



MEF INTERNATIONAL SCHOOL HEALTH & SAFETY PROCEDURES

STATEMENT OF AIM

MEF International School is dedicated to ensuring the health and safety of its faculty, students, families, and visitors, both on campus and during off-campus activities such as educational excursions and events.

RATIONALE

A well-structured health and safety environment promotes wellness and boosts learning efficacy. It is crucial to have clear medical and emergency response procedures to safeguard our school community.

SAFETY PROCEDURES

1. **Health and Safety Committee:** Comprising faculty, parents, staff, and administrative representatives, this committee reviews on-campus health and safety issues, offering solutions and recommendations. They meet quarterly or as needed, reporting to the Head of School.
2. **Curriculum Integration:** Health and safety topics are integrated into the curriculum, tailored to student developmental stages, fostering awareness.
3. **Evacuation Protocols:** Exits and evacuation routes are visibly marked and unobstructed. Movement within the school premises should always prioritize safety.
4. **School Cleaning:** Cleaning is scheduled during class hours with clear post-cleaning signage.
5. **School Premises Maintenance:** The school buildings' safety is upheld by the Facilities Team, which conducts regular inspections to address safety hazards. The team reports to the Head of School, and the Business and Maintenance Department.
6. **Food Safety:** If the school provides meals, ensure that food is prepared in hygienic conditions. Regular inspections of the kitchen and dining areas are conducted, and staff handling food receive appropriate training.
7. **Security:** Professionally trained security personnel are stationed throughout the campus.

HEALTH PROCEDURES

1. On-campus Medical Staff: Available during school hours, they offer emergency services to students and faculty.
2. Medical Records: Upon admission or whenever there's a change, families must update their child's health records. These records, accessible only to pertinent staff, inform supervision and safety measures.
3. Inoculations: Periodically, medical staff will inform families about optional on-campus vaccinations, with costs borne by the families.
4. Hygiene: Emphasis is placed on teaching students proper hand-washing techniques to prevent disease spread.
5. Illness Protocol: Ill students should stay home. If deemed too ill to continue the day by the on-campus doctor, families will be informed to arrange their child's return home. Serious conditions will prompt immediate action and family notification.

REPORTING INJURY AND ILLNESS

1. In case of injury or illness during school hours, the school medical team will administer necessary treatments. Minor incidents will result in a notification to the family by the school Receptionist.
2. Head injuries, regardless of how they are reported, necessitate immediate family notification and a consultation with the medical team.

CLASSROOM HEALTH AND SAFETY PROTOCOL

1. Initial Report: Any student feeling unwell or sustaining an injury must immediately inform their classroom teacher.
2. Medical Form: The student will then approach the school Receptionist to obtain a "Medical Form" for a visit to the doctor's office.
3. Accompaniment: Based on the situation, the Receptionist or Deputy Principal will designate an adult or peer to accompany the student to the medical office.
4. Treatment: The school nurse or doctor will evaluate the student. Should any treatment or medication be necessary, the medical staff will first communicate with the school administration and obtain parental consent before administering.
5. Documentation: Upon completion of the visit, students must return the completed "Medical Form" to the Receptionist. This form will outline the medical evaluation and any subsequent recommendations.
6. Post-Evaluation: Depending on the medical advice, the student may:
 - a. Return to class.
 - b. Await pick-up to be taken home, initiated by the Receptionist contacting the Deputy Principal. The Deputy Principal or Administrative Assistant will then arrange the student's pickup.
 - c. In severe cases, wait in the medical office or be referred to an external medical facility. In such scenarios, the respective Principal's office will be informed, and the required documentation will be dispatched promptly.
7. Safety First: At no point will a severely ill or injured student be asked to rejoin class or remain at school. The health and safety of our students is paramount.

8. **Communication:** The Deputy Principal will ensure that relevant teachers and administrative staff, including the Receptionist (for attendance and transportation considerations), are informed when a student is sent home or to an external medical facility.

PLAYGROUND SAFETY PROTOCOL

1. **Grade 3-4 Playground Incidents:**
 - a. **Minor Incidents:** For minor injuries, Grade 4 or 5 students may assist the injured peer to the doctor's office upon the duty teacher's request. Secondary students may proceed independently for minor issues or be assisted by a fellow student for more serious cases.
 - b. **Major Incidents:** Should a significant incident occur, the duty teacher will personally escort the injured student(s) to the medical facility.
2. **ECC & Grades 1-2 Playground Incidents:** In case of an incident, a staff member will promptly assist the student, referring them to the Counselor or Assistant.
3. **Direct Reporting:** If a student directly seeks out the medical unit after a playground incident, they will be provided a Medical Form. Procedures outlined in "Classroom Health & Safety Protocol" (Steps 5 to 9) will then be followed.

MEDICATION PROTOCOL

1. **Medication Details:** Parents must provide comprehensive information when their child requires medication during school hours. Details should cover drug names, dosages, timings, and any special instructions.
2. **Administering Medication:** Only authorized health personnel will administer medication.
3. **Storage of Medication:** All student medicines are kept in the doctor's office, with the exception of inhalers which are kept in a clearly labeled bag in an unlocked drawer in the classroom. Epipens are carried by the student concerned at all times in a belt bag. Arrangements for other emergency medication will be made on a case by case basis by the Deputy Principal in consultation with the student, parents and homeroom teacher.
4. **Processing Medication:** Any medication sent to school should be directly submitted to the doctor's office by the student for appropriate storage and logging.
5. **Written Notification:** The school mandates written notification detailing the medication's name, dosage, and frequency if a student is to take any medication.
6. **Administration Restrictions:** Only medically trained professionals at school are authorized to administer medications. Other staff members, including teachers, must not provide students with medication.
7. **Medication Possession:** Students should not carry medications, barring emergency aids like epipens. This rule ensures safety and avoids potential misuse.
8. **Field Trips:** Specific medication-related concerns during field trips are addressed in our dedicated "Field Trip Procedure."

EMERGENCY HOSPITALIZATION PROCEDURE

1. **Immediate Emergencies:** In dire emergencies, an ambulance or designated school vehicle will rush the student to the closest hospital. Families will be informed immediately.
2. **Non-Critical Situations:** For severe but non-immediate emergencies, the school will:

- a. Contact parents for hospital transfer permissions or check if they'd prefer personal transport for their child.
 - b. If parents are unreachable, the school will ensure the student is taken to the nearest hospital as a precautionary measure.
3. Accompaniment: A Counselor or assigned staff member will always be present with the student during any hospital transfers, ensuring constant care and communication.

Document History		
Date	Details	Responsible
November 2017	Policy created	Figen Sonmez
December 2022	Policy updated	Health and Safety Policy Committee