



Emergency Protocol

**(including First Aid & Emergency Patient
transfer and referral)**

Company: Star International School 24b Street Mirdif Dubai	Effective Date : 08.09.2019 Revision Due Date : 01.09.2020 Revision No: 4 First Edition Date : 23.06.2016
---	--

1. Parents should be notified in all cases of accidents or sudden illnesses. Notification should be done in such a manner as not to create undue panic.
2. A responsible person should remain with the student until the parent assumes responsibility.
NEVER LEAVE A STUDENT UNATTENDED IN THE CLINIC.
3. If the parent/guardian or emergency contact persons cannot be reached, the school administrator should assume responsibility for the disposition of the case.
4. Appropriate documentation must be made on school clinic records.
5. After immediate care in the school clinic, the decision will be made whether the student should stay in school. Some questions to be asked are as follows:
 - Will it interfere with learning (pain, eye injury, abdominal pain, malaise)?
 - Will it be a hazard to the health of classmates (communicable disease)?
 - Will it interfere with the student's mobility (sprained ankle)?

Action to be taken:

1. Call **999** and begin first aid/CPR as situation indicates.
2. Contact the parent/guardian or emergency contacts.
3. Do not move the student if there is suspected injury to the neck or spine unless necessary to prevent further injury.
4. Maintain open airway. If bleeding from mouth or jaw, or if vomiting, turn head to the side.
5. If possible, raise feet 8-12 inches. If this causes problems with breathing or additional pain, lower feet.
6. Place a blanket over student to prevent chilling. Do not allow student to overheat.
7. Do not give fluids or food.
8. If unconscious, do not place anything under the head.
9. Record extent and duration of unconsciousness.

Additional Instructions:

1. If parent/guardian cannot be contacted, call emergency contact person listed on the student's file.
2. If unable to contact either parent/guardian or their emergency designee, notify the school administrator and then the receptionist for assistance.
3. If student is to be transported via ambulance and the parent is unavailable, an appropriate school representative should accompany the student to the hospital which will be either Rashid or Dubai Hospital. Be sure to take a copy of the medical information sheet of the child giving permission to hospital personnel for treatment.
4. In case of an injury occurring at school, a Student Accident Report Form, should be completed by school health staff. School health staff treating the student should share the pertinent (what, when, where, how and time) information to assure accuracy in reporting.

A Serious Medical Emergency Includes:

1. Difficulty breathing or stopped breathing.
2. Bleeding which appears difficult to control.
3. State of shock due to:
 - Excessive bleeding.
 - Severe pain.
 - Insulin reaction or diabetic coma.
 - Physical or emotional trauma.
 - Allergic reaction.
4. Unconsciousness (beyond fainting).
5. Excessive burns.
6. Drug/alcohol overdoses.
7. Poisonings.
8. Fractures.
9. Complication of pregnancy/labor and delivery.
10. Animal bites.

EMERGENCY NUMBERS

Ambulance and Police - **999**

Fire - **997**

Prepared/Revised By: Dr Shahna Abdul Rahiman	
Designation: School Doctor	
Signature:	Date: 09.09.2019

Prepared/Revised By: Anitha Chacko	
Designation: School Nurse	
Signature:	Date: 09.09.2019

Approved and Authorized By: Ms. Gill Roberts	
Designation: Principal	
Signature:	Date: 09.09.2019



STAR INTERNATIONAL SCHOOL'S MEDICAL EMERGENCY PROTOCOL: 19-20

EMERGENCY TEAM

HEAD: School Nurse in the absence of the School Doctor.

MEMBERS:

Ms. Gill	- School Principal
Ms. Benazir	- School Administrator
Ms. Janine	- Primary Receptionist
Ms. Jennie	- Foundation receptionist
Ms. Sauba Ndagire	- ECA leader
Mr. Daniel	- Head of PE
Mr. Philip	- Teaching Assistant(Secondary)
Ms. Lizelda	- Teaching Assistant(Y3)
Ms. Anna Comiso	- Teaching Assistant(Y4)
Ms.	- Teaching Assistant
Ms.	- Teaching Assistant

1. In any event of emergency the teacher who first witnesses the case remains with the injured/sick child. If the teacher cannot bring the child to the clinic immediately he/she should send:
 - a. ASSISTANT TEACHER/ANOTHER ADULT PRESENT – phones or goes to the nurse (**LOCAL EXT.608/0553729522**) whichever requires lesser time.
 - b. CLASS REPRESENTATIVE – goes to the Nurse
 - c. SECOND CHILD – goes to Ms. Janine(Primary Reception)
2. Ms. Janine informs the School Principal and the emergency team to go to site of crisis.
3. School Nurse assesses the child's condition; gives direction to the School Principal/Ms. Gill/ Ms. Jennie/Class Teacher to inform parents. An emergency team member to activate EMS (998/999) after discussing with the school doctor /School Nurse if warranted by the child's condition.
4. School Nurse administers First Aid with emergency team members until the ambulance arrives or child is brought to hospital/clinic by school or parents' transport.
5. The administrator/one emergency team member escorts the injured/sick child to the hospital/clinic in the absence of parents.
6. The administrator/emergency team members give feedback of the case to the School Nurse and Principal.
7. The Nurse follows up with the parents then informs School Doctor, teacher, and Principal of the case and does proper documentation.
8. Medical incident form should be filled up both by the referring teacher and the school nurse

Ms. Gill
School Principal.