**ONE INTERNATIONAL SCHOOL ACCIDENT & EMERGENCY POLICY**

All staff must be fully aware of the accident and emergency procedures.

* The staff will keep and maintain fully stocked first aid kits. These are located in the Main Entrance Reception Area, Head Teachers office, EYFS office, Elementary Office, Middle School Science Classroom as well as being found on all school buses. These must be checked at the end of every week.
* All first aid materials/equipment must be disposed of in the designated first aid bins, located in previously mentioned first aid areas.
* ONE I.S. staff must fill in an accident or incident sheet after any occurrence. Staff and parents must sign the sheet.
* Any serious accidents must be reported to the relevant parties – parents, First Aid Lead and Head Teacher.
* The staff will offer comfort and appear calm whilst treating any injured party.
* Only those staff trained in EFR and Care for Children will administer treatment.
* There is a minimum 1 member of staff per classroom trained in EFR and CfC procedures.
* If a child is injured and appears fine, observations will be conducted throughout the session to ensure notification of any after effects or unrecognised injury.

If a potentially serious injury occurs, staff trained in EFR and Care for Children will:

* Assess the situation quickly.
* Administer treatment in line with received training.
* Arrange for a member of staff to escort the child to the hospital named on the child’s Registration Form.
* Phone parents/carers, inform them of action taken and explain what to do next, e.g. come directly to ONE I.S. or meet child and staff at hospital named on registration form.

There are no doctors, nurses or other medically trained staff available on site.

**GENERAL EMERGENCY PROCEDURES**

To guarantee the safety of ONE I.S. employees, children and visitors, the school has an emergency plan of action. Emergency trainings and drills are conducted in the school on a regular basis to ensure that all employees conduct themselves in such a way to minimize risks anytime during school operations. The employee can help prevent and reduce accidents and injuries through comprehensive safety awareness and immediate reporting and correction of hazardous conditions. **Immediately report any injury or accident, no matter how minor, to the First Aid Leader, on duty.**

ONE I.S. expects all employees to be safety conscious, to follow safety rules and to immediately inform the Risk Assessment Officer (Annabel Merto) or Head Teacher (Jennifer Hoggard) of any conditions in the work site that are unsafe or unhealthy. When an accident does occur, the employee, Head Teacher and Risk Assessment Officer are expected to take necessary steps to prevent a similar accident happening in the future.

**EMERGENCY PROCEDURES**

***Medical Emergencies*** – In light of any medical emergency the ‘Accident and Emergency Procedures’ are to be implemented and the Accident and Emergency Officer or most senior member of staff or management is immediately in charge.

***Fire Emergencies*** – In all fire emergencies the Fire Officer is in charge and the ‘emergency fire procedure’ is to be implemented. If the fire officer is not on-site then the most senior member of staff is in charge. All staff are to follow the school fire procedure and report to the fire assembly point and the Head of Admin (Annabel Merto).

***Acts of God*** – In all ‘Acts of God’ incidents like typhoon, tsunami or landslide then the ‘Acts of God Procedures’ are to be implemented. If the Emergency Officer is not on site then the most senior member of staff is in charge. All staff are to follow the school emergency procedure and report to the fire assembly point and the Head of Admin (Annabel Merto).

***Acts of war or terrorism*** - In all ‘acts of war or terrorism’’, if necessary, the ‘Reverse Drill’ or appropriate ‘Emergency Procedure’ is to be implemented, if deemed appropriate by the Emergency Officer. If the Emergency Officer is not around then the most senior member of staff is in charge.

### MEDICAL REQUIREMENTS

Prior to employment the employee will complete a form informing the school whether they have any personal medical issues or concerns associated to their personal health. The school maintains the right to reject employment based on medical concerns that are deemed to be hazardous to the children, other employees or will impede job specific tasks.

### FIRST AID AND MEDICAL CARE

ONE International School provides two full first aid kits on site at all times and it will be monitored and controlled by the Health and Safety Coordinators.

The management and senior management are all emergency first response trained (but are not doctors) and will be on hand to act in medical emergencies.

The school Accident and Emergency procedure is available at reception.

### INFECTIONS AND SERIOUS DISEASE

Employees having any contagious disease, which may endanger the health of the children or other employees, must immediately inform the Management. The concerned employee shall be immediately noted as off work and the employee can seek medical help.

**HEALTH IN THE WORKPLACE**

Management can at any time request staff attend a medical assessment leading to medical clearance from a doctor, ascertaining fitness to work. This may be related to both illness and injury. ONE I.S. will pay for this initial consultation fee, but is not responsible for any further follow ups, tests or medications that may arise as a result of the consultation.

Management can at any time enforce a visit for the opinion of a third party doctor, for fitness to work. This may be related to both illness and injury. ONE I.S. will pay for this initial consultation fee.

If a doctor’s certificate is received declaring that the employee is fit to work, ONE I.S. will assume that the employee is fit to fully resume all duties and responsibilities in line with their work role without responsibility of any reoccurrence of the original cited injury/illness.

### CLEANLINESS, SANITATION AND HYGIENE

It is the obligation of all employees to maintain cleanliness and sanitary conditions everywhere within the premises of ONE International School. Littering, scattering of garbage/rubbish within the school premises or at any other school-related events is not allowed and is subject to immediate disciplinary action.

Likewise, employees are required to practice proper personal hygiene and must report to work personally clean and well groomed. The management withholds the right to discuss hygiene with any member of staff where it is deemed appropriate.

Urinating anywhere within the grounds of ONE I.S., apart from in the C.R’s, is strictly prohibited and is instant grounds for disciplinary action.