

The Lebanese School - Qatar
Health and Safety Policy



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Introduction

The Lebanese School is committed to ensuring a healthy and safe environment for all its students, staff, and visitors. This is achieved by implementing health and safety procedures detailed in this policy, and through:

- making health and safety a key part of its role.
- working with all staff to improve the health and safety system at the school.
- doing everything reasonably possible to remove or reduce the risk of injury or illness.
- investigating incidents and reducing the likelihood of them happening again.
- having emergency plans and procedures in place.
- training staff and students about hazards and risks so they can work safely.
- providing appropriate induction, training, and supervision for all new staff.

Aims and Objectives

The aim of this policy is to:

- conduct all the procedures safely and in compliance with the host country's legislative standards.
- provide a safe, secure, and healthy environment for staff and students.
- encourage everyone to take responsibility by being attentive, and to be aware of possible risks whilst feeling confident and comfortable within the school environment.

Roles and Responsibilities

1. Superintendent / Associate Superintendent

The Superintendent / Associate Superintendent holds the responsibility for providing a safe and healthy environment for teaching and non-teaching staff at the school, for the children attending the school, and for other school employees. He/She will take all reasonable steps to fulfill this responsibility by providing suitable facilities and equipment, ensuring safety arrangements especially in areas of high risk, and communicating information conducive to safety for the provision of a healthy working environment.

2. Health and Safety Committee

The Safety Committee, under the supervision of the Superintendent, is responsible for:

- devising and carrying out procedure for dealing with crises and critical incidents.
- devising a framework for identifying, referring, and intervening with students identified as “at risk” for any destructive behaviour.
- orienting staff to procedures and training to fulfill designated roles.
- providing information to students, staff, and parents on the Health & Safety Policy.
- evaluating and critiquing, at the conclusion of every crisis, the effectiveness of the plan.
- conducting periodic reviews and updating the Health and Safety Policy and updating the staff accordingly.

3. Operations Manager

The operations manager is responsible for:

- establishing a school Health and Safety Committee to represent staff on-site.
- noting all the guidance produced by the local authority and bringing any issues to the attention of relevant staff.
- being readily available to safety representatives and cooperating with them in their efforts to carry out their duties.
- receiving written reports from safety representatives and responding to them within a reasonable time.
- ensuring that all the school's areas are inspected termly by safety representatives.
- ensuring that firefighting equipment is available and maintained.
- producing a written evacuation plan for all buildings and sharing it with department heads.
- ensuring that a suitable plan is in place to deal with emergencies which could occur both during and outside school hours.
- ensuring that suitable health and safety induction training is provided to every new employee, and that assistance is provided to perform their duties in a safe manner.
- ensuring that suitable records are maintained about:
 - employees' health and safety training
 - accidents
 - premises safety inspections
 - fire equipment tests
 - machinery and equipment safety tests and inspections

4. Head of Section

The Head of Section has the primary responsibility for health and safety matters within the department. Responsibilities of the Head of Section include:

- directing and managing department staff as directed by the Superintendent.

- orienting the department's staff and students on the approved evacuation plan, ensuring that all members are familiar with the procedures and protocols in case of an emergency.
- monitoring the effectiveness of the issued plan and revising and reissuing the document as needed from time to time.
- ensuring that evacuation drills are undertaken regularly.
- bringing to the attention of the Safety Committee any identified hazard within the department and taking action to avoid danger pending rectification.
- ensuring that a system is established and maintained for reporting, recording, or investigating accidents, and that all reasonable steps are taken to prevent recurrences.

5. Teachers

All the teachers are responsible for:

- the safety of all children under their charge by effectively supervising them.
- being able to carry out emergency procedures with respect to fire, emergency evacuation, and security.
- respecting and following all safety procedures and instructions.

In addition to the above-mentioned responsibilities, all employees are responsible for:

- taking care of the health and safety of themselves, their colleagues, and for any child under their care.
- staying up to date with current safety procedures.
- attending training as directed.
- following instructions issued by the Superintendent/Head of Section on matters of Health and Safety.
- reporting accidents, dangerous occurrences, or safety concerns to Senior Management.

- taking care of any equipment provided for their safety.

6. Visitors

All visitors must report to the security guard(s), where a signing-in system is in operation.

Visitors should wear a suitable visitors' badge while on the school's premises.

7. Students

All students are responsible for:

- their own safety and that of their friends.
- observing all safety rules of the school, in particular the instructions of the teachers in the event of an emergency.
- taking care of any equipment provided for safety purposes.

Fire and Emergency Arrangements

It is the duty of all staff members to be aware of the fire and emergency procedures, to ensure that all escape routes and exits are kept clear, and to report any defects or damage in fire extinguishers, fire doors, fire signage, and alarm systems to the Operations Officer. The Operations Officer will assess their suitability, and recommend any repairs or improvements required.

Fire Fighting Equipment Maintenance

All firefighting equipment is checked on monthly basis, and inspected and serviced annually by the Operations Officer, who is also responsible for providing an inventory of all the equipment, in addition to a diagram showing its location.

Fire Alarms

The fire alarms should be tested on monthly basis, and findings are recorded in the fire alarm logbook by the Operations Officer.

Fire Drills

Fire drills are arranged on termly basis. The purpose of fire drills is to evacuate everyone, as quickly as possible, to a safe place.

Below are fire drills guidelines:

- A fire drill will be conducted once per term.
- A fire drill report will be filled out after every drill – see appendix 19.
- All staff and students participate in it and are familiar with the procedures.
- Each classroom has a specific exit route which is known to all the students.
- Classes assemble, with the class teacher, in a particular area of the playground.
- Classes only return to the building when told to do so by the Head of Section.

- **In the event of an emergency, only the Superintendent or the Associate Superintendent will be responsible for contacting the emergency services.**

Repairs and Maintenance

Any damage or defects on the premises must be reported to the operations manager:

Operations Manager	Dany Sabbagha	dany.sabbagha@lsq.sch.qa	55773819
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Water Safety

To ensure that the fountain's drinking water is potable and safe for the students, water filters are cleaned on regular basis and changed every year. In addition to that, a routine water testing is performed yearly.

The following are the guidelines for water sample collection, issued by the Ministry of Public Health, to avoid contamination of the sample:

- Choose a drinking fountain used by students.
- Make sure that the drinking fountain is in good condition (no cracks).
- Let the water drip for about 2-3 minutes, then take the sample using a sterile bottle (provided by the MOPH).
- Send the sample in a clean Ice box to the Ministry of Public Health (Environmental Section), on the same day of collecting it, within a two-hour window.

Necessary actions will be done based on the results of the water sample testing or on the recommendations of MOPH.

Health and Nursing Guidelines

As the health and safety of the students and staff are of utmost importance, LSQ developed the following guidelines in order to ensure the health needs are met in a safe and secure way.

Medication

- Medication should only be administered in the school clinic. The school nurse is in charge of administering medication to students.
- Students are not allowed to bring medicine to the school. The parent/guardian should supply the nurses with the medication, along with a doctor's prescription. If a student is going on the school bus, the parent should hand over the medicine to the helper of the bus, and not put it in the child's bag.
- The medication must be in its original bottle with the following data:
 - Name
 - Dosage
 - Time
- A consent form should be filled out by a parent/guardian in the school clinic when requesting a medication administration – see appendix 18.
- All changes in prescription dosage must be accompanied by a newly labelled bottle or letter from the doctor indicating the changes.
- Discolored medication won't be accepted.
- Students should not be in possession of, or self-administer any medication.
- Suppositories are not administered in the school clinic.
- Non-prescription medications will be given only if the medications are in the original bottle, properly labeled, and with clear instructions from the parent/guardian about its administration. Medication in a syringe, cup, and etc will not be accepted.
- In case medicine needs to be dispensed, the school nurse needs to notify the parent, securing a consent before giving the medicine.

- No parental drug administration (IM, IV, SQ) to be given in the school clinic except insulin for diabetics and EpiPen (for emergency).

Medication for Staff

- Staff members should get the medicine themselves from the clinic.
- If a staff member sends a student to get a medication on his/her behalf, the school nurse will not dispense the medication for safety purposes.

Injured Child at School

The school nurse will provide nursing care as appropriate to unwell students/staff.

When a child is seriously injured at school, the nurse will be responsible for his/her care until a parent/guardian or a trained health care professional arrives to take over.

The nurse is not responsible to diagnose the student/staff. For medical diagnosis, the student's parents or staff members should consult a doctor.

Reporting

The school nurse is responsible for documenting and recording the first aid care he/she provides to the students and staff in the school's database Campus Live. This will directly show on the Parent's Portal under the Health section.

When a student is assessed by the school nurse as unfit to remain at school, the parents will be contacted to pick him/her up. Depending on the student's case, it may be advised to see a doctor.

In the event of an emergency, the school nurse will provide first aid care, call an ambulance and notify the parents.

Calling an Ambulance

If an incident occurs and an ambulance is required, the following steps are taken:

1. The nurse is informed of the incident.
2. The patient will be assessed by the nurse to decide if there is a necessity to call an ambulance or not.
3. The nurse (or any designated person who has all the relevant information) calls the ambulance.
4. The nurse informs the Head of Section.
5. The nurse calls the parents and informs them about the nature of the incident.
6. The Head of Section informs the Superintendent and the Receptionist.
7. The Receptionist informs the security guard to clear the school entrance and open the gate for the ambulance.
8. If the ambulance arrives prior to the parent, the nurse or any other designated member accompanies the student and stays with him/her until the parents arrive.
9. Following the incident, the nurse will complete all necessary paperwork, and debrief the HOS and Superintendent as appropriate.

See Appendix 19.

Fieldtrips

First aid kits will be provided by the nurse on school trips. If a child with special medical needs (diabetes, asthma...) is joining such trips, then the nurse will coordinate with both parents, and concerned staff to discuss how the child's condition will be managed while off the school premises.

Medical Equipment

The nurse will ensure all medical equipment (Oxygen, thermometer, BP machine) are in good conditions, and are maintained as per the manufacturer's instructions.

Exclusion from School

If a student becomes ill at school, the nurse will, if necessary, contact the parent(s) and request them to arrange for the child either to be taken home, or referred to seek medical care.

Signs include:

- Fever (38°c and above)
- Severe cough / severe runny nose
- Moderate to severe rash
- Vomiting
- Diarrhea
- Eye symptoms, such as redness, discharge...
- Head Lice
- Other signs of communicable diseases not mentioned above

If at home, the child/family member is ill with a diagnosed contagious disease, parents are expected to report it to the school nurse to take the necessary safety precautions.

Communicable Diseases Control

In case of a communicable disease, the students' parents/guardians and school staff are requested to follow the exclusion policy for the best interest of LSQ students and staff.

Disease	Exclusion from School Policy
Chicken Pox	Until fully recovered and a medical report is submitted.
Conjunctivitis	Until discharge from eyes has stopped and 48 hours have passed after starting ATB drops.
Hepatitis A	Until a medical certificate of recovery from infection is submitted, but not before 7 days after the onset of the jaundice.
Hepatitis B	Until recovery from acute attack and a medical report is submitted.
Measles	Until a medical certificate of recovery from infection is submitted.
Meningococcal Infection	Until a medical certificate of recovery from the infection is submitted.
Mumps	Until at least 9 - 14 days have passed after onset of symptoms and a medical report is submitted.
Pediculosis (Head Lice)	Until 24 hours have passed after appropriate treatment has begun and all nits removed.
Pertussis (Whooping Cough)	Until a medical certificate of recovery from infection is submitted.
Ringworm	Until appropriate treatment has begun and an official medical certificate of recovery from infection is submitted.
Diarrhea	Until there has not been a loose bowel motion for 24 hours.
Rubella	Until a medical certificate of recovery from infection is submitted.
Scabies	Until a medical certificate of recovery from infection is submitted.
Streptococcal Infection	Until a medical certificate of recovery from infection is submitted.
Impetigo	Until sores have fully healed, and a medical report is submitted.
Tuberculosis	Until a medical certificate stating that the child is not considered infectious is submitted.
COVID 19	As per MOPH protocol

When there is an incident of a suspected or reported infectious disease, the nurse will notify the school management, and affected student(s) will be kept in an isolated area. Parents will be informed and advised to seek medical care. Also, they will be asked to **provide a medical report** from HMC or any accredited medical institution and **follow MOPH protocols and CDC guidelines (hotline: 16000)**. Medical staff in direct contact with the infected student(s) will wear personal protective equipment when dealing with the patient.

In case of an epidemic at the school, i.e., more **than 50%** of the students are infected, the affected class will be closed, and a deep disinfection of the classroom will take place. Once cleared, classes will resume.

Chronic Cases Policy

Parents should inform LSQ nurses of all chronic cases within the student body (diabetes mellitus, bronchial asthma, allergies, etc.). They are in charge of documenting (Campus Live) and monitoring these cases as needed.

The list of chronic cases must be updated every year or as necessary. The school nurse will closely monitor chronic cases, and will liaise with parents, the student's teacher(s)/principal, and other concerned LSQ staff as needed.

The school nurse will communicate the updated list of chronic cases to the appropriate HOS, who will decide how to disseminate the information to the teachers.

In case of the below-mentioned chronic disease, the following will be observed:

- **Asthma:** The parents will provide emergency medication, along with a medical report stating the diagnosis and the needed treatment. The school nurse will coordinate with parents and advise them about PE participation. (Refer to Appendix 21).
- **Diabetes:** Parents are responsible for providing school with all medications, along with a medical report stating the diagnosis and the needed treatment. Diabetic patients are to be escorted to the clinic if they feel sick. The school follows the guidelines of Qatar Diabetes Association.
- **G6PD:** The nurse should ensure the following:
 1. No medications are given that cause hemolysis, such as: acetylsalicylic acid (aspirin), ascorbic acid (vitamin C), menthol-containing products
 2. The school cafeteria is free from food that causes hemolysis (fava beans, soya products, tonic water, Breath mints, Blue food coloring...).

In case of other chronic cases, the school nurse will monitor and liaise with parents and administration as needed.

Vaccination

Upon school registration, a copy of the vaccination card of every student is required to be submitted to the Admission Section.

Parents are requested to update the vaccination part in the student health record yearly or as necessary by uploading a soft copy on Campus live.

Annually, the Ministry of Public Health conducts a Tdap Immunization Campaign for G10 students. They will visit the school with their medical team and implement the said program.

Other immunization campaigns will only be implemented in accordance with the Ministry of Public Health.

The following should be observed during the implementation of a vaccination program:

- Parents are notified about the vaccination program.
- Parent's consent forms are distributed to all the target audience, collected, and rechecked by the school nurse.
- No student will be vaccinated without the written parent's consent.
- The school nurse will conduct an educational awareness to all the target audience.
- On the day of vaccination, the school nurse will assist the Ministry of Public Health's medical team in implementing the vaccination program.

Lice Infestation Prevention and Management

- The school nurse conducts a routine Head Lice / Nits Inspection at the beginning of the school year. “Letters to Parents” and “Head Lice Fact Sheet” are posted on the portal before the inspection.
- The nurse will keep confidentiality and maintain (anonymous) records of head lice cases detected throughout the school, for monitoring purposes. He/she will inform the concerned teacher via a confidential email for follow up purposes.
- If a child is found with head lice, the nurse will notify the parents to pick up the student to start treatment immediately and will provide them with instructions on how to treat it effectively.
- The student will be excluded for a minimum of **1 day** from after initiating the treatment, and he/she will resume school only after being checked and cleared by the nurse early morning with a note to be handed by the parents to the teacher.
- Teachers of the students who are riding the bus will send the child on arrival to the clinic for follow up. If the case persists, parents will be contacted to resume the treatment.
- The student with a positive case of head lice will be followed-up and checked on a weekly basis for a period of 1 month.
- In case a class has several cases, the class will be checked on monthly basis.

Conclusion

It is the responsibility of every staff member to make these arrangements work. By working cooperatively, there is a much greater likelihood of achieving an accident-free environment and progressively improving the safety and the general well-being of the staff, students, and the school.

Policy Review

This policy was reviewed in September 2023. The Safety Committee will monitor the application and effectiveness of this policy. It will be reviewed on a yearly basis and updated, as necessary.

Appendix 1

Emergency Telephone Numbers

Police / Civil Defense	999
Kahrama Emergency Number	991
Ministry of Education Hotline	44045999
Ministry of Public Health	50302001

Appendix 2

Procedures in Case of Unidentified Person inside the School

The staff will notify the Superintendent /Associate Superintendent who will:

1. Identify the issue of the unknown person and his location.
2. Identify the nature of his/her work.
3. Ask him/her to present his/her identification card.
4. If there is no acceptable reason for this person's presence in the school, the Superintendent /Associate Superintendent will ask him/her to leave the school premises.
5. If he/she refuses to leave, the Superintendent/Associate Superintendent will call the police on 999 and provide the necessary information.

Appendix 3

Procedures in Case of Electrical Fault / Water & Gas Leakage

Electrical Fault, Water Leakage

The Superintendent / Associate Superintendent will perform the following:

1. Call the Operations Manager, who will assess the situation and contact the maintenance company to solve the problem.
2. Call the Civil Defense Department on **999** if necessary.
3. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
4. Notify HOSs to inform teachers and students to remain inside their classrooms, and to keep calm and continue lessons, unless asked to evacuate.
5. HOSs advise teachers and students to stay away from any light switches, electrical outlet, or appliances.

Gas Leakage

Superintendent's / Associate Superintendent's Responsibilities:

1. Call the Operations Officer.
2. Notify Head of Sections to inform teachers and students.
3. Call the Civil Defense Department on **999** if necessary.
4. Make sure staff and students follow the evacuation procedures.
5. Ensure that staff and students stay clear of the building unless authorized by the Civil Defense Department or the Health and Safety Committee.
6. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.

Appendix 4

Procedures in Case of Earthquakes / Landslides

1. Students and employees should drop immediately to the floor, take cover under sturdy desks, or stay at the corners and hold to firm objects to protect their heads and faces.
2. Teachers should instruct the students to stay away from walls, mirrors, closets, and windows.
3. Students and staff must stay clear from elevators under any circumstance.
4. Students and staff should stay away from electrical cables, and refrain from touching them.
5. Superintendent / Associate Superintendent will notify the police, Civil Defense on **999**, to provide them with the needed information, and request an ambulance.

Appendix 5

Procedures in Case of a Severe Storm (Internal Isolation)

Teachers, Head of Sections, Superintendent / Associate Superintendent, and Operations Manager will take the following measures:

1. Prevent students from leaving the school building.
2. Bring all employees and students inside the school building if they are outside.
3. Confine activities and physical education to inside the classrooms.
4. Make sure that the doors and windows are firmly shut.
5. Switch off air conditioners and monitor the dispersal of dust and the ventilation filters.
6. Communicate with the clinic to get the list of students with respiratory diseases and distribute masks to them.
7. Communicate with the staff in the science labs, or other places where masks are likely to be available to use them when needed.
8. Communicate with the authorities to get information about the storm and its ramifications.
9. Shut the school gates and prevent vehicles from moving in case of reduced visibility, to prevent accidents.
10. Remove furniture / equipment from rooftops, to prevent them getting lifted-off by the wind and dropped from the top.
11. Call the nurse and individuals with first-aid training.
12. Try to calm down students and employees and separate them from injured cases if any.
13. Ensure the school's exits and entrances are clear for ambulance access.

Appendix 6

Procedures in Case of Heavy Rains

In case the building is damaged (electrical fault or collapse in the school because of rain), the following measures will be taken:

1. Superintendent will call the Civil Defense Department on **999**.
2. Head of Sections will activate evacuation plan immediately.
3. Staff will transfer the students to the nearest safe place or school or any safe location near the school.
4. Teachers will take attendance.
5. Superintendent will call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
6. All staff members will wait until further instructions are provided.

In case of damage in the external environment surrounding the school, the following will take place:

1. The teachers will keep the students inside the classrooms and resume classes and activities.
2. The Superintendent will raise the alert level.
3. All staff members should remain calm.
4. Superintendent / Associate Superintendent will contact the Crisis and Emergency Management Committee of the Ministry of education and Higher Education on **44045999**.
5. All staff members should wait for further instructions.

Appendix 7

Evacuation Procedures (Fire and Others)

Superintendent's / Associate Superintendent's Responsibilities:

1. Ask the Operations Manager / Officer to activate the alarm bell to evacuate the building.
2. Involve the members of the Health and Safety Committee and school employees in the evacuation process.
3. Call Civil Defense emergency on **999**.
4. Report to the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
5. In case of evacuation, contact the Transportation Department to contact bus provider to transport students and employees to a safe location.
6. Collect students and employees' information and ensure everyone's safety.

Teachers' Responsibilities:

1. Evacuate students in an orderly manner to the assembly point(s).
2. Help student(s) with disability if needed / applicable.
3. Take attendance.
4. Ensure students' safety.

Assistant's Responsibilities:

1. Utilize signals to communicate students' statuses (Signals Guide):
 - Red**: injured person / missing students.
 - Yellow**: Help is needed.
 - Green**: All students are safe.
2. Carry the first-aid kit and use it when necessary.
3. Report any missing student.

4. Be alert and ready to receive any instructions.
5. Do not allow students and employees to return to the building unless you receive orders to return from the principal / Superintendent or the Civil Defense.
6. Return to the classrooms and take attendance.

Appendix 8

Procedures in Case of an Epidemic or a Disease Outbreak

In case of an epidemic or a disease outbreak, the following measures will be taken:

1. The school nurse will call an ambulance on **999**, providing them with the number of cases and their information.
2. The Superintendent / Associate Superintendent will call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
3. The Superintendent/Associate Superintendent will seek support from neighboring schools if needed.
4. The Head of Sections and nurses will separate students and staff from infected ones.
5. The school nurse and trained individuals will provide first-aid care.
6. The Operations Officer will ensure the school's exits and entrances are clear for ambulance access.
7. The Superintendent /Associate Superintendent will conduct an investigation in cooperation with the concerned authorities and report to the Management of Emergency Team in Ministry of Education and Higher Education.

Appendix 9

Procedures in Case of Mass Poisoning

School Nurses' Responsibilities:

1. Call an ambulance on **999**, providing them with the number of cases and the type of poisoning if possible.
2. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
3. Inform individuals with first-aid training.
4. Stop and/or seize the source of poisoning.

Head of Sections' Responsibilities:

1. Try to calm down students and employees and separate them from poisoned cases.
2. Ensure the school's exits and entrances are clear for ambulance access.

Superintendent's / Associate Superintendent's Responsibilities:

1. Seek support from neighboring schools if needed.
2. Confiscate and provide samples of poisoned food / water to the concerned authorities and request an examination report.
3. Investigate in cooperation with the concerned authorities and report to the management of Emergency Team in Ministry of Education and Higher Education.

Appendix 10

Procedures in Case of a Huge Fight inside the School

Superintendent's / Associate Superintendent's Responsibilities:

1. Call the police on **999**, providing them with the number of fighting individuals and the weapons used, if any.
2. Instruct the school nurse to call an ambulance, providing them with the number of cases and the type of injury.
3. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
4. Seek the help of teachers who can control students if possible.
5. Notify Head of Sections to calm down students and employees and separate them from injured cases.
6. Identify and evaluate injured cases with the help of the nurse and paramedics.
7. Request the Operations Officer to clear the school's exits and entrances for ambulance and police access.
8. Estimate losses, ascertain damages, and report to the Management of Emergency Team in Ministry of Education and Higher Education.

Appendix 11

Incidents of Violence

TELEPHONE THREATS

In the case of a telephone threat, the Superintendent /Associate Superintendent will execute the following steps:

1. Call the police on **999**.
2. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
3. Call the security.

PHYSICAL THREATS

For physical threats, the staff will notify the security and the Superintendent who, in turn, will:

1. Call the police on **999**.
2. Cooperate with the police
3. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
4. Make necessary arrangements to ensure site security.

Appendix 12

Procedures in Case of a Bus Accident

In case of a bus accident, the following measures will be taken:

1. The bus driver will inform the Transportation Department.
2. The Transportation Department will notify a senior leader.
3. If a threat of fire exists, the bus driver will move the children to a safe place.
4. The bus monitor will provide first aid, using the Bus Emergency Kit.
5. The school counselor will provide emotional support and attend to the affected students.
6. The senior leader will contact the parents of the students involved.

Appendix 13

Procedures in Case of a Death of a School Member

Staff Members' Responsibilities:

1. Identify the deceased and his/her location.
2. Notify the HOS who will notify the Superintendent.
3. Move students quietly away from the area.
4. Discourage discussions.
5. Identify students in need of immediate support.

Superintendent's / Associate Superintendent's Responsibilities:

1. Call the police on **999**.
2. Call the Crisis of Education and Higher Education on **44045999**.
3. Notify the Operations Officer to secure and isolate the area.
4. Assist the police in locating and identifying the possible suspect (if any).
5. Assist in assessing the situation and cause of death.

Appendix 14

Procedures in Case of a Missing Child / Abduction

In case of a missing child or abduction, the following measures will be taken:

1. HOS will inform the Superintendent.
2. Superintendent will call the police on **999** who will provide a physical description of the child /abductor, including a description of the child's /abductor's attire.
3. Superintendent will call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
4. Superintendent will call the security.
5. HOS will notify teachers and instruct them to take attendance.
6. Superintendent will cooperate with the police investigations.
7. Superintendent will call the parents of the abducted / missing child.

Appendix 15

Procedures in Case of a Missing Bus Student

In case of a missing bus student, the following measures will be taken:

1. Bus helper will inform the transportation supervisor.
2. The transportation supervisor will inform the Bus Coordinator.
3. Bus coordinator will check if the student is riding any other bus.
4. Bus coordinator will inform the Operations Manager if the student is not found.
5. Operations will inform the Superintendent.
6. Superintendent will inform the HOSs who will send staff to look for the child around the school.
7. If the student is still missing within a range of 30 minutes, the Superintendent will inform the parents and call the police.

Appendix 16

Procedures in Case of Acts of Sabotage / Acts of Terrorism

Superintendent's / Associate Superintendent's Responsibilities:


1. Call Police immediately on **999** to assess the situation and determine the method of intervention and actions to be taken.
2. Call the Crises and Emergency Management Committee of the Ministry of Education and Higher Education on **44045999**.
3. Notify security to control the situation as much as possible.
4. Notify Head of Sections to evacuate the building completely, or isolate students from areas of disturbances.
5. Inform all staff members and students to seek protection at the opposite side of the places in which disturbances occur.
6. Try to calm down students and employees and separate them from injured cases and areas of disturbances.
7. Ensure the school's exits and entrances are clear for ambulance and police access.
8. If the threat persists, emphasize on remaining on the school premises until the concerned authorities confirm it safe to evacuate.



Appendix 17
Fire Drill Report

Fire Drill Report			
Drill Date:		Drill Time:	
Drill Location:			
Time Evacuation Started:			
Time Evacuation Ended:			
Total Time:			
Number of Participants:			
Alarm was audible throughout the building.	Yes	No	
Students assembled in the designated area.	Yes	No	
Students were properly guided.	Yes	No	
HOS and HOS Assistant checked all the rooms.	Yes	No	
Everyone remained outside and waited for further instructions.	Yes	No	
The drill was conducted in an orderly manner.	Yes	No	
Effectiveness of the Drill	Good	Fair	Poor
Speed of Evacuation	Good	Fair	Poor
Students' Response	Good	Fair	Poor
Teachers' Response	Good	Fair	Poor
Teachers familiar with duties	Good	Fair	Poor
Problems Encountered:			
Recommendations:			
Signature:			

Appendix 18
Medication Administration Consent Form



MEDICATION ADMINISTRATION CONSENT FORM

Student's Name: _____ Age: _____ Date: _____

Class: _____ Teacher: _____

Medication: _____ Dosage: _____

Purpose: _____

Time to be given: _____

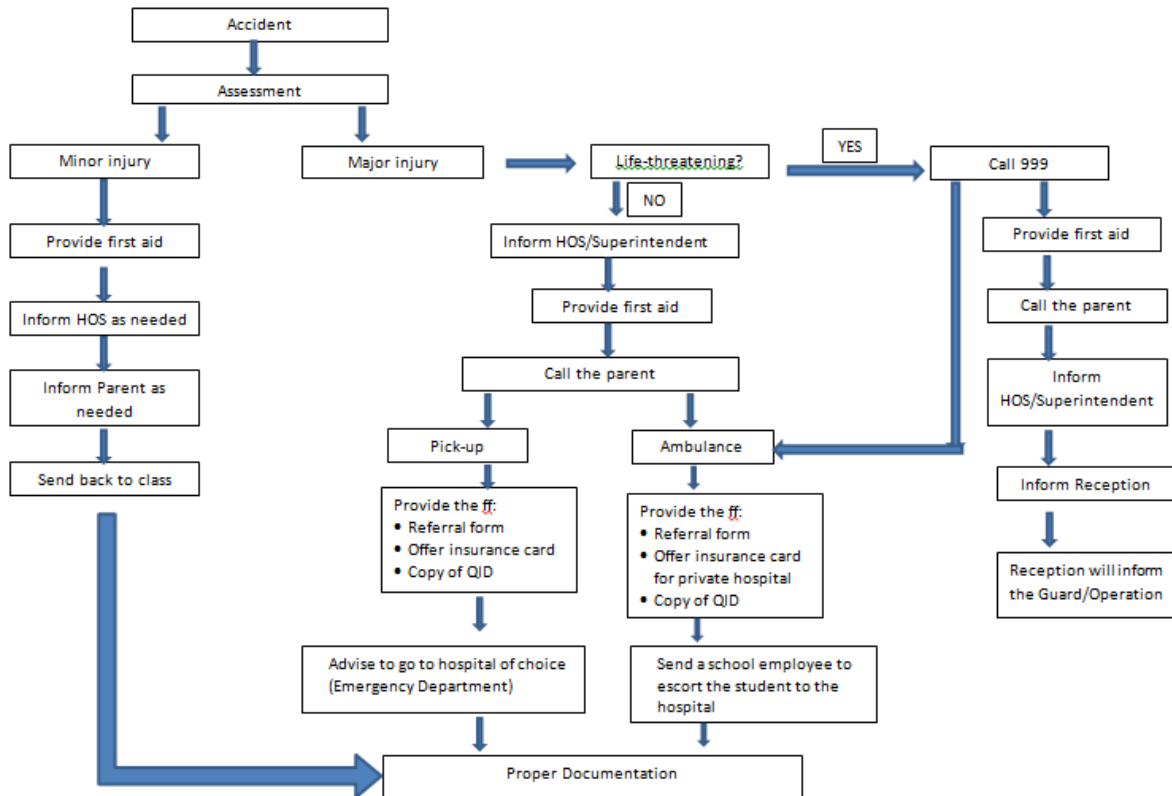
Special Instructions:

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's phone number: _____

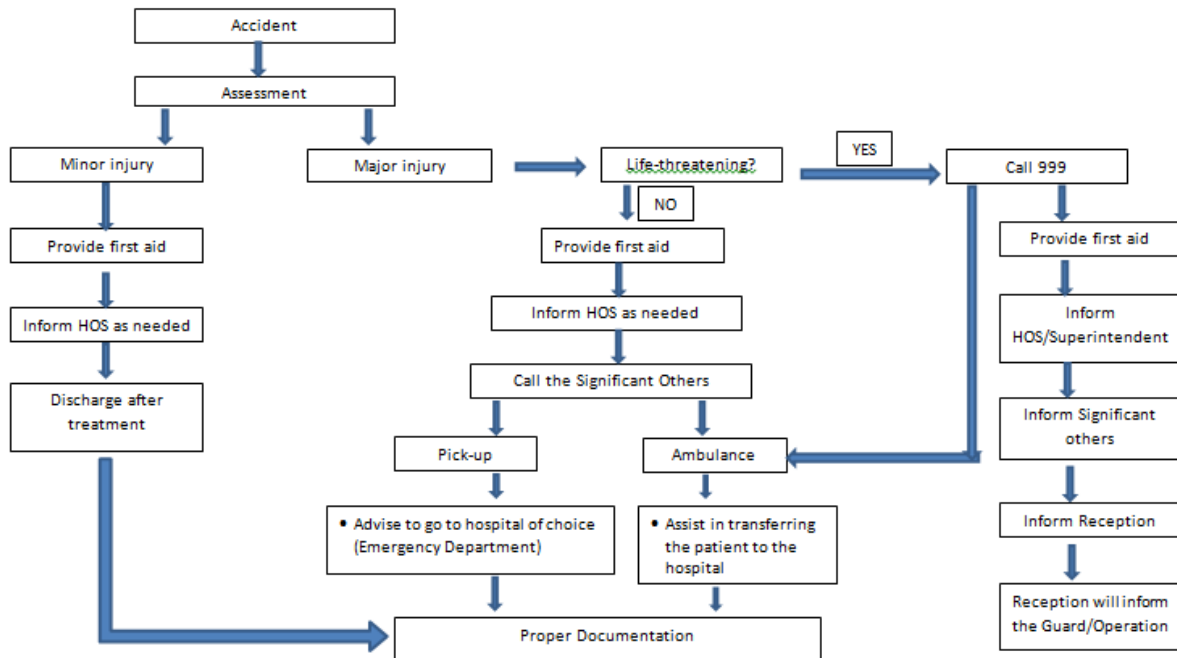
Appendix 19

Procedures in Case of an Accident - Student



Appendix 20

Procedures in Case of an Accident - Staff



Appendix 21

Asthma Action Plan

STUDENT'S PERSONAL DETAILS

Student's Name: _____

Gender: _____

Date of Birth: ___/___/___ Class: _____ Teacher: _____

Emergency Contact (e.g. parent/guardian)

Name: _____ Relationship: _____

Phone No: _____

USUAL ASTHMA ACTION PLAN

Usual signs of asthmas:

Wheezing Tight Chest Cough Difficulty breathing Difficulty taking medication Others: _____

Signs student's asthma is getting worse:

Wheezing Tight Chest Cough Difficulty breathing Difficulty taking medication Others: _____

Student's Asthma Triggers

Cold/flu Exercise Smoke Pollens Dust

Others: _____

Asthma Medication Requirements (including relievers, preventers, symptom controllers, combination of medication)

Name of Medication (e.g. Ventolin)	Method (e.g. Puff)	When and How much? (e.g. 1 puff before exercise)

Does the student need assistance taking his/her medication? Yes ___No___ If yes, how?

Managing Exercise-Induced Asthma (EIA)

If exercise is a trigger for this student, he/she should follow these steps to prepare for exercise:

1. Take their Ventolin or doctor recommended medication 5-10 minutes before warm up. Warm up appropriately before exercise or activity, and always cool down following activity, and be alert for asthma symptoms after exercise.

If a student gets EIA during the exercise, he/she should:

1. Stop the exercise or/and activity, and refer to the student's asthma first aid plan. If their symptoms reoccur, recommence treatment. **DO NOT RETURN TO THE ACTIVITY/EXERCISE** for the rest of the day, and inform the parent/guardian about the incident.

ASTHMA FIRST AID PLAN

Please check the preferred Asthma First Aid Plan

School's Asthma First Aid Plan

- | | |
|---------|--|
| Step 1. | <p>Help the person Sit upright</p> <ul style="list-style-type: none"> - Be calm and reassuring - Do not leave him/her alone. |
| Step 2. | <p>Give medication</p> <ul style="list-style-type: none"> - Shake the Ventolin - Use a spacer if available - Give 4 separate puffs into a spacer - Take 4 breaths from the spacer after each puff. |
| Step 3. | <p>Wait 4 minutes</p> <ul style="list-style-type: none"> - If there is no improvement, repeat step 2. |
| Step 4. | <p>If there is still no improvement, call emergency assistance (DIAL 999)</p> <ul style="list-style-type: none"> - Tell the operator the person is having an asthma attack. - Keep giving 4 puffs every 4 minutes while you wait for emergency assistance. |

*Call emergency assistance immediately if the person's asthma attack becomes worse.

Or

Personalized Asthma First Aid Plan.

Please fill out the table below with the personalized Asthma plan.

Step 1:

Step 2:

Step 3:

Step 4: