Incident Reporting Policy – School Clinic

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1. Scope:

1.1. To define the classification of incidents and establish a common approach for reporting any accident / incident for meeting the following objectives:
- 1.1.1. Ensure all critical incidents are investigated.
- 1.1.2. Identify the root causes of all incidents and develop the necessary corrective or preventive actions and measures to prevent recurrence.
- 1.1.3. Provide data for statistical measurement.

2. First Aid

2.1. If First Aid is required, the school nurse / school doctor is to be informed in this case. Tel.: 849 / 058 – 980 5498.

2.2. If the nurse / doctor cannot be reached, in this case the school secretary must be informed. Tel.: 801.

2.3. All staff of the school must participate in a First Aid course every 2 years and be able to give First Aid.

3. Transport to the hospital

3.1. The decision on the necessity of an ambulance shall be made by the school nurse / school doctor.

3.2. Should the nurse / school doctor not be present, then in case of doubt an ambulance should always be called.

3.3. If an ambulance is required, the number 998 is to be dialed. The area code is 9 from an internal school telephone.
3.4. Injured parties may never be transported alone to the hospital. The school principal shall stipulate an adult to accompany the injured party if the parents cannot be reached.
3.5. The parents or relatives of the injured party are to be immediately informed by the school secretariat.

4. Incident Report

4.1. The supervising teacher / the supervisor shall prepare an incident report (Appendix) and submit the report to the school nurse.
4.2. The report shall be written in English language and signed.
4.3. The incident report should be completed as soon as possible following the incident or injury.
4.4. A log of accidents and incidents is kept by the clinic.
4.5. The relevant teacher should ensure that the parents of the affected pupils are informed as soon as possible about the accident or incident.
4.6. If the incident is severe enough, it shall be notified to relevant authorities.
4.7. The incident report shall be filed with the students & staff file.
4.8. What to report: The following information must be reported regarding an incident regardless of severity or nature:
- 4.8.1. Exact Location (example: playing area, class, Floor)
- 4.8.2. Date & time (exact time)
- 4.8.3. Policy and Procedure
- 4.8.4. Names of personnel involved (full name and contact of all who witnessed / involved)
- 4.8.5. Full details of the Person in Charge (Name / Mobile / Email)
- 4.8.6. Description of the Event
- 4.8.7. Initial actions taken to avoid recurrence
- 4.8.8. Nature of injuries or suspected injuries
- 4.8.9. All areas of the Incident form to be completed
- 4.8.10. Only factual and objective details should be recorded – not opinions
- 4.8.11. Writing should be legible and using a black permanent ink pen or typed if in electronic format
- 4.8.12. Signatures on the form are to be written legibly

4.9. The Student must visit the school clinic or doctor within 24 hours of the incident for it to be valid for insurance reporting.

GERMAN INTERNATIONAL SCHOOL DUBAI
DEUTSCHE INTERNATIONALE SCHULE DUBAI

INCIDENT REPORT

(to be submitted to the school nurse)
*** to be written in English language***

Date:	
Place:	
Time:	
Supervising Teacher:	
First and Last Name of the injured:	
Grade:	
Witness:	

Incident Report: _____

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Date, Name and Signature(s)