: Learners Today.. Leaders Tomorrow :

The Gulf English School

First Aid Policy

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Author: Leadership Team / Medical Team

Adoption / Review	Committee	Lead Personnel	Review Date:
September 2026	LT	LT / Medical Team	September 2027

This policy applies across all GES campuses and phases: GES Gharafa (Infants, Juniors and Secondary) and GES Bin Omran.

Responsible, **R**espectful, **R**esilience

Our Vision

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

V1	**We aim to develop a responsible, respectful, resilient school community,**
V2	supporting the highest level of personal achievement
V3	in a changing modern intercultural world.

Mission Statements

M1	**We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence**
M2	We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
M3	Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
M4	To drive the development of creative skills and critical awareness in our students.
M5	Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all
M6	We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

Our Core Values: The 3 R's

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

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1. Purpose and Scope

The Gulf English School (GES) is committed to ensuring that pupils, staff and visitors receive timely and competent First Aid when they become ill or injured. This policy sets out the school's immediate First Aid arrangements across all GES campuses and during school-led activities.

It applies to all pupils, staff, visitors, contractors, educational visits, sports fixtures, ECAs and school events. Ongoing clinical care, medication, health screening, medical records and management of long-term medical conditions are covered by the GES Clinic and Medical Policy.

First Aid must never be delayed while waiting for a parent, nurse or member of leadership where urgent action is required.

First Aid provides immediate assistance and does not replace professional medical assessment or treatment. Staff must act within their training and competence, seek clinical advice where necessary and call 999 without delay for serious or life-threatening emergencies.

2. Regulatory Framework

GES applies relevant State of Qatar requirements, including MoEHE expectations for private schools and applicable Ministry of Public Health (MoPH) and Department of Healthcare Professions (DHP) requirements for school clinic services and licensed healthcare professionals. The policy supports the British Schools Overseas (BSO) welfare, health and safety standards. Published UK school first aid guidance is used as a reference for good practice, not as a substitute for Qatar law or regulatory instructions. Specific requirements and updates must be verified with the competent Qatar authorities.

3. Roles and Responsibilities

Role	Key responsibility
School Leadership / Head of School	Ensure suitable First Aid arrangements, resources, trained cover and review of serious incidents.
Head Nurse / School Nurses	Coordinate clinical support, advise on First Aid provision, maintain equipment/AED checks and support emergency response.
Trained First Aiders	Provide immediate First Aid within their competence, summon further help and record the incident.
All Staff	Know how to obtain help, protect the casualty, call 999 when necessary and report concerns promptly.
Trip / Activity / ECA Leaders	Confirm risk-appropriate First Aid cover, kits, emergency medication and communication arrangements before the activity.
Reception / Security	Support parent contact, emergency access and meeting/directing ambulance crews.

4. First Aid Provision and Cover

GES maintains an up-to-date list of designated first aiders who have recently completed First Aid training. The list, including qualifications, expiry dates and campus contact arrangements, is held separately and made accessible to staff. Each campus reviews its First Aid Needs Assessment to ensure sufficient trained cover for pupils, staff and visitors, taking account of the school day, breaks, activities and events.

A School Nurse is assigned to each campus. When the nurse is unavailable, designated trained first aiders are required to step in and provide immediate first aid within the limits of their training and competence. The Head of School and Medical Team will ensure staff know which first aiders are available and how to contact them.

First aiders must seek medical advice or call 999 promptly where the situation exceeds their competence or requires emergency treatment; urgent assistance must never be delayed while awaiting the nurse.
Cover must be available whenever pupils are under GES supervision, including before-school provision, breaks, dismissal, ECAs, fixtures, trips and events. Staff must know who to contact and where first aid equipment and AEDs are located.
The Medical Team should maintain a campus-specific emergency cover sheet identifying the nurse/first aider on duty, alternative contacts, location of kits and AEDs, and the route for requesting an ambulance. This operational sheet is checked when staffing or access arrangements change.

5. Immediate First Aid Response

- Make the area safe and assess the casualty.
- Contact the School Nurse or trained First Aider promptly.
- Call 999 immediately for a life-threatening or rapidly deteriorating emergency; any member of staff may make the call.
- Do not leave a seriously ill or injured pupil unattended.
- Use appropriate infection-control precautions when blood or bodily fluids are present.
- After assessment, the pupil may return to learning, remain under observation, be collected by an authorised adult or be transferred for external medical care.

For collapse, breathing difficulty, uncontrolled bleeding, severe allergic reaction, seizure with emergency features or other rapidly deteriorating conditions, staff must activate the emergency response, call 999, and provide age-appropriate first aid within their competence. Where a known pupil has an individual healthcare or emergency action plan, follow it and use prescribed emergency medication only in accordance with the plan, training and the GES Clinic and Medical Policy. Do not move a casualty where spinal injury is suspected unless necessary for immediate safety.

6. Emergency Response and Ambulance

Emergency medical services in Qatar are contacted by dialling 999. Staff must provide the casualty's condition, age where known, location and relevant medical information, and follow the operator's instructions.

- Reception and Security must be informed so the correct entrance is cleared and an adult can meet the ambulance.
- Parents/guardians must be contacted as soon as practicable, but emergency care must not be delayed.
- Relevant medical information and emergency medication should accompany the pupil where practicable.
- A suitable member of staff should accompany the pupil if required and the parent/guardian is not yet present.
- School leadership and the DSL must be informed where the circumstances have safeguarding implications.

The incident lead should nominate one adult to stay with the casualty, one to call and communicate with 999, and another to alert Reception/Security and meet the ambulance where staffing allows. A clear handover should cover the timeline, observed symptoms, first aid and medication given, allergies or relevant medical conditions, and contact details. Record who accompanied or received the pupil and when responsibility was transferred.

7. Communication with Parents/Guardians

Communication must be timely, factual and proportionate to the incident. Professional judgement should be used for minor First Aid; significant illness or injury requires direct parent contact.

Situation	GES communication expectation
Minor cut/graze or minor complaint	Class teacher and/or nurse informs home where appropriate, based on professional judgement.
Injury to the head or above the neck	The nurse contacts the parent/guardian.
Significant injury/illness or continued observation	Telephone contact with the parent/guardian.
Pupil collected from school	Nurse/First Aider provides a clear verbal handover to the authorised adult.
Ambulance / hospital transfer	Parent/guardian contacted immediately or as soon as practicable without delaying emergency care.

Where appropriate, parents should be advised to seek further assessment from a primary healthcare doctor, health centre, hospital or Emergency Department (A&E), particularly if symptoms worsen or new concerning symptoms develop.

8. Recording and Reporting

All First Aid provided to any person on GES premises or during a GES activity - including pupils, staff, parents, visitors, contractors and other adults - must be recorded. The person providing the First Aid, or the responsible member of staff where appropriate, must complete the relevant GES First Aid/incident reporting form and submit the record by the end of the same school day. This requirement applies to all First Aid treatment, regardless of whether the injury or illness is considered minor or significant.

The record must be factual and include, as appropriate, the date and time, person receiving First Aid, location, nature of the illness or injury, treatment provided, observations, name of the person providing First Aid, parent/guardian or other notifications made, and the outcome or handover. Relevant information must also be entered on SchoolBase, the nurse/clinic log, accident/incident documentation or other approved GES system as required.

The School Nurse/Medical Team will advise the Head of School where an incident, illness or communicable disease may require external notification. The Head of School, in consultation with the Medical Team and relevant GES leadership, will ensure any required notification to MoEHE, MoPH or another competent authority is completed.

Where the circumstances indicate a safeguarding concern, suspected neglect, unsafe practice or another welfare concern, the incident must also be reported promptly through the GES safeguarding procedure. The First Aid record does not replace any separate safeguarding, health and safety or serious-incident reporting requirement.

Records must be completed on the same school day, stored securely with role-based access and retained according to the school's approved record-retention arrangements. Staff should record observations and actions factually, without speculative diagnosis. The Head of School and Medical Team should review serious incidents and near misses for learning and any required external reporting, without assuming every incident is automatically reportable to MoEHE or MoPH.

9. First Aid Equipment and AEDs

Suitable First Aid kits must be readily available according to the campus First Aid Needs Assessment and for off-site activities. Kits must be checked routinely and replenished after use. Medication must not be stored in general First Aid kits.

AEDs are available across GES campuses, including clinic areas and additional locations on the main site. School Nurses are responsible for checking AED readiness approximately weekly, including battery/pad status and

expiry, and maintaining the AED check log. Current AED locations should be displayed and maintained on the campus equipment register.

The Medical Team should document kit locations, stock-check frequency, replenishment and AED maintenance in campus registers. AEDs must remain accessible during relevant activities, with pads and batteries in date. Staff should know that an AED may be used by following its voice prompts and the emergency dispatcher's instructions. Infection-control supplies, safe sharps disposal where applicable, and cleaning after exposure to bodily fluids must follow the Clinic and Medical Policy.

10. Head Injuries and Concussion

All head injuries must be assessed promptly by the School Nurse or a trained first aider and communicated directly to parents/guardians on the same day, with written safety advice where appropriate. Red flags such as worsening headache, repeated vomiting, confusion, seizure, loss of consciousness or deterioration require urgent emergency assessment and a call to 999 where indicated. A pupil with suspected concussion must stop sport and strenuous activity immediately, must not return on the same day and should resume physical activity only following appropriate medical assessment and a documented, gradual return plan.

11. Educational Visits, ECAs, Sport and Events

First Aid provision must form part of the activity risk assessment. Relevant medical information, emergency medication, a suitable First Aid kit and a reliable means of communication must be available.

Before a school trip or off-site activity, the trip leader must review the first aid requirements as part of the risk assessment and identify appropriate trained first aid cover, including paediatric first aid where required for EYFS. GES will arrange additional First Aid training for staff as needed to support school trips, sports fixtures, ECAs and other events. The trip leader must confirm the first aid kit, relevant medical information, emergency medication, communication arrangements and emergency response plan before departure.

The School Nurse should be available for ECAs and school events where operationally possible and must be considered where the risk assessment identifies a clinical need. For higher-risk or off-campus events, additional First Aid or medical cover should be arranged where required.

Any treatment, significant illness, injury or use of emergency medication during an off-site activity must be reported to the Medical Team and parents as appropriate.

12. EYFS and Paediatric First Aid

GES maintains paediatric first aid-trained staff within EYFS. The campus needs assessment must establish suitable cover whenever EYFS children are present, including breaks, visits and staff absences. Young or unwell children must be accompanied and supervised appropriately when accessing the clinic. First aid procedures must take account of age, communication needs and the higher vulnerability of younger children.

13. Safeguarding, Dignity and Inclusion

First Aid is part of GES safeguarding practice. Unexplained injuries, repeated clinic attendance, disclosures or concerns about neglect or harm must be reported to the DSL. Treatment must preserve privacy and dignity and take account of SEND, disability, communication, sensory and mobility needs. Medical treatment must not be delayed because an injury may also require safeguarding investigation.

First aid should be provided respectfully, with appropriate supervision and privacy. Relevant health information is shared only with staff who need it to keep the pupil safe. Where an injury may indicate abuse or neglect, immediate care takes priority; safeguarding concerns must be recorded and referred separately to the DSL/DDSL. Staff must not promise confidentiality to a pupil where there is a safeguarding concern.

14. Training, Monitoring and Review

GES maintains a current register of staff who have completed First Aid and Paediatric First Aid training, including qualifications and expiry dates. A number of designated first aiders have recently been trained, and additional staff will receive training where needed to support campus provision, school trips and events. The Medical Team and Heads of School review the register, cover arrangements, equipment checks and First Aid Needs Assessments, and arrange refresher or further training according to identified needs. Individual certificates and the live training register provide evidence of staff competence.

This policy and campus procedures are reviewed at least annually, following a serious incident, or when relevant Qatar regulatory guidance or school operations change. Any gaps identified are assigned an owner and an implementation timescale.

Basic First Aid & CPR: Enertech Qatar Safety Training Centre, Doha. Awarded: 01.09.26. Expiry: 31.08.27.

Paediatric First Aid: Enertech Qatar Safety Training Centre, Doha. Awarded: 01.09.26. Expiry: 31.08.27.

Related Policies and Operational Records

GES Clinic and Medical Policy; Safeguarding and Child Protection Policy; Educational Visits / Emergency Action Plan; Health and Safety procedures; Inclusion/SEND Policy; Data Protection and record-retention arrangements.

Operational evidence maintained separately: campus First Aid Needs Assessments, current nurse and first aider cover rota, qualifications register, AED and kit inspection logs, individual healthcare plans, emergency contacts and incident reports.

External reference points: MoEHE Guideline for Public Policies in Private Education Phases (2024); applicable MoPH/DHP school healthcare requirements; British Schools Overseas Standards (2023); UK Department for Education guidance, First aid in schools, early years and further education (good-practice reference).

Appendix A – Campus Clinic Hours

Campus	Days	Clinic hours
Senior School	Sunday–Wednesday	7:00 AM – 2:30 PM
Senior School	Thursday	7:00 AM – 2:00 PM
Primary School	Sunday–Wednesday	7:00 AM – 2:30 PM
Primary School	Thursday	7:00 AM – 2:00 PM
Bin Omran	Sunday–Wednesday	7:00 AM – 2:30 PM
Bin Omran	Thursday	7:00 AM – 2:00 PM
Infant School	Sunday–Wednesday	6:45 AM – 2:15 PM
Infant School	Thursday	6:45 AM – 1:45 PM

Appendix B – Ambulance and Campus Details

Campus	Location / access
Senior / Primary	Zone 51, Street 785, Building 41, Al Gharrafa, Ar Rayyan 2440. Gate/access to be confirmed by campus Security.
Infant School	Zone 51, Street 768, Building 6, Habes Bin Saeed Street. Gate/access to be confirmed by campus Security.
Bin Omran	Zone 37, Street 901, Building 13, Freij Bin Omran. Ambulance access: staff entrance behind the clinic.
Senior Admin Gate 1: 4457 8777 (Ext: 720) **Primary Admin Gate 2: 4457 8740** **Main Admin Gate 2: 4457 8777** **Infant School: 4488 6790** **Bin Omran: 4429 3555**	

Appendix C – First Aid Response Flow

Step	Action
1. Make safe	Assess immediate danger and protect the casualty and others.
2. Get help	Contact the nurse/First Aider; call 999 immediately for a serious emergency.
3. Provide care	Give First Aid within competence and continue observation.
4. Communicate	Inform parent/guardian and Reception/Security/leadership as required.
5. Handover	Return to learning, release to an authorised adult, or transfer to emergency healthcare.
6. Record	Complete the relevant GES First Aid/incident report by the end of the same school day and make any additional SchoolBase, clinic, safeguarding or health and safety record required.

Appendix D – GES First Aid Reporting Form

This form must be completed by the person providing First Aid, or the responsible member of staff where appropriate, for any First Aid provided to a pupil, member of staff, parent, visitor, contractor or other person. It must be completed and submitted through the school's approved reporting process by the end of the same school day.

A. Person Receiving First Aid	
Full name:	_____
Person type:	☐ Pupil ☐ Staff ☐ Parent ☐ Visitor ☐ Contractor ☐ Other
Class / Year / Department (if applicable):	_____
Date of birth / age (if known/relevant):	_____
B. Incident Details	
Date:	_____ Time: _____
Location:	_____
What happened / nature of illness or injury:	
Part of body affected (if applicable):	_____
Was this a head / above-neck injury?	☐ Yes ☐ No
Witness(es), if any:	_____
C. First Aid Provided	
Assessment / observations:	
First Aid / treatment provided:	
Medication or emergency medication administered:	☐ No ☐ Yes – details below
Person providing First Aid:	_____
Role / qualification (if applicable):	_____
D. Communication and Escalation	
Parent/guardian informed (for pupil):	☐ Yes ☐ No ☐ Not applicable
Time contacted / method:	_____
Person contacted:	_____
Advice / information provided:	
School Nurse informed:	☐ Yes ☐ No ☐ Not applicable
Leadership informed:	☐ Yes ☐ No ☐ Not required
999 / ambulance called:	☐ Yes ☐ No

Safeguarding concern identified:	☐ Yes ☐ No If yes, report separately through GES safeguarding procedures.
Health & Safety / serious incident follow-up required:	☐ Yes ☐ No
E. Outcome / Handover	
Outcome:	☐ Returned to class/work ☐ Observed in clinic ☐ Collected ☐ Ambulance/hospital ☐ Other
Handover details / person receiving casualty:	
Further medical assessment advised:	☐ No ☐ GP/Health Centre ☐ Hospital/Emergency Department ☐ Other
Additional notes / follow-up required:	
F. Reporting Confirmation	
Relevant SchoolBase / clinic / accident record completed:	☐ Yes ☐ Not applicable
Form completed by:	_____
Signature:	_____
Date:	_____ Time: _____
Submitted by end of school day:	☐ Yes

Important: This First Aid report does not replace any separate safeguarding, Health & Safety, accident, serious-incident or statutory reporting requirement. Where another reporting route applies, it must also be completed.