

1. Policy Objectives

This policy aims to outline procedures to deal with any incident or accident in a calm, professional and safe manner. The accident and injury policy supports our health and safety measures for everyone at GSIS Ajyal & Dhahran including students, staff, parents, visitors, and volunteers.

2. Policy Scope

This policy applies to all GSIS academic and nonacademic staff, students, workers, visitors, and volunteers.

3. Policy Actors

- GSIS Superintendent
- GSIS Principals
- GSIS Leaders
- GSIS Staff
- GSIS Nurse

4. Related Policies and Procedures

- Sick Child Policy.
- Administering medicines policy
- Attendance and truancy policy

5. Related Forms

- Teachers' handbook
- Parents' handbook

6. Terminologies

School leader: Any person who is in the position of STL and above according to GSIS governance.

School Superintendent: A General Director of a whole school who reports directly to the CEO.

School Staff: People who work at school and do an academic or nonacademic duties

7. Accident & Injury Policy:

Rationale:

The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students/persons who have sustained either a serious or minor injury.
- Ensure that adequate resources and arrangements are in place to deal with accidents/injuries as they arise.
- Ensure that lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar.

Roles and Responsibilities:

The overall responsibility for the day to day administration of school supervision rests with the Principal. The class teacher is responsible for classroom supervision or for the supervision of their students on a trip outside of the classroom. Teachers and hall monitors on yard duty are directly responsible for the supervision of students at break time. GSIS nurse/doctor is responsible for the supervision of students in the school clinic until they are conveyed somewhere else.

Procedures:

The safety of students and staff is a priority for the GSIS administration, and robust measures have been put in place to ensure that no children or staff are put at risk:

- Each classroom teacher regularly instructs his/her class on issues relating to safety in the classroom or out on the yard. Dangerous practices such as climbing goalposts, throwing stones, engaging in fighting etc.. are subject to sanctions. (See the School Anti-Bullying and Student Code of Conduct Policies)
- Procedures are in place in the event of accidents.
- Two staff members supervise the playground and four staff members supervise the gym and sport facilities.

Minor Accident/Injury:

The injured student is initially looked after by the teacher on yard duty or the class teacher if the incident occurs under her supervision. If deemed necessary, the injured student will be sent to the GSIS clinic, accompanied by the hall monitor, to be examined by GSIS nurse/doctor. No medicines are administered, but cuts are cleaned with antiseptic on cotton wool. Plasters will only be applied where necessary. The use of plastic gloves is required at all times.

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Accident & Injury Policy

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

More Serious Accidents/Injuries:

If considered safe to do so the injured student/person is taken to GSIS clinic and parents/Guardians are immediately informed, particularly if there is a suspicion of broken bones/ head or eye injuries. The student is kept under observation in the clinic until Parents/Guardians arrive, with the emphasis on making the student as settled and comfortable as possible.

Very Serious Injuries:

In the event of a very serious injury, parents/guardians are immediately contacted. An ambulance is called to take the child to the hospital, GSIS nurse/doctor will provide the necessary aid until ambulance arrival and will accompany the child to the hospital and stay with him/her till parents/guardians arrive. In case of staff/students/visitor's death, the same procedures will be followed.

Categories of Injury/School Procedures:

Minor Cuts/Bruises:

- Clean around cuts using antiseptic wipes, cleaning from the center outwards.
- Gloves are used at all times to reduce the risk of spread of infection.
- A check is carried out to locate small bodies which may be embedded in the wound.
- A plaster is placed on the wound if necessary.
- Children are advised to show/tell parents.

Sprains/Bruises:

- In the event of sprain/bruise, the process of rest, ice, compress and elevate is implemented.
- If in doubt, parent/guardians are contacted.
- Staff observation is maintained.

Faints and Shocks:

- Lie the injured student/person down
- Raise the legs above the level of the heart.
- Loosen any tight clothing

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- Ensure there is fresh air
- Keep crowds away.
- Reassure the casualty when they recover.
- Contact parents.
- The event is subsequently recorded in the Accident file.

Severe Bleeding:

- Act instantly.
- Sit or lie the injured student down.
- Press down on the wound using gloves.
- Lift (if possible) the injured part above the level of the heart.
- Put a clean dressing on the wound and secure with a bandage. If blood shows through the dressing then place another one over the first and bandage firmly.
- Treat for shock (see above)
- Contact parents
- If bleeding is serious contact emergency services immediately.
- Record in the Accident File.

Burns/Scalds:

- Immediately remove the student from the danger area.
- Cool the burnt area with cool running water.
- Remove rings etc., and other tight-fitting accessories.
- Do not remove objects stuck to skin.

Unconsciousness:

- Call an ambulance.

- Place the child/adult in the recovery position.
- Ring for parents
- Check for broken bones, neck or back injury.
- If the child/adult is not breathing, artificial respiration (CPR) is required.
- Every effort will be made to keep other children away.

Stings/Bites

- Antihistamine cream is applied.
- If case is serious, parent/s are contacted.

Record Keeping:

All accidents which require a child to be collected from school are recorded in the Accident file which is located in the GSIS clinic. The accident report form lists the date and time of the accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by the nurse/doctor etc. Relevant medical information on all students is obtained at the time of enrolment. This section of the enrolment form asks parents to list allergies and other medical conditions their child may have.

8. Parties and Authorities

Parties	Authorities
School Superintendent	<ul style="list-style-type: none"> • Develop Accident & Injury Policy
School Leaders	<ul style="list-style-type: none"> • Revise and approve Accident & Injury Policy. • Supervise Policy implementation.
GSIS Nurse/ Doctor/ staff	<ul style="list-style-type: none"> • Implement Accident & Injury Policy.

9. Resources

- International best school practice benchmark documents
- GSIS Strategy, Vision and Mission

10.Reference

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For more information, please contact the GSIS Superintendent.

11.Changes

Date	Responsible Person\ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1
25/07/2021	Ms. Dana Abou Goura/ CEo	To be Modified	0.2
25/07/2021	Mr. Ihab Osman/CEO	To be Approved	1.0