



ST. MARY'S *Catholic High School, Dubai*

DAILY FIRST-AID ADMINISTRATION AND INCIDENT REPORTING POLICY

2026-2027

Daily First Aid Administration:

- i. Every student that attends the clinic will be listed in the daily census form which shows the time the student arrived at the clinic as well as the time which they left the clinic. All the first aid cases will not be informed to the parents and clinic staff will decide it depending on the severity and nature of the incident.
- ii. If there is a need for the student to stay in the clinic for observation for more than 30 minutes, the nurse will inform the teacher irrespective of the severity of the condition. Additionally, if a student is released during a lesson to attend the clinic and does not return to the class by the end of that lesson, the teacher will e-mail the clinic to enquire on the student.
- iii. At the end of each school day, the doctor and the nurse will do a thorough check in the clinic and Isolation room to ensure that no student is left in the clinic, before the clinic/isolation room is locked for the day.
- iv. If a student who makes use of the bus is in the clinic at the end of the school day, and is too unwell to get on the bus, their parents will be contacted to make alternative arrangements and a member of the medical team will stay with the student at the clinic until he is collected.
- v. Any students, who are not bus users, who are in the clinic in the last period of the day, will be sent back to class 5 minutes before the end of the lesson, so that they can be taken home. If it is the cases that such a student is too unwell to do so, the medical team will inform the teacher and also try to phone the parent/ driver to inform them that the student will be brought by wheelchair to the gate No. 4 and assist into the vehicle from there.



Accidents and Emergencies:

- i. Minor incidents/ injuries are treated in the School clinic.
- ii. More serious injuries 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.
- iii. Students who need to be brought to a hospital for further evaluation and management of the injuries incurred are usually taken by the parents. 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.
- iv. Emergency treatment for any student, when there is a life threatening condition, an ambulance will be called on 998.

Accident/Incident Form:

All serious injuries are recorded on an accident/ incident form. Documentation is kept in the clinic folder. 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.

Policy in 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:

- i. Parents/ Guardians will be informed via telephone and asked to collect their child from the clinic.
- ii. The clinic personnel will inform the primary section head / incharge that the student is going home from the clinic.
- iii. Parent / Guardian, who will pick up the student, will sign the "Clinic Exit Slip" in the clinic and the early departure book in the reception/gate.

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:

- i. Parents/ Guardians will be contacted by the nurse/ doctor immediately and will be advised to collect student as soon as possible.
- ii. A referral note will be given to the parents/ guardians to be presented to their clinic/ hospital of choice.
- iii. Parents/ Guardians who will pick up the student will sign the "Clinic Exit Slip" in the clinic and early departure book in the reception/gate.
- iv. An incident report will be filed.
*If the parent/ guardian requests for an ambulance, then the nurse will call EMS or 998.
- v. Security personnel of the school and the reception will be notified that, an ambulance will be coming to pick a student up.

C) Life threatening Accidents/Emergencies (Serious)

After assessment by the doctor/ nurse, then:

- i. Nurse will immediately call EMS or 998 and will give the details regarding the accident.
- ii. Parents will be immediately notified regarding the details of the injury, the cause of action taken and the hospital/ clinic where the student will be brought.
- iii. Student will be transported immediately to the hospital where the school has an affiliation or preferred clinic/hospital on parent's request.
- iv. School nurse or other available school personnel will accompany the student to the hospital and wait for the parents/ guardians to arrive.
- v. An incident report will be filed.



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Next Review Date:	June 2027