



# Medical Emergency Protocol

## **Emergency Protocols and Transfer Protocols**

The school clinic is equipped with the appropriate medical equipment, supplies and pharmacological agents which are required in order to provide cardiopulmonary resuscitation and other emergency services in line with the Dubai Health Authority guidelines.

Written policies are in place to ensure necessary personnel, equipment and procedures to handle medical and other emergencies that may arise in connection with services provided.

### **EMERGENCY RESPONSE TEAM**

- PRINCIPAL
- VICE PRINCIPALS
- SCHOOL DOCTOR
- SCHOOL NURSE
- HEALTH AND SAFETY OFFICER
- FRONT OF HOUSE
- SCHOOL SECRETARY
- HEAD OF WELLBEING
- HEAD OF TEACHING AND LEARNING
- RESPECTIVE CLASS TEACHER

### **EMERGENCY PROTOCOL**

- The child should either be taken to School Clinic immediately or School Medical Team be informed about the situation- depending on the severity of the case and the nature of emergency. Student should not be carried by an adult if any of the following conditions is met:
  - an injury to the spine, neck or lower limbs (leg and feet) is suspected,
  - student is seizing,
  - student is unable to produce any sound,
  - student is complaining of weakness, dizziness and inability to walk.
- While awaiting the arrival of the medical team, the teacher should calmly evacuate the other students from the area leaving them under an adult supervision (teaching assistant, LSA, fellow

teacher), ensure a safe hazard free and clear environment for the student suffering from a medical emergency and note the time of the onset of the episode.

If the student is seizing, vomiting or bleeding profusely from mouth with an altered consciousness, he should be laid down on the floor, turned to the left lateral side to prevent aspiration.

- Once the School Medical Team arrives, or the student is taken to School Clinic, the Emergency Response Team should be informed by the Teacher/Teacher assistant while a witness of the emergency stays with the medical team to describe the sequence of events.
- School Doctor and Nurse will do the emergency management/first aid according to the child's condition and the cause of the emergency.
- Administration staff and supervisor will inform the parents and arrange for transportation or ambulance.
- At least 2 members of the Emergency Response Team stay in the room with the Medical Team to ensure timely conveyance of information.
- The Class teacher can help by giving moral support and guidance.
- The Deira Private School staff is expected to stay calm and composed when faced with a medical emergency to ensure minimal time delay in making life saving decisions and carrying out necessary communication effectively. Any staff member who feels overwhelmed during the emergency should inform the emergency team immediately, leave the room and send another adult to replace him/her.

### **HOSPITAL TRANSFER OF STUDENTS IN AN EMERGENCY**

- Transferring the child to Al Jalila Hospital, Rashid Hospital (trauma) or any hospital nearby as per parents preference..
- If the child needs a transfer to a hospital in the event of emergency:
  - Administration staff should call an ambulance and inform the parents of the child.
  - If the school has two nurses, one nurse should escort the child to the hospital while carrying the child's Emirates ID and the contact numbers of both the parents.
  - If the school has only one nurse, a member of administration staff will escort the child to the hospital.

### **Procedures**

1. Remain calm and communicate a calm, supportive attitude to the ill or injured individual.
2. 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.
3. One member of the emergency team should remain with the student until the parent assumes responsibility. NEVER LEAVE A STUDENT UNATTENDED IN THE CLINIC or HOSPITAL.
4. If the parent/guardian or emergency contact person cannot be reached, the school administrator should assume responsibility for the case.
5. Appropriate documentation must be made on school clinic records.

**Action to be taken:**

- Call 998 and begin first aid/CPR as situation indicates
- Contact the parents/guardians or emergency contacts.
- Do not move the student if there is suspected injury to the neck, spine or lower limb, or if the student is seizing.
- Maintain an open airway. If bleeding from the mouth or vomiting or seizing, turn the head to the side.
- If possible, raise feet 8-12 inches. If this causes problems with breathing or additional pain, lower feet.
- Place a blanket over the student to prevent chilling. Do not overheat the student.
- Do not give fluids or food.
- If unconscious, do not place anything under the head.
- Record extent and duration of unconsciousness/seizures (by the teacher)

**Additional Instructions:**

1. If parent/guardian cannot be contacted, call the 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 a student is to be transported via ambulance and the parent is unavailable, an appropriate school representative should accompany the student to the 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 School Incident Form should be filled by school health staff. School health staff treating the student should share the pertinent information to assure accuracy in reporting (what, when, where, how)

### General staff responsibilities for all emergencies

1. Verify information
2. Call emergency numbers
3. Evacuate students and staff if necessary
4. Warn students if advised
5. Stay with students during evacuation
6. Keep detailed notes of incidents

### A Serious Medical Emergency Includes:

- Difficulty breathing or stopped breathing.
- Bleeding which is difficult to control.
- Seizures
- Severe allergic reactions
- Severe asthma attack (status asthmaticus)
- Head injury with any of the following: swelling, vomiting, bleeding from ears or nose, unconsciousness.
- State of shock due to:
  - Excessive bleeding.
  - Severe pain.
  - Insulin reaction or diabetic coma.
  - Physical or emotional trauma.
  - Allergic reaction.
  - Unconsciousness (beyond fainting).
  - Excessive burns.
  - Poisonings.
  - Fractures.
  - Complication of pregnancy/labor and delivery.
  - Animal bites.

### EMERGENCY NUMBERS

Ambulance - 998  
Fire department- 997  
Police - 998, 999

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Staff	Designation	Action Taken	Date
Dr. Amber Mahmood	School Doctor	Reviewed and updated	15th August 2025
Prame Vijayakumar	School Nurse		
Dona Lernus	School Nurse		
Rica Ramos	Health and Safety Officer	First Reviewer	Muhammad Afzal
Muhammad Afzal	Principal	Approved	