



مدرسة تونا الثانية - وية الانجليزية - الشارقة (فرع البنين)  
**OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
BOYS' BRANCH**



## **Policy and Procedures**

### **Accidents and Injuries**

**Date of Adoption: 14<sup>th</sup> August 2014**

**Date Reviewed: April 2019**

**Date of Review: April 2021**

**Verified By**

**Srivalsan Murugan**

**Principal & CEO**



### **Accident and Injury Guidance Note**

The school accords top priority to the health and safety of all stakeholders in the school. The school has appointed two full time doctors and four nurses to handle any medical emergency, which will be according to the directives of the School Health Department.

Students and staff are covered under a medical insurance policy, which covers accidents and injuries sustained in the school.

In the event of an accident or injury, students or staff maybe taken to the nearest hospital for treatment as per the advice of the school doctor.

Attached you will find a flow chart which outlines the steps to be taken in the event of a student or staff member is injured:

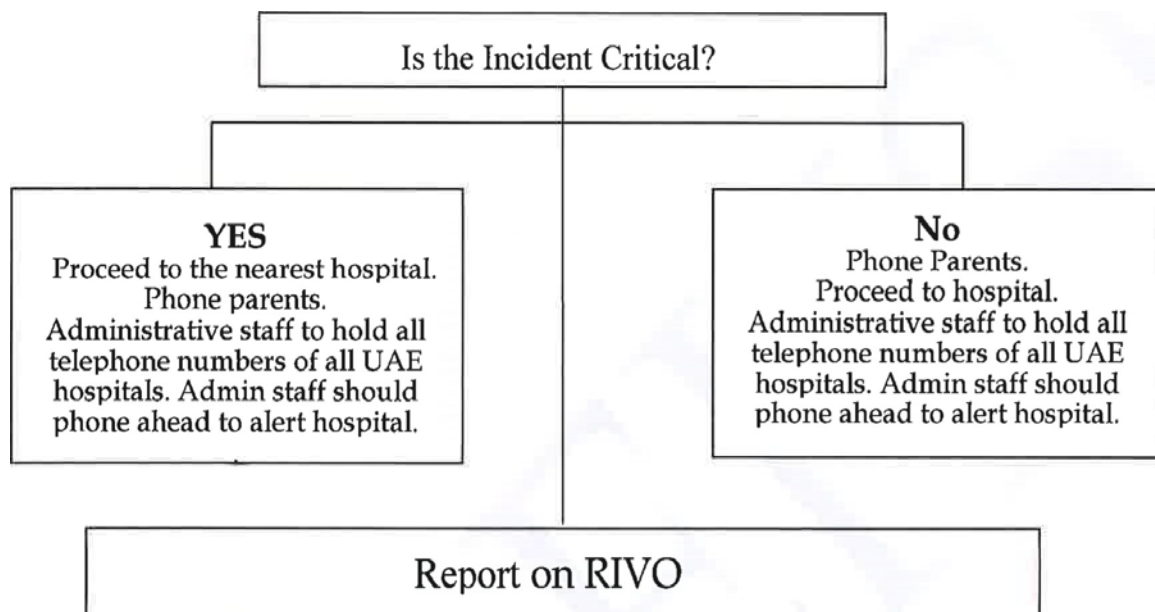
- On campus
- On an educational tour or
- When using school provided transport

The terms of the coverage will be as per the service provider.



### Accident and Injury Guidance Note

Accident involving student, member of staff, or visitor on GEMS School Premises, School Provided Transport, School Sponsored Educational Tours and School Sports Events





## **Accident and Injury Guidance Note**

GEMS maintains an ongoing commitment towards the health and safety of all students registered in GEMS schools and all staff employed in GEMS schools in the United Arab Emirates.

Students and staff of GEMS schools receive insurance coverage against accident and injury while on the school premises, when using school provided transport and during school sponsored educational tours and sports events within the UAE.

Students and staff are covered against any incidence of food and/or water poisoning occurring at school or as a result of school provided food and or water.

## **OOEHSB MEDICAL EMERGENCY PROCEDURE**

### **1. CHILD Gets INJURED/ Suffers from Medical Emergency during School Time:**

#### **1.1 Minor Injury:**

1. Child is immediately rushed to the clinic by Staff member, Prefects on duty or other students.
2. Doctors will give the treatment and inform the supervisor.
3. Supervisor informs the Headmaster.
4. Supervisor investigates and informs the parent about the incident.
5. It is reported in the daily report; an incident report is raised on PHOENIX by the Supervisor and RIVO as per the doctor's advice.

#### **1.2 Serious Injury:**

1. The child is immediately rushed to the clinic by the Staff member/ Prefects on duty/ other students/Attendants.
2. After the assessment of the nature of the injury and First Aid, School Doctor will inform the Administrator to make arrangements for the child to be taken to the nearest hospital. Doctor informs the concerned supervisor.
3. Supervisor /Doctor informs the Headmaster and Principal.



4. Supervisor /Doctor informs the parent of the incident and requests him/her to reach the hospital.
5. Follow up by the Doctor, Principal and the Supervisor at regular intervals, including hospital/home visits.
6. It is reported in the daily report, an incident report is raised on PHOENIX by the Supervisor and RIVO as per the doctor's advice.

### 1.3 **Known Medical condition:**

1. It is mandatory that the school is informed of any existing/ new medical condition including allergies of the student immediately.
2. Child is immediately rushed to the clinic by the Staff member/ Prefects on duty/ other students/Attendants.
3. In the case of a child showing distress due to a known medical condition (informed by Parent/School Records), Nurse will give the treatment prescribed by the Child's Physician.
4. Nurse informs the supervisor about the medical exigency.
5. Supervisor informs the Headmaster.
6. Further management will be as per the Doctors' advice.

### 1.4 **Unknown Medical Condition:**

1. Child is immediately rushed to the clinic by Staff member/ Prefects on duty/ other students/Attendants.
2. After the primary assessment by the nurse the child is taken to the nearest hospital for treatment.
3. Nurse informs the supervisor.
4. Supervisor informs the Headmaster and Principal.
5. Supervisor informs the parent and advises the parent to reach the hospital.
6. Supervisor does the follow up.

2. Please refer to the **GEMS CRITICAL INCIDENT RESPONSE PROTOCOL** as well.