



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

NIS ACCIDENT & MEDICAL EMERGENCY POLICY 2026-2027

Signed

Principal

: 

Date : 02/03/2026

Reviewed By

: Governing Body | SLT

Date : 02/03/2026

Next Review Due By

Date : 02/03/2027

ACCIDENT & MEDICAL EMERGENCY POLICY

Introduction

New Indian School, Ras Al Khaimah is committed to ensuring the health, safety, and well-being of all students, staff, and visitors. The school recognises that accidents and medical emergencies may occur despite preventive measures and therefore establishes clear procedures to respond effectively and promptly.

Purpose of Policy

The purpose of this policy is to:

- Ensure immediate and appropriate response to accidents and medical emergencies
- Minimise risk and prevent escalation of injuries or health conditions
- Define clear roles and responsibilities for staff
- Ensure timely communication with parents and authorities
- Maintain accurate records for all incidents
- Ensure compliance with regulatory and inspection requirements

Scope of Application

This policy applies to:

- All students
- All staff (teaching and non-teaching)
- Visitors and contractors

The policy is applicable:

- Within school premises
- During school transport
- During school events and trips (on/off campus)
- During physical education and extracurricular activities

Definitions

Accident: An unplanned event resulting in injury, illness, or damage.

Medical Emergency: A serious health condition requiring immediate medical attention.

First Aid: Immediate care provided to a person before professional medical treatment is available.

Trained First Aider: A staff member certified in first aid procedures.

School Nurse: Qualified healthcare professional responsible for medical care in school.

Emergency Services: Ambulance, hospital, or other medical authorities.

Policy Statement

New Indian School adopts a proactive and responsive approach to managing accidents and medical emergencies. The school shall:

- Ensure immediate first aid and medical support for all incidents
- Maintain trained staff and adequate medical facilities
- Ensure timely referral to hospitals when required
- Inform parents/guardians promptly
- Maintain a safe and hygienic environment to minimise risks
- Conduct regular training and drills for emergency preparedness
- Follow all RAKDOK and MOE reporting protocols

Grounds for Policy

This policy is based on:

- Legal and regulatory requirements of UAE MOE and RAKDOK
- Duty of care towards students and staff
- Need to prevent and manage health risks effectively
- Importance of timely response to reduce severity of injuries
- Ensuring a safe learning environment

Process and Procedures

Immediate Response

- Assess the situation calmly and ensure safety of the individual
- Provide first aid by trained personnel
- Avoid moving the injured person unless necessary

Role of School Nurse

- Examine the student/staff
- Provide appropriate medical care
- Decide whether hospital referral is required

Escalation Procedure

- In case of serious injury or emergency:
 - Call ambulance immediately
 - Inform school leadership
 - Contact parents/guardians

Minor Injuries

- Provide first aid
- Record the incident
- Inform parents if necessary

Serious Medical Conditions

- Follow individual health care plans (if available)
- Administer prescribed medication (with prior consent)
- Ensure continuous monitoring

Transportation to Hospital

- Student to be accompanied by authorised staff
- Relevant medical records to be shared
- Parent to meet at hospital

Infection Control & Hygiene

- Use gloves and protective equipment
- Maintain cleanliness of medical room
- Proper disposal of medical waste

Emergency Drills

- Conduct regular mock drills
- Train staff on emergency response
- Review and improve procedures

Parental Engagement

- Parents must provide accurate medical information at the time of admission
- Consent forms for medical treatment must be submitted
- Parents shall be informed immediately in case of any serious incident
- Parents must cooperate during emergencies and follow medical advice
- Awareness sessions may be conducted for parents

Roles and Responsibilities of Various School Functions

School Leadership

- Ensure policy implementation
- Allocate resources and facilities
- Liaise with RAKDOK and health authorities

School Nurse

- Provide medical care and first aid
- Maintain medical records
- Monitor students with health conditions
- Guide staff on medical issues

Teachers

- Ensure student safety during lessons and activities
- Report incidents immediately
- Support evacuation and emergency procedures

Physical Education Staff

- Ensure safety during sports activities
- Check equipment and environment
- Supervise students closely

Administrative Staff

- Assist in communication with parents
- Maintain emergency contact details

Transport Staff

- Ensure safety during travel
- Report accidents immediately
- Follow emergency procedures

Students

- Follow safety instructions
- Report injuries or discomfort immediately

Record Keeping

- All accidents and medical incidents must be documented
- Records must include:
 - Name of student/staff
 - Date, time, and location
 - Nature of injury/illness
 - First aid provided
 - Action taken
- Records shall be:
 - Confidential
 - Securely stored
 - Available for inspection when required

Compliance and Oversight

- The school shall comply with:
 - RAKDOK safety regulations
 - MOE health and safety policies
 - UAE public health guidelines
- Monitoring shall include:
 - Regular safety audits
 - Review of incident reports
 - Staff training records
 - Inspection feedback

Policy Review

- This policy shall be reviewed annually or as required
- Updates shall be made based on:
 - Regulatory changes
 - Incident analysis
 - School improvement plans
- All revisions shall be approved by school leadership

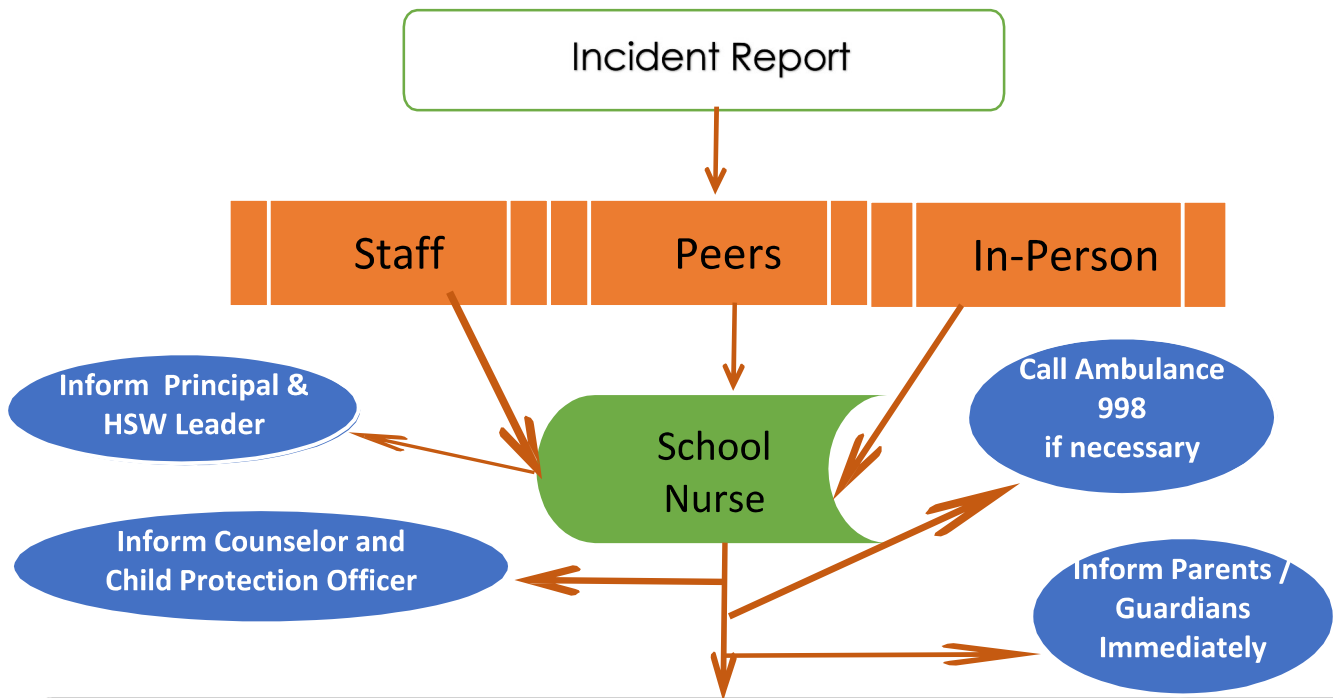
Conclusion

New Indian School is committed to ensuring a safe and responsive environment for handling accidents and medical emergencies. Through effective planning, training, and coordination, the school ensures the well-being of every student and staff member at all times.

Version Control

Version	Date	Description of Changes	Approved By
1.0	05/04/2023	Created Document	Principal
2.0	05/04/2024	Updated Policies	Principal
3.0	02/03/2025	Updated Policies	Principal
4.0	02/03/2026	Updated Policies	Principal

Reporting Structure of Emergency Patient Transfer and Referral Policy



- ❖ If a critical emergency occurs, the School Nurse shall notify the Principal immediately and ask the school administration or urgently call an ambulance at 998 and to contact the student's parent/guardians.
- ❖ If an ambulance is called and a parent/guardian is not available, a school staff member shall accompany the student in the ambulance / school allotted transport. The School nurse shall not accompany the student.
- ❖ In cases of emergency, the School Nurse is responsible to provide emergency care to students. In such cases, they are not required to obtain parental consent to provide treatment.
- ❖ If a non-critical emergency occurs, the School Nurse shall notify the Principal and ask school administration to contact the parent/guardians. If the parents / guardians are not accessible, the school administration shall contact the student's emergency contacts as indicated in their file.
- ❖ All necessary information regarding the incident and the student's medical history must be communicated by the School Nurse to the responding emergency / ambulance team.
- ❖ Proper and accurate documentation must be done in the Incident / Accident Form input from witnesses if available.
- ❖ The School Nurse must follow up with the parents / guardian regarding the health condition of the student.
- ❖ Report on the same is prepared by the Nurse and handed over to the HSW Leader, Counselor and Child Protection Officer.

