



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## EMERGENCY PROCEDURES AT LFES

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	DR. Sulfiyath
Role	SCHOOL DOCTOR
Date of review	21-03-2026
Date of next review	21-03-2027
Signature	



## Emergency Procedures at LFES

Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the Principal (Ms. Annie Mathew) as Incident Commander, will decide which Emergency Procedures to implement, based on the situation and inform the Health and Safety Manager Mr. Abdul.

There are two basic procedures, which can be utilized in responding to various emergencies:

### A. Evacuation

### B. Lockdown

<p>A. Evacuation (For use when conditions outside are safer than inside)</p> <ul style="list-style-type: none"> <li>▶ When announcement is made or alarm sounded; 3 long bells</li> <li>▶ Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)</li> <li>▶ Attendance Register for student accounting</li> <li>▶ Assist those needing special assistance</li> <li>▶ Do not stop for student/staff belongings</li> <li>▶ Go to designated Assembly Area</li> <li>▶ Take attendance; report according to Student Accounting and Release procedures</li> </ul>	<p>E. Lockdown (For use to protect building occupants from potential dangers in the than inside)</p> <ul style="list-style-type: none"> <li>▶ When the announcement is made by the Principal</li> <li>▶ Students are to be cleared from the halls immediately and to report to nearest available classroom</li> <li>▶ Assist those needing special assistance</li> <li>▶ Close and lock all windows and doors and do not leave for any reason</li> <li>▶ Stay away from all doors and windows and move students to interior walls and drop</li> <li>▶ BE QUIET!</li> <li>▶ Wait for an official to open the door</li> </ul>
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## **Medical Emergency Response Plan for LFES**

This policy outlines staff actions to take during minor and major medical emergencies on and off campus during school-sponsored trips or events. This policy does not cover specific first aid or CPR steps or sequences.

### **INJURY EMERGENCIES ON CAMPUS**

**Type-2 or MINOR (minor injuries and illnesses, including some cuts, certain types of rashes, coughs, colds, scrapes, and bruises)**

- Notify school nurse or principal's office.
- School nurse, principal, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.
- Staff witnessing the accident and/or providing first aid care should complete an accident report.

**Type-1 or MAJOR (serious problems, such as severe bleeding, head trauma, seizures, meningitis, breathing difficulties, dehydration, and serious bacterial infections has a head or neck injury, has ingested some substance in excess and is now hard to rouse, or is not breathing or is turning blue.)**

Defined as any injury deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility.

- Notify school nurse or principal's office.
- Either the first school staff person attending to the student or another school staff person calls... Immediately.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- If CPR or rescue breathing is required, school staff must also retrieve or send other staff for the Automated External Defibrillator (AED).
- Principal or designee calls parents or guardian immediately.

## **INJURY EMERGENCIES DURING FIELD TRIPS**

At least one school staff person must be trained in first aid and age-appropriate CPR, including

adult CPR. The field trip coordinator should also ensure that appropriate first aid equipment and

supplies are available during the trip. It is advisable that at least one staff person or adult

chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en-route to or from the school or field trip destination. Permission slips with emergency care release or parent, guardian phone numbers must be with the field trip coordinator or their designee.

## **IN THE EVENT OF AN EMERGENCY:**

- Designated school staff person administers first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.
- If the injury is major or life-threatening, either the first school staff person attending to the student or another school staff person calls... Immediately.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- Field trip coordinator or designee call parents or guardian immediately (but only after ... is called and immediate care is begun).

## **MEDICAL EMERGENCIES ON CAMPUS OR DURING FIELD TRIPS**

Medical emergencies include seizures, unconsciousness (without injury), asthma, breathing

emergencies, fainting, diabetic emergencies (confusion, drowsiness, agitation in students known to have diabetes), insect stings, or other non-injury emergencies.

## **MINOR**

- Notify school nurse or principal's office.
- School nurse, principal, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.

- Staff witnessing and/or providing first aid care should complete an accident/medical care report.

### **MAJOR**

Defined as any medical emergency deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility. **Any insect sting, food allergy reactions, or other allergic reactions in students known to have such reactions are EMERGENCIES -CALL... All rapid onset (within a few minutes) breathing problems or swelling of the tongue and face are considered EMERGENCIES-....**

- Notify school nurse or principal's office.
- Either first school staff person attending to the student or another school staff person calls...
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.)
- Staff witnessing and/or providing first aid care should complete an accident/medical care report.