



HEALTH & SAFETY

Statement of Aim:

The aim of this procedure is to provide an environment which protects the health and safety of all students, faculty members, school families and visitors, on the campus, on regular school days, on special events and also on educational excursions.

Rationale:

The health and safety of all members of our school community is fundamental to the school. Optimal learning is achieved when students are healthy.

Guidelines:

1. Overall responsibility for the detailed health & safety arrangements within the school lies with the Principal who works closely with the SLT, the General Management, and the local authorities.
2. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Principal or a member of the SLT immediately.
3. Regular meetings are held by the SLT and Business Office to make sure the school grounds and equipment (PE, garden, kitchen) are regularly checked and properly maintained.
4. Every student is covered by the school's health insurance policy, as per the provisions of its coverage, while at school or on educational excursions and other off-campus events.
5. Information regarding a child's medical record will be collected at registration and passed on to the nurse and Deputy Principals, and used solely for supervision, monitoring and safety purposes.

Accidents

We have a first aid box in the nurse's clinic; the nurse is available on campus every day during school hours. We also have a number of members of staff trained in first aid. All accidents are recorded and monitored, especially in case of head injuries. Parents receive an email from the nurse regarding minor accidents that have happened in school. Small children should not be going to the clinic unaccompanied. The teacher who has witnessed the accident will be writing a report to the deputy principal.

Hospital - Emergency Situations

In the case of an emergency, an ambulance or school vehicle will immediately transport the sick or injured student to the nearest hospital. The family will be notified as soon as possible.

In serious but less urgent cases, if a student needs to be taken to the hospital, the Deputy Principal will contact the child's parent to request permission for the student to be transferred to the hospital or determine if the parent wishes to transport the child themselves. If the parent cannot be reached, the school will take the student to the nearest hospital, and a designated staff member will accompany the student to the hospital.

Sickness

If a student needs to go home sick, parents will be contacted by the nurse/deputy principal. If a parent cannot come to school, the school may be able to arrange transportation. If a parent identifies a health issue that is contagious (such as head-lice or chicken pox) the school should be notified in order that appropriate measures can be taken. If a teacher suspects a health issue that is contagious (such as chicken pox), then a discrete referral to the school Clinic will be made and parents will be informed of the diagnosis and treatment.

Students who are ill must remain at home until well. Bringing or sending an ill child to school not only interferes with the student's recovery, but it also infects other students and faculty members with potentially harmful conditions. Overall, school absenteeism is reduced to a minimum in this manner.

Medicines

Whenever students require special medical attention, treatment or medication at school, families are required to give the admission officer at registration, or the deputy and nurse during the year, exact details of any drugs or procedures, to be self-administered by the student, or administered by the nurse. Prescription medicines will be kept in the clinic until required unless the student acquires approval from the Deputy Principal to carry the medication.

If a student requires new attention, medication or medical alert supervision, the family must notify the admissions officer about these changes. The necessary faculty members will be immediately notified of such changes.

The nurse is not allowed to administer any medicines without contacting a child's parents.

Smoking

The school has adopted a no smoking policy within the school building and grounds.

Hygiene

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing. Regular inspections are made by the SLT and the Business Assistant Manager to make sure buildings and play areas are clean and tidy.

Animals In School

Only fish and turtles can be kept in school by teachers as class pets. No dogs are allowed in the school grounds; exceptions can be made only by contacting the Principal.

Educational Excursions

Educational excursions are considered a vital part of children's education. Any outdoor visit is carefully researched and preliminary visits can be made by the teacher or administration. For more details, please see our Educational Excursions Policy.

Food and Catering

MEF IS provides food for students throughout the school day. Students are offered morning breakfast, lunch, and an afternoon snack while at school. Parents may choose to provide healthy food from home for their children to eat at breakfast, lunch and snack times. Examples of appropriate snacks are fresh fruit or vegetables cut up for ease of eating, muesli bar, or dried fruit, sushi, baked goods, or cheese and crackers. We do not allow any nuts at school due to nut allergies with some of our students. We are a healthy school that promotes a healthy learning environment. We also do not allow food sharing between students.

Emergencies

Procedures for emergencies are practised regularly and fire extinguishers are regularly checked and maintained. Parents who require more information concerning emergency protocol, should contact the school principal.