

# Kent College Dubai



**KENT COLLEGE**  
DUBAI

**Approved by**  
**Principal: Tim Hollis**

**Approved by**  
**School Doctor: Dr. Priyanka**  
**Banerjee**

**Last reviewed on:** September 2024

**Next Review:** September 2025

**KCD Authorised Stamp**



Accidents and Emergencies Minor incidents / injuries are treated in the main clinic. Injuries that are more serious require an immediate phone call to the parents to inform and advise them. If thought necessary, the parents will be asked to collect the student from the clinic within 30 to 45 minutes. The parents will bring their child to their hospital of choice, for further evaluation and management of the injuries incurred. If the parent cannot be contacted and the student requires immediate hospital treatment, arrangements will be made to take the child to the nearest hospital affiliated by the school.

In an emergency or life-threatening condition, an ambulance will be called for. Transferring and sending students to home/clinic/hospital during: A) Non-emergency cases: After assessment by the doctor/nurse, if the student is not fit enough to remain in school, then:

1. Parents/Guardians will be informed via telephone or e-mail and asked to collect their child from school.

2. An e-mail will be sent to the teacher in charge to inform her/his that the student will be going home

3. An e-mail /call will be sent to reception and an exit slip for security stating the student's name and class as well as the person who will pick up the student. The nurse will bring the student to hand over to parents and explain the condition.

B) Accidents/Emergencies (Minor/Major) After assessment by the doctor/nurse, if the injury incurred by the student needs further hospital/clinic evaluation and management, then:

1. Parents/Guardians will be contacted by the nurse/doctor immediately and will be advised to collect student as soon as possible

2. A referral note if needed will be given to the parents/guardians to be presented to their clinic/hospital of choice

3. E-mail will be sent to the teacher in charge, call to the reception, exit slip to security to inform them that the student will be going home

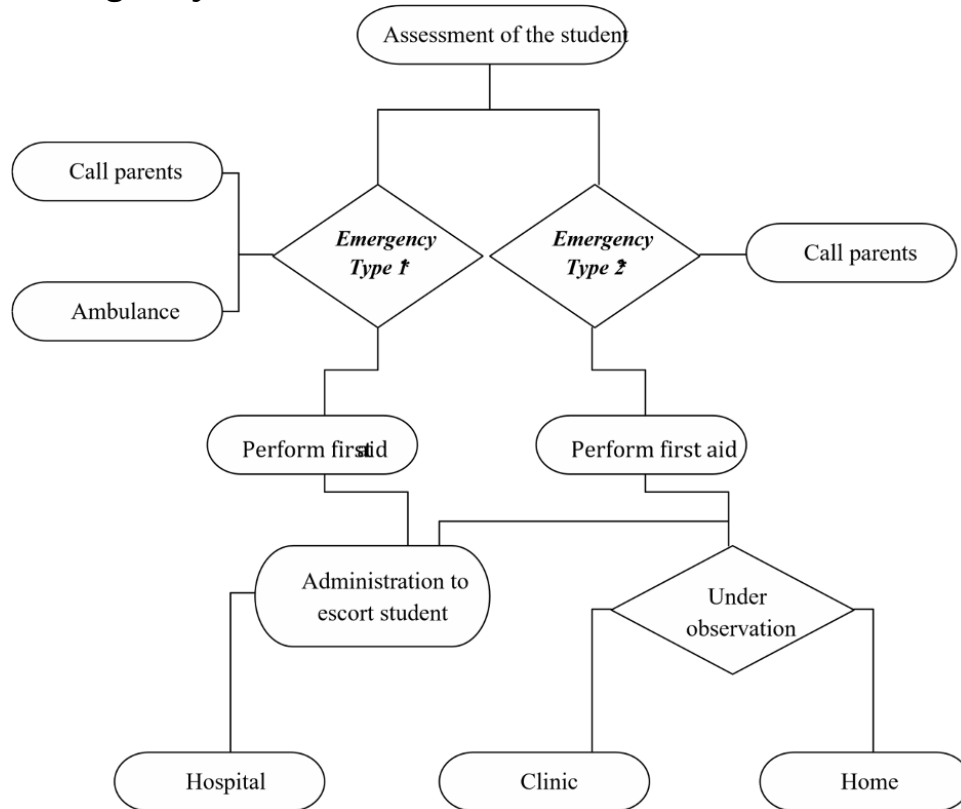
4. An incident report will be filed and shared with SLT and in CPOMS.

\*If the parent/guardian will request an ambulance, then the nurse will call EMS or 998. Security personnel and the reception will be notified that an ambulance will be coming to pick a student\*

C) Life threatening Accidents/Emergencies (Serious) After assessment by the doctor/nurse, then:

1. Nurse will immediately call EMS or 998 and she will give the details regarding the accident
2. Parents will be immediately notified regarding the details of the injury, the course of action taken and the hospital/clinic where the student will be brought
3. Student will be transported immediately to the hospital where the school has an affiliation
4. School nurse or other available school personnel will accompany the student to the hospital and wait for the parents/guardians to arrive
5. An incident report will be filed.

## Emergency Protocol Flow Chart



**\*Emergency Type 1:** High level of emergency, which needs referring to secondary care level (hospital or health center)

**\*Emergency Type 2:** Low level of emergency, which can be managed at school with parent/s consent.

## EMERGENCY PROCEDURES FOR INJURY OR ILLNESS

- Remain calm and communicate a calm, supportive attitude to the ill or injured individual
- Never leave an ill or injured individual unattended. Have someone else call emergency assistance and the parent
- Do not move an injured individual or allow the person to walk (bring help and supplies to the individual). Other school staff or responsible adults should be enlisted to help clear the area of students who may congregate following an injury or other emergency situation

- If trained and if necessary, initiate Cardiopulmonary Resuscitation (CPR)
- Do not use treatment methods beyond your skill level or scope of practice. All persons working with students are encouraged to obtain training in CPR/First Aid training through DHA PHC.
- Call emergency assistance immediately for:
  - anaphylactic reaction
  - amputation
  - bleeding (severe)
  - breathing difficulty (persistent)
  - broken bone
  - burns (chemical, electrical, third degree)
  - chest pain (severe)
  - choking
  - electrical shock
  - frostbite
  - head, neck or back injury (severe)
  - heat stroke
  - poisoning
  - seizure (if no history of seizure)
  - shock
  - unconsciousness
  - wound (deep/extensive)

Reference: "School Health Guidelines Manual," by: Dubai Health Authority

## **Accident/Incident Reporting**

All serious injuries will be recorded in daily. A nurse's note and doctor notes will be written on the student medical file for documentation. The incident/accident will also be logged in the clinic logbook. All dangerous occurrences are recorded even if they do not result in serious injury. Any recommendations/actions will be recorded as a Health and Safety report. All are recorded in CPOMS.

## **Health and Safety and Near Miss Reports**

Any health and safety issues that have been brought to the doctor/ nurse's attention will be reported to the SLT and CPOMS.

