



The Oxford School, Dubai

## **School Accident/Injury Policy**

The Oxford school believes that safety doesn't happen by accident.

Our Aim is to provide a safe environment and minimize accidents.

### **Introduction**

This policy has been drafted as part of the schools health and safety policy. Its aim is to ensure the safety and well being of the pupils and staff in the school. It was discussed and accepted by the school staff.

### **Rationale**

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 know plan of action with which all staff are familiar.

### **Role and Responsibilities**

- 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 and teachers on break duty are directly responsible for the supervision of pupils at break time.
- Dr.Farah is the school doctor and school nurse are Ms.Soniya and Ms.Soumya

### **Aims/Objectives**

- To ensure the physical safety and well being of all staff and pupils.
- To develop a framework of procedures whereby all injuries are dealt with 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.

## **Procedures**

Safety of pupils and staff is a priority for the school, and robust measures have been put in place to ensure no children or staff are put at risk

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 trees, climbing goalposts, throwing stones, running fast in the yard, engaging in “horseplay”, fighting etc are subject to severe sanctions(see School Anti-Bullying and Discipline Policies)
- There are teachers and staff on break duty during break time and dispersal.

## **Minor Accident/Injury**

- 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 use of plastic gloves is advised at all times.

## **More serious Accidents/Injury**

- 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 injuries and the child is moved to the nearest hospital or as advised by the parent.

## **Very Serious Injuries**

In the event serious injury, parents/guardian are immediately contacted. If the considered opinion of the medical staff is that immediate professional help is required, an ambulance is called.

## **Categories of Injury/School Procedures**

### **Minor Cuts and bruises**

Method:

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 centre 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 is maintained

Children are advised to show/tell parents

### **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.

## **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 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.

