



The Central School Dubai
Al Nahda 2 Dubai, United Arab Emirates

1]. Section-A

Title of the Policy	Accident and Emergency Policy	Designation	Principal
Name of Policy Writer	Mala Mehra	Date of Next Revision	28.03.2020
Date of Policy Revision	29.03.2019	Department/Section	Principal
Policy Code	TCS/PC/1920/01		

2]. Section-B

Purpose /Aim	<p>The Central School believes that safety doesn't happen by accident. Our Aim is to provide a safe environment and minimize accidents. This policy has been drafted as part of the school's health and safety policy. It aims to ensure the safety and well-being of the pupils and staff of the School. It has been discussed and accepted by the school staff.</p> <p>The formulation of this policy enables our school to effectively- Provide for the immediate needs and requirement of students who have sustained either a serious or a minor injury. Ensure that adequate resources and arrangements are in place to deal with injuries /accidents as they arise. Ensure lines of communication with parents/guardians are in place if required. Activate a plan of action with which all staff are familiar.</p>
Role and Responsibilities.	<p>The overall responsibility for the day to day management of school supervision/routines rests with the Principal. The class teacher is responsible for classroom supervision. Teachers on break duty are directly responsible for the supervision of pupils during break time.</p>
Objectives	<ul style="list-style-type: none"> • To ensure the physical safety and well-being of all staff and pupils. • To develop a framework of procedures whereby all injuries are dealt in a competent and safe manner. • To provide training, staff development and the effective use of government/outside expertise so that children have access to proper interventions. • To comply with all legislation relating to safety and welfare at work. • A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined, if required Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/ground. • Dangerous practices such as climbing tress, climbing goalposts, throwing stones, running fast in the yard, engaging in "horseplay", fighting etc are subject to severe sanctions(Refer School Anti-Bullying and Discipline Policies) • There are teachers and staff on duty during break time and dispersal.

<p>Guidelines</p>	<p><u>Minor Accident/Injury:-</u></p> <p>The injured party is initially looked after by the teacher. If deemed necessary, the child will be taken to the clinic. First aid is administered after cuts are cleaned with water and bandages/plasters applied □ □ if deemed appropriate. The parents will be notified of the accident in writing a copy of which will be filed in the school.</p> <p><u>More serious Accidents/Injury:-</u></p> <p>If considered safe to do so, the injured party is taken to the clinic. If not then a wheel chair or stretcher is immediately arranged Parents/Guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injury and the child is moved to the nearest hospital by calling the ambulance if advised by the parent, and the parents will be responsible for ambulance rules and regulations.</p> <p>In the event of serious injury, parents/guardian is immediately contacted. If the considered opinion of the medical staff is that immediate professional help is required, an ambulance is called with the consent of parents who will be responsible for the rules and regulations of Dubai ambulance. Parents will be intimated and called to school.</p> <p><u>Categories of Injury/School Procedures:-</u></p> <p><u>1. Minor Cuts and bruises:-</u>_____</p> <p>In all cases of injury it is understood that there is at least one nurse with the student. Clean around cuts using water only, cleaning from the center outwards. Gloves are used at all times to reduce risk of spread of infection. A check is carried out to locate small bodies which may be embedded in the wound. Plaster, gauze or lint is placed on the wound Nurse observation record is maintained.. Children are advised to show/tell parents. The parent will be notified of the injury.</p>

2. Sprains/Bruises Method:-

In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented. If in doubt, parent/s are contacted. Nurse observation is maintained. **Faints and Shocks** - Make sure surroundings are safe and lie him down. Loosen any tight clothing, Look for breathing and call his name, If he responds reassure him. If not responding shout for help. Send someone to inform school doctor and nurse. Don't leave the casualty alone. Subsequently if needed ambulance will be called and parents will be informed. The accident will be recorded subsequently.

3. Accidents/Injuries while travelling in the school bus: -

Drivers/ conductors to take maximum precaution to minimize injuries while students are travelling on the buses. Drivers to drive safely avoid speeding and applying sudden braking. Teachers/Conductors to monitor students and enforce bus discipline to avoid accidents/injuries. In case of minor injuries, First Aid Box is available in the bus and injured should be moved to school clinic on arrival at school. In case of major accidents, Police, Ambulance, Civil Defense and the School should be immediately informed by the driver & conductor.

WHEN TO CALL THE AMBULANCE:

You should call an ambulance when there is a case of emergency. **A mere headache , vomiting ,dizziness ,nasal bleeding , nausea , throat pain , abdominal pain sprains , small cuts and bruises , are not emergency medical situations and hence are no reason to call an ambulance .**

Dehydration ,chest pain , a broken bone that is life threatening and cannot be managed by clinic staff , stroke , heart attack , seizure , unconsciousness are considered valid reasons to call an ambulance .if the paramedics discover that cause is not emergency and it is the parent or any staff member that insisted to be taken to the hospital ,he /she will be charged for the ride .

INJURIES HAPPENED OUTSIDE SCHOOL:-

All injuries happened outside school must be reported to clinic staff considering it an utmost matter of importance. Parents are directed to provide the medical fitness certificate in case of any injury, sprains, or any health condition that may affect their child's safety within school premises. The school does not take responsibility of any further injury if the injured child attends the school without a fitness certificate.

Policy Committee Members	Policy Incharge: Mala Mehra
Date: 29.03.2019	Approved by: Mala Mehra   Signature of Principal