	<b>Raha International School</b>		
	<b>Occupational Safety and Health Management System</b>		
	<b>First Aid Management Procedure</b>		
	<b>Document No: RIS-OSH-P09-SOP01</b>		



Document Name	First Aid Management Procedure		
Document Number	RIS-OSH-P09-SOP01		
Nature of Document	Confidential	<u>Yes</u>	Non-Confidential


**Revision History**

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## Raha International School

### Occupational Safety and Health Management System

### First Aid Management Procedure

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#### 1. Purpose

This procedure is intended to develop, implement and maintain a documented process and controls for the prevention or reduction of OSH injuries or sudden illnesses associated with activities occurring in Raha International School Abu Dhabi LLC including provision of emergency treatment.

#### 2. Scope

This procedure is applicable to all the activities of Raha International School Abu Dhabi LLC (herein after referred to as "RIS") which is necessary for successfully implementing Occupational Health and Safety Management System (OSHMS) in compliance with the requirements of OSHAD-SF - CoP - 4.0 – "First Aid and Medical Emergency Treatment" and Private School Regulation of ADEK.

#### 3. Definition

##### First Aid

An immediate assistance given to a person suffering from a sudden illness or injury in the workplace, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. Such care may be considered "first aid" even though provided by a health-care professional.

##### DOH

Department of Health Abu Dhabi- Abu Dhabi is the regulative body of the Healthcare Sector in the Emirate of Abu Dhabi and ensures excellence in Healthcare for the community by monitoring the health status of the population.

##### HAAD

Health Authority Abu Dhabi

##### ABC

Airway, Breathing and Circulation.

##### CPR

Cardiopulmonary Resuscitation


##### AED

Automated External Defibrillator

#### 4. Responsibilities

##### 4.1 School Principal

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The School Principal is responsible for:

- Approving and Implementation of the procedure.
- The school management will provide training to the employees for Basic First Aid /CPR by a third party recommended by OSHAD.

#### **4.2 First Aider/Medical Staff**

The First Aider or Medical Staff responsibilities are:

- To provide first aid to the injured and maintain the first aid kit
- To inspect the first aid kit of the responsible area as given by the OSH Officer.

#### **4.3 HSE Officer**

- OSH Officer will inspect the First aid kit in all the area
- The OSH Officer shall arrange to provide training in First Aid & CPR and shall ensure that adequate numbers of first aiders are available at the workplace

### **5. Procedure**


- RIS Management will arrange enough Trained First aiders to be available and First Aid box are equipped with required items.
- The first aider will be trained by OSHAD approved any accredited approved course.
- First Aid Refresher Course to be given to the staff.

#### **5.1 Treatment of patients:**

- **Emergency Service**
  - Initial First aid Facility will be available in RIS at every place.
  - First aiders and emergency numbers will be clearly displayed on the notice boards.
  - An ambulance will be in contact.
  - The eyewash facilities shall be readily accessible for emergency use, in good condition and conveniently located in relation to hazards.
  - The audit on Eye wash facilities shall be carried out along with the housekeeping audit.
  - The services of Abu Dhabi Police shall also be taken for first aid and medical assistance such as ambulance if necessary.
  - When inspection of first aid kit is conducted all items stock and expiry will be checked and list will be kept in the First Aid kit.

- **Medical Emergencies**

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Medical emergency situations may occur any time within the premises that might result from previous diseases, brain stroke, allergic reactions, food poisoning, etc. Accordingly, The Medical Emergency Response Plan has been prepared as to establish an action plan to respond to all types of medical emergencies.

The ERT Leader and the Medical Personnel shall grant special attention to provide adequate amount of first aid boxes in the premises. The Medical Personnel and the Building Warden shall be solely authorized to use the first aid kit.

The personnel who notice a medical emergency shall immediately notify the ERT Leader. The ERT Leader shall notify the first aider and he will see the situation and will call the Abu Dhabi Ambulance Service based on the severity of the situation.

RIS, OSH and Admin personal shall take the following actions in case of medical emergency:

- Immediately come to the emergency scene.
- Assess the emergency scene in terms of potential hazards around the emergency scene.
- Determine the severity of the situation.
- Notify the medical personnel and inform about the type of emergency, severity of the situation, exact location of the injured/ ill person and further information that might be requested by the emergency personnel.
- Notify the Abu Dhabi Ambulance Service providing your name and designation, exact location of the event, severity of the situation, location of the injured/ ill person and further information that might be requested by the Abu Dhabi Ambulance Service.
- Unless it is a life-threatening situation and you are qualified to respond, do not attempt to render first aid yourself before Medical Personnel arrives.
- Do not attempt to move a person who has fallen and/or appears to be in pain.
- Avoid unnecessary conversation with, or about, the ill or injured person. You might increase the person's distress or fears, and thereby contribute to medical shock. Limit your communication to quiet reassurances.
- Avoid contact with blood or body fluids; and
- Assist the Medical Personnel and where required the Abu Dhabi Ambulance Service up on their arrival in the company.
  - **General Treatment of Injured Persons**
  - Minor injuries shall be treated according to conditions of the injuries.
  - The non-life-threatening injuries which requires higher level of medical treatment the injured person will be transported to the nearest medical treatment center or the hospital.

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- Employee complaining of the chest pain will be treated as a life-threatening condition and ambulance service will be called immediately. A patient with complain of chest pain will not be transported in the company vehicle or the personal vehicle.


### 5.2 Contents of First Aid Box

- The First Aid kit shall contain Items as per DOH requirements as below

S #	Description	Qty.
1	Sterile Eye Pad	
2	2" Conforming gauze roll bandage	
3	Adhesive Plastic Bandage (Saniplast)	
4	Large Fingertip fabric bandages	
5	Knuckle Fabric Bandage	
6	Triangular sling/bandage, with 2 safety pins	
7	Adhesive Wound Dressing	
8	Adhesives Bandage	
9	Circular Adhesive bandage	
10	2" X 2" Gauze Dressing P2" pads, 32-pks	
11	2" Conforming gauze roll bandage	
12	Sterile Gauze Swab	
13	Absorbent Cotton wool	
14	Mask	
15	Plaster Zinc Oxide 2.5 cm*5 m	
16	Elastic Crape	
17	Surgical gloves	
18	4-1/2" Scissors, nickel plated	
Medicines		
19	Tincture iodine	
20	Surgical spirit	
21	Hand Sanitize	
22	Dettol	
23	Eye drops/Eye lotion	

### 6. Records:

- The record will be maintained by the HSE Officer once in a month and the same shall be recorded in First Aid Box Inspection. All First Aid incident cases of RIS premises shall be recorded in First Aid Record
- The following information shall be documented for all first aid and medical treatment cases
  - Injured person name.
  - Emirates ID number
  - Employee ID number
  - Profession of the injured person
  - Date, time, and place of injury
  - Description of injury

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- Any follow –up treatment required
- Name and signature of the first aider.

**7. Training**

- Make sure that the training provided is certified and in accordance with requirements;
- Limit his/her first aid treatment within the scope of training received by them through approved training providers;
- Training records shall be kept in accordance to Documents and Records Control Procedure.

<b>Records</b>	<b>Responsibility</b>	<b>Retention period</b>
First Aid Box Inspection Checklist	HSE Officer	At least 5 years
Training records	HR/HSE Officer	At least 5 years

**8. Reference**

- OSHAD-SF v3.1 - CoP 4.0 – “First aid and medical emergency treatment”
- OSHAD-SF Element 1- Roles, Responsibilities and Self-regulation
- OSHAD-SF Glossary of Terms]

**9. Appendix**

- **RIS-OSH-P09-F01 First Aid Kit Checklist**