



# **SULTAN HANAFI ROYAL SCHO**

## **FIRST AID POLICY**

### **1:0 INTRODUCTION**

This policy outlines Sultan Hanafi Royal Schools (SULTAN)'s responsibility to provide adequate and appropriate first aid to learners, staff, parents and visitors to the school in the face of accidental and medical emergencies

### **2:0 PURPOSE:**

The objectives of this policy include:-

- Ensuring that members of the school community understand the school's approach to first aid
- Providing framework for responding to medical and emergency incidents
- Providing framework for recording incidents and reporting the outcome
- Ensuring that all staff are aware of their responsibilities with regards to health and safety
- Ensuring safe use and storage of drugs
- Ensuring safe administration of medicines in the school
- Promoting recovery
- Preventing situations from worsening
- Ensuring that any medicines and medical supplies have not expired
- Preserving life

### **3:0 SCOPE**

These guidelines provide information on the provision of first aid to all members of Sultan Hanafi Royal Schools community including learners, teaching and non-teaching staff, visitors and contractors both in the school and at off- school activities

### **4:0 BENEFITS**

The benefits of the policy include: -

- Reduction of the impact of injuries
- Re-assurance of the school community members of their well-being
- Reduction of time of sickness or injuries recovery
- Reduction of mortality rate

### **5:0 POLICY**

- The goal of Sultan Hanafi Royal Schools (Sultan) first aid is not diagnostic or to treat a condition
- Sultan is ready to ensure that it has sufficient well- trained staff to administer first aid
- The trained staff shall be designated as first aiders
- The principal is to ensure that all staff and learners are aware of first aid procedure
- The principal is to ensure that first aid kits are well stocked and well- maintained

## **5:1 RESPONSIBILITIES OF SULTAN FIRST AIDERS**

- To act first responders to any accident or medical emergency
- To apply appropriate responses to incidents
- To send learners home or recovery if necessary
- To complete an accident report form the same day or as soon as is reasonably practical

## **5:2 FIRST AID PROCEDURE IN SULTAN**

### **IN-SCHOOL PROCEDURE**

- Assessment of the seriousness of the accident/incident by closest staff
- Calling the assistance/attention of a qualified first aider
- Taking charge by first aider and deciding appropriate measures
- Recommending the next action by the first aider beyond his/her response

### **OFF –SITE PROCEDURE**

When taking learners off the school premises there should be

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of learners
- Parents contact details

## **5:3 GENERAL MEDICAL MANAGEMENT PROCEDURE IN SULTAN**

- All health issues are to be handled by trained first aider and school nurse (sick bay)
- All the learner's medical issues should be disclosed in the medical information form filled by parents during admission
- Details of allergies, asthma, sickle cell anemia, history of nosebleeds and others should be recorded in a list kept in the sickbay
- Class teachers should be informed of these allergies as they apply to their class learners
- Any medicine sent or brought to school must be in original package, with details of dosage and labelled with the child's name
- Except accompanied by specific instructions from a qualified medical doctor, learners must NOT carry/bring their own medicine to school
- Medication without written (e-mail) permission by the parents will not be administered to the learner/child
- Any incident/accident treated should be documented in accident/incident form, signed by the person who administers the treatment, countersigned by parent and kept in the learner's file
- In case of necessary hospitalization in the school's hospital, the parents would be contacted and the school nurse and a member of staff stay with the learner until the parent(s)'s arrival

- Learners with infectious disease(s) will not be allowed to attend school unless certified by a qualified medical doctor to do so
- Learners must always carry their inhalers to sports activities/field
- School nurse must regularly check expiry dates of medicines in the school
- Parents are to regularly inform the school management and the nurse of changes in the medical conditions of their children
- Also changes or additions to learners' medication must be duly and regularly communicated to the school
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#### **5:4 FIRST AID EQUIPMENT**

Contents of the first kit will exclude any form of medication but include the following:-

- Regula and large bandages
- Eye pad bandages
- Triangular bandages
- Wound cleaner/antiseptic
- Swabs for cleaning wounds
- Cotton wool for padding
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compressors
- Burns dressing
- Sterilize gauze
- A pair of forceps
- CPR mouthpieces or simile device

#### **5: 4 PLACES WHERE FIRST AID KITS ARE PLACED IN SULTAN**

- Medical room/sick-bay
- Reception (at the desk)
- Sports Hall/field
- Kitchen
- Dining hall
- Laboratories
- School vehicles

#### **6:0 CONCLUSION**

The correct and final interpretation and implementation of this policy is the sole responsibility of the Principal, VP Administration and Registrar

PREPARED BY	Fatimah Badmus (VP Administration)
REVIEWED BY	Abdulwasiu Adebayo Oladele (Principal)
APPROVED BY	Zakariyah Olanrewaju Anofi (CEO)
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