

FIRST AID SOP

**INTEGRATED MANAGEMENT SYSTEM
(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018,
ADOSH SF)**



BRIGHTON COLLEGE ABU DHABI
Bloom Gardens, Khalifa Park, Abu Dhabi, United Arab Emirates

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Revision History

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	Prepared by	Reviewed & approved by	Approved by
Name:	Anas Al Mulla	Barnaby Durrant	Craig Lamshed
Designation:	Manager of School Operations	Headmaster	General Manager
Date:	14-09-2026		
Signature:			

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1. PURPOSE

The purpose of this document is to outline the provision for First aid treatment for Employees, Visitors, and contractor's employees of BCAD.

2. SCOPE

This procedure applies to all BCAD personnel working in the premises, contactors, visitors, and other personnel.

3. RESPONSIBILITIES

3.1 Headmaster/OSH Management Representative (MR)

The Headmaster is responsible for the approval and implementation of these procedures.

3.2 Manager of School Operations

- To make sure that BCAD has trained staff for First Aid
- Ensure that BCAD maintains an adequate number of trained and certified First Aiders in accordance with applicable ADEK, DoH, ADPHC and OSH requirements, and the College's risk assessment.
- to make sure that First aid kits are available in all the necessary areas

3.3 OSH Officer

- Inspect the First aid kits
- Ensure that all First Aid kits are fully stocked, functional, accessible, clearly identified, and equipped in accordance with applicable regulatory requirements.

3.4 First Aider

- To provide first aid to any injured person and to maintain the first aid kit
- Provide first aid to any injured or unwell person within the scope of their training and certification.
- Use the nearest available First Aid kit when responding to an incident.
- Report any used, missing, damaged, or expired First Aid supplies to the OSH Officer following an incident.
- Record and report the First Aid treatment provided in accordance with the College's incident reporting procedures.
- Escalate serious injuries or medical emergencies to the Medical Team and/or emergency services as required.

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- To inspect the first aid kit of the responsible area as given by the OSH Officer.

4. RESOURCES

- The BCAD Management will ensure enough trained First aiders are available, and First Aid boxes are equipped with required items listed in section 7, and placed throughout the workplace.
- The first aiders will be trained by ADOSH approved any accredited approved course.

5. TREATMENT OF PATIENTS

5.1 Emergency Service

- Initially, first aid will be available in BCAD.
- Up-to-date telephone numbers of First aiders and the nearest emergency organizations will be clearly displayed on notice boards.
- An ambulance will be called as appropriate.
- 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 an inspection of first aid kits is conducted, all items stock and expiry will be checked and lists will be kept in the First Aid kit.

5.2 Medical Emergencies

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

Anyone who becomes aware of a medical emergency shall immediately notify the Medical Centre or a member of the Leadership Team.

If a School Nurse is available, the Nurse will attend the incident, assess the situation, provide or coordinate the appropriate first aid response, and contact the Abu Dhabi Ambulance Service where required.

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If a School Nurse is not available, a trained First Aider shall attend, provide first aid within the scope of their training, and immediately escalate the incident to the Leadership Team. The designated Leadership Team member will contact the Abu Dhabi Ambulance Service where emergency medical assistance is required.

The BCAD, OSH and Admin personnel 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.
- If the School Nurse is available on site, the Medical Centre will contact the Abu Dhabi Ambulance Service when emergency medical assistance is required. The Nurse will provide their name and designation, the exact location of the incident, the condition of the injured or unwell person, the severity of the situation, and any additional information requested by the Ambulance Service. If the School Nurse is not available, the designated Leadership Team member or trained First Aider attending the incident will contact the Abu Dhabi Ambulance Service and provide the required information.
- Unless it is a life-threatening situation and staff are qualified to respond, they should not attempt to render first aid themselves before Medical Personnel arrive.
- Staff should not attempt to move a person who has fallen and/or appears to be in pain.
- Staff should avoid unnecessary conversation with, or about, the ill or injured person. This might increase the person's distress or fears, and thereby contribute to medical shock. Limit any communication to quiet reassurances.
- Avoid contact with blood or body fluids; and
- Assist the Medical Personnel and where required the Abu Dhabi Ambulance Service upon their arrival in the company.

5.3 General Treatment of Injured Persons

- Minor injuries shall be treated according to the condition of the injuries.
- Non-life-threatening injuries that require a higher level of medical treatment will result in the injured or unwell person being referred or transported to the nearest appropriate medical treatment centre or hospital. Where the injured person is a pupil, the Clinic will notify the

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parent/carer as soon as reasonably practicable and provide relevant information regarding the incident, treatment provided, and any onward referral or transfer.

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

5.4 Treatment of Injured Persons in case of releasing of gasses

5.4.1 Gassing

- Remove patient to fresh air, lay down and rest
- If the patient is not breathing, make sure their airway is clear and apply artificial respiration; Oxygen may be given, but only under the supervision of a trained person
- Keep the patient warm, and
- Call the doctor at once or transport them to the doctor or a hospital

5.4.2 Eyes

- Hold eyes open and wash continuously with water for at least 15 minutes, and
- Transport to doctor or hospital

5.4.3 Skin

- Immediately wash the affected area with water and
- Transport to doctor or hospital.

5.4.4 First Aid:

BCAD management will provide training to employees for Basic First Aid CPR by a third party recommended by ADOSH.

All Occupational injuries will be recorded in the First Aid Register and records will be filed.

6. RECORD KEEPING

The following information shall be documented for all first aid and medical treatment cases

- Injured person's name.
- Emirates ID number

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- Employee ID number
- Profession of the injured person
- Date, time, and place of injury
- Description of injury
- Any follow –up treatment required
- Name and signature of the first aider.

7. CONTENTS OF FIRST AID BOX

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

No.	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	

8. REVIEW

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The Procedure will be reviewed and updated when there is a change in handling equipment, control measures, work environment or legislation/standards or change in the ADOSH SF Document change.

9. REFERENCES

- ADOSH SF - Cop- 4.0- First Aid and Medical Treatment -Version 4.0 15th July 2024
- ISO 45001:2018 – Occupational Health and Safety Management System
- ISO 14001:2015 – Environmental Management System

10. RELATED DOCUMENTS/RECORDS/FORMS

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