by the Ministry of Health (KSA).
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements as appropriate in line with the guidance and direction of the Ministry of Education.
- ensure staff and pupils engage with the induction/familiarization briefing provided by the Ministry of Education.
- implement the agreed procedures* to be followed in the event of someone showing symptoms of COVID-19 while at school.
- implement sanitization and cleaning procedures in accordance to the Ministry of Health.

All school staff will be consulted on an ongoing basis. Staff members are requested to inform the management immediately of concerns, issues, or suggestions.

It is mandatory for all students to wear a mask and preferably a face shield as well. They should carry a hand sanitiser and a pair of disposable gloves in their bags. All students and staff are expected to practice social distancing.

At the entrance of the school, all students will be inspected to see that they are adhering to the rules and will undergo a temperature check. Students having a high temperature will be asked to go home immediately; therefore, parents are requested to wait until their child is granted access to the building.

All students' temperatures will be checked during the day. Students who have developed a high temperature will be immediately isolated, and parents will be contacted to collect their child immediately. Parents are requested to inform the school if any of their family members have been in contact with a COVID positive patient.

If diagnosed with Covid-19, students will need to produce a medical certificate stating they are 'negative' before returning to school.

The school facilities and classrooms will be constantly sanitized and maintained to provide a safe environment for the students.

Parents will only be allowed to enter the school building upon appointment. Their Tawalkalna app on their phones must indicate they are free of COVID-19.) Students will be escorted to the entrance of the building after school. There will be no waiting area/class and therefore, parents should be prompt in collecting their children after school.

Appendix 5:

Hand Foot and Mouth Disease Policy/Procedure

1. Identification and Reporting

- a. Students displaying symptoms consistent with hand, foot, and mouth disease (HFMD) should be identified promptly by teachers, staff, or school nurses.
- b. Any suspected cases of HFMD should be reported to the school nurse for managing contagious illnesses.

2. Exclusion from School

- a. If the child is found to be infected, parents will be asked to collect the child from the nurse's office. Students diagnosed with HFMD will be excluded from attending school until they are no longer contagious, as determined by healthcare professionals.
- b. Students with symptoms such as fever, rash, mouth sores, or blisters on hands, feet, or buttocks will be excluded from school.

3. Parent/Guardian Notification

- a. Parents or guardians of students diagnosed with HFMD will be promptly notified of the diagnosis by email or phone call (if required), exclusion from school, and the recommended period of absence.
- b. Information on symptoms, treatment, and prevention of HFMD will be provided to parents or guardians.

4. Return-to-School Criteria

- a. Students may return to school once they are no longer contagious, as determined by healthcare professionals.
- b. Students will be required to provide a note from a healthcare professional indicating they are no longer contagious and can safely return to school.

5. Cleaning and Disinfection

- a. The school will implement appropriate cleaning and disinfection procedures to minimize the spread of HFMD. Frequently touched surfaces, toys, and equipment will receive particular attention.

6. Prevention and Education

- a. The school will provide education to students, parents, and staff on HFMD symptoms, transmission, prevention, and good hygiene practices.
- b. Hygiene measures such as regular handwashing, covering mouth and nose when coughing or sneezing, and avoiding close contact with individuals showing symptoms of HFMD will be promoted.

7. Monitoring and Coordination

- a. The school nurse will monitor HFMD cases within the school, maintain communication with healthcare professionals, and provide updates to school administration and staff as necessary.

Appendix 6:

Head Lice Policy/Procedure

1. Identification and Reporting

- a. Students suspected of having head lice may be identified through routine screenings conducted by school staff or through reports from parents, teachers, or staff members.
- b. Reports of suspected head lice should be made to the school nurse responsible for managing head lice cases.
- c. The child is brought to the clinic for a check-up. If the child is head lice free, he/she will be sent back to class. If the child is infected, parents will be asked to collect the child from the nurse's office. If a child has been detected with head lice, all students in the class will also be checked.

2. Confidentiality

- a. The identity of students found to have head lice should be kept confidential to respect their privacy. Information should only be shared on a need-to-know basis with relevant school personnel.

3. Exclusion from School

- a. Students found to have live head lice will be allowed to remain in the nurse's office until they are collected by their parents. If students have nits but no live lice, parents
- b. If students have nits (lice eggs) but no live lice, parents will be notified about this, and they will be advised to seek treatment for their child.

4. Parent/Guardian Notification

- a. Parents or guardians of students identified with head lice will be promptly notified. Notification may be in the form of a telephone call or email providing information on detection, treatment, and prevention.

5. Treatment Requirements

- a. Parents or guardians are responsible for treating their child's head lice infestation promptly and following the recommended treatment options as advised by healthcare professionals.
- b. Over the counter or prescription treatments may be recommended. Instructions provided by healthcare professionals and product manufacturers should be followed carefully.

6. Return-to-School Criteria

- a. Students may return to school once they have completed the recommended treatment regimen and are free of live lice.
- b. Students will be required to provide a note from a healthcare professional confirming they are lice-free before returning to school.
- c. An adult must bring the child back to school, and the nurse will confirm if the child is free of headlice before joining class.

7. Prevention and Education

- a. The school nurse will provide information to students, parents, and staff on head lice detection, treatment, and prevention.
- b. Preventive measures such as regular hair checks, avoiding head-to-head contact, and discouraging the sharing of personal items like hats, combs, and hair accessories will be promoted.