



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
- ASSISTANT PRINCIPAL
- SCHOOL DOCTOR
- SCHOOL NURSE
- HEALTH AND SAFETY OFFICER
- FRONT OF HOUSE
- SCHOOL SECRETARY
- HEAD OF WELLBEING
- HEAD OF TEACHING AND LEARNING
- CLASS TEACHER (1)

EMERGENCY TEAM

- 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 cause of emergency.
- 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 the 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.

HOSPITAL TRANSFER OF STUDENTS IN AN EMERGENCY

- Transferring the child to Latifa Hospital or any hospital nearby.
- If the child needs a transfer to a hospital in the event of emergency:
 - Administration staff should inform the parents of the child and arrange for transport or ambulance.
 - If the school has two nurses, one nurse should escort the child to the hospital.
 - If the school has only one nurse, 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.
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.
6. After immediate care in the school clinic, the decision will be made whether the student should stay in school. Consider: Will it interfere with learning, mobility and health status of other students?

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 or spine.
- Maintain an open airway. If bleeding from the mouth or vomiting, 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.

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 – 997

Police- 998, 999

Document	Medical Emergency Protocol Policy
Date written	September 2020
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Staff	Designation	Action Taken	Date
Dr. Amber Mahmood	School Doctor	Revised and Reviewed by	July 2022
Dina Salah Mohamed	School Nurse		
Dona Lernus	School Nurse		
Rica Ramos	Health and Safety Officer	First Reviewer	
Lisa Such	Assistant Principal	Second Reviewer	
Dr. Ritika Anand	Principal	Approved	