



## 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.: 132 / 055-845 02 78.
- 2.2. If the nurse / doctor cannot be reached, in this case the school secretary must be informed. Tel.: 101.
- 2.3. All staff of the school must participate in a First Aid course every 2 years and be in a position 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



### 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)