



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No. TIA 3.1

Policy and Procedure on Pupil's Injury 'Health and Safety'

Introduced : April 2014
Revised : March 2015

Implemented by : Board Members

NEED: Schools under the banner of **IQRA EDUCATION** will provide safe and healthy environment where pupils will be looked after carefully. This policy will be operational in all schools run by **IQRA EDUCATION**. The Indian Academy, Dubai being one of the schools of **IQRA EDUCATION** will follow a "Health and Safety" policy.

PROCEDURE:

- ❖ **Class Room/ Corridor:** If a child is injured in the class room or in the corridor then the teacher on duty will assess the severity of the injury and follow these steps.
 - If case of a bleeding wound, loss of consciousness, seizures, severe breathlessness, injury above the neck etc. inform the school clinic and the school authorities. Do not move the child from the spot until the doctor / nurse attends to the child and administers first aid. The child will be transferred to the clinic with the help of the nurse.
 - If the injury seems to be a fracture of the leg, then send for a wheel chair / stretcher.
 - Teacher will ask his/her colleague to look after his/her class while the concerned teacher accompanies the injured child to the clinic.
 - Once the child reaches the clinic, the teacher must report to his/her class.
- ❖ **Swimming Pool Area:** There must be at least two people on duty at swimming pool area. If a child is injured or falls into the pool, then these steps will be followed.
 - All the pupils will be moved out of the pool.
 - Clinic and the Principal/Headmistress will be informed ➤ Swimming instructor will take the child to the clinic.

- Assistant teacher or any other staff on duty will take other children to the class after they change the costumes.

❖ **On the Field/Games time:** Pupils get injured during the games and school must be ready to provide them first aid. If a child is injured on the field or play area then teacher in charge must follow these steps.

- **P.E.** teacher should see the severity of the injury.
- In case of small injuries, class monitor can look after other children playing and the PE instructor should take the child to the clinic.
- In case of bleeding or fracture, Clinic and the Principal/Headmistress must be informed. Headmistress/Supervisor will send one substitute teacher to attend other pupils of the class.
- If the child cannot move due to the injury (in case of a suspected neck injury, head injury or injury to lower back), send for the wheel chair / stretcher immediately (a conductor / maid should be summoned for help) and take the pupil to the clinic.

❖ **In the laboratory:** All Science and Home Science labs must have First aid box. Teachers conducting experiments and pupils must know the location of First aid box.

- In case of small burns, teacher can give anti-burn cream and ask the pupil to rinse the burnt part.
- The child has to go to clinic afterwards and take proper check up.
- In case of severe burns, the clinic must be informed and child will be taken to the clinic by the teacher and Headmistress must be informed.
- All other students will be asked to move out of the lab and go to class meanwhile the Headmistress will inform the Supervisor to send a substitute teacher.

NOTE: In all above mentioned situations, parents will be informed the same day and a detailed report from the Clinic will be submitted to the Principal.

Parents will be advised to seek family doctor's advice later on if needed.

Serious Cases:

In case of serious injuries, Clinic will call the nearest hospital to send an ambulance. The child will be taken to the hospital accompanied by the School doctor/Nurse.

In case of non availability of ambulance school vehicle will be used to take the child to the hospital.