



Emirates Falcon International Private School

Health and Safety Policy

(Draft Implementation Phase Policy)

Effective From AY 2024/25 (Fall term)
Compliance From AY 2025/26 (Fall term)

HEALTH AND SAFETY POLICY

Introduction

Emirates Falcon International Private School is committed to providing a safe and healthy environment for our staff, students, and visitors. The Principal and the governing board are ultimately accountable for the health and safety of the school. Additionally, they share responsibility for providing healthcare services to students. This policy outlines the basic requirements for school health and safety.

Purpose

- Ensure compliance with health and safety requirements set by ADEK, Abu Dhabi Public Health Center (ADPHC)/ Department of Health (DoH), and other relevant regulatory entities.
- Safeguard the health and safety of students, staff, contractors, sub-contractors, visitors, and other relevant stakeholders through clear and compliant policies and procedures for all on-site and school-related activities.
- Ensure all staff and students receive adequate training, information, and supervision regarding hazards within the school environment.
- Promote a culture of responsibility and accountability towards protecting everyone from dangers (e.g., fire accidents, laboratory accidents) through effective communication and consultation with employees and staff.
- Provide access to high-quality health services to all students through school-based clinics, without additional cost, in compliance with ADEK and DoH regulations.

Definitions

Additional Learning Needs: Individual requirements for additional support or accommodations within the school setting. This includes support for students with disabilities, special educational needs, or other barriers to learning.

Anaphylaxis: A severe allergic reaction requiring immediate medical attention.

Basic Health Screening: Annual health screening conducted by the school nurse, including a review of medical history, BMI measurement, and vision testing.

Governing Board: The governing body appointed by school owners, responsible for the overall governance of school activities.

Comprehensive Health Screening: In-depth health screening for students in Grades 1, 5, and 9, including medical check-ups, hearing screening, oral health examination, and blood count tests for certain grades.

Emergency Plan: Detailed instructions and procedures for actions to be taken before and after an emergency event.

Health and Safety: Ensuring the safety and health of students, staff, contractors, sub-contractors, stakeholders, and visitors in school and school-related activities.

Individual Healthcare Plan: A written description of a student's medical requirements and healthcare plan, developed by the school nurse.

Nurse: A full-time employee of the school with a valid DoH healthcare professional license, overseeing the school medical clinic and student healthcare.

Parent: The legal custodian of a child as per Federal Decree Law No. 3 of 2016 Concerning Child Rights.

Visitor: Any temporary visitor to the school premises, including parents, relatives, prospective students, inspectors, contractors, and volunteers.

Wellness: The state of being in good physical and mental health.

Policy

1. School Health and Safety Policy

1.1. Policy Requirements

Develop and implement a Health and Safety Policy aligned with ADEK's regulations, available on the school website in both Arabic and English.

- Define the responsibility of the Principal and governing board for health and safety in school operations and activities.
- Outline roles and responsibilities of all school community members regarding health and safety.
- Establish procedures for health and safety in school and extracurricular activities, including off-campus activities.
- Ensure resources and processes for a healthy, safe, and secure school environment.
- Educate students and train staff on health and safety.
- Prevent injury and ill health.
- Conduct risk assessments, maintain a risk register, implement control measures, and monitor systems.

1.2. Regulatory Compliance

- Ensure compliance with policies, procedures, regulations, and instructions issued by ADEK, ADPHC/DoH, CDA, and other relevant authorities.
- Submit periodic reports, audits, and action plans.
- Submit incident reports and management systems.
- Comply with given timeframes.
- Display the policy prominently and ensure accessibility to all stakeholders.

1.3. Mandatory Recruitment of a Health and Safety Officer and Resources

- Appoint a full-time Health and Safety Officer to manage and monitor the Health and Safety Policy.
- The Health and Safety Officer shall be present on school premises during school hours and adequately trained.
- Establish the Health and Safety Officer's responsibilities, including developing an occupational safety and health management system, ensuring relevant staff training, carrying out hazard identification, risk assessment, and control measures, and maintaining records of incident investigations.

2. Education and Training

2.1. Student Education

- Educate all students on health and safety topics such as road safety, risk management, fire safety, using personal protection equipment, emergency procedures, basic first aid training, and personal physical awareness.

2.2. Staff Training

- Provide all staff with training on foundational health and safety knowledge and practical skills to safeguard student health and safety.
- Conduct risk assessments to determine the type and level of health and safety training required for staff.

3. Health and Safety Requirements

3.1. General Health and Safety Measures

- Follow procedures for the secure storage and safe use of potentially dangerous substances and equipment.
- Regularly test and maintain all equipment used by the school.
- Conduct regular safety assessments.
- Equip the site with effective security systems and protection systems for fire prevention and detection.

3.2. Weight Limits of School Bags

- Adhere to maximum weight limits for students' school bags and communicate this policy to parents.
- Ensure that a student's school bag does not exceed 5-10% of their body weight when packed.

3.3. Smoke-Free Campus

- Maintain a smoke-free environment within and around the school premises.

3.4. Fire Protection

- Equip the school premises with integrated fire protection and detection systems compliant with CDA specifications.
- Maintain inspection records and install the HASSANTUK system if required.

3.5. Liquid Petroleum Gas (LPG)

- Use LPG only for educational purposes with a central system, complying with CDA requirements.

3.6. Emergency Planning

- Develop a School Emergency Plan with defined circumstances and procedures for emergencies.
- Conduct annual emergency drills and maintain a log of observations.
- Implement a notification system to communicate with parents during emergencies.

3.7. Health and Safety-Related Mental Health Support

- Provide mental health support to students and staff following serious emergency situations.

4. Health System

4.1. Provision of Medical Services

- Establish a clinic on the school premises in line with DoH requirements.
- Employ a full-time school nurse with a valid DoH license.
- Ensure proper administration of medication and handling of medical emergencies.

4.2. Inclusion

- Provide individual healthcare plans for students with additional learning needs.

4.3. Health Screening

- Conduct regular basic and comprehensive health screenings in compliance with DoH requirements.

4.4. Immunization

- Facilitate DoH-appointed health providers in conducting the school-based immunization program.

4.5. Student Records

- Maintain confidential medical records for all healthcare provided at school.

5. Compliance

This policy is effective from the start of AY 2024/25. Full compliance is expected by AY 2025/26.

Non-compliance may result in legal accountability and penalties as per ADEK regulations and other relevant laws.

Phase 1: Preparation

1. Establish a Project Team:

- Form a Health and Safety Committee led by the Principal, including representatives from the governing board, staff, and parents.
- Appoint a dedicated Health and Safety Officer (HSO) as per policy requirements.

2. Review and Update Current Policies:

- Conduct a thorough review of existing health and safety policies.
- Align current policies with the new Health and Safety Policy requirements set by ADEK and other regulatory bodies.

3. Communication and Awareness:

- Develop communication materials outlining the new policy and its implications.
- Conduct awareness sessions for staff, students, parents, and other stakeholders.

4. Training Needs Assessment:

- Assess training requirements for staff and students.
- Identify training providers and develop a training schedule.

5. Resource Allocation:

- Budget for necessary resources (financial, infrastructure, personnel) to implement the policy.
- Secure required infrastructure improvements and equipment.

Phase 2: Implementation

1. Policy Development and Publication:

- Develop the comprehensive Health and Safety Policy document.
- Publish the policy on the school's website in both Arabic and English.

2. Recruitment and Training:

- Recruit a qualified Health and Safety Officer if not already in place.
- Ensure all staff, including the HSO, receive necessary training (incident investigation, first aid, fire safety, etc.).

3. Health and Safety Systems:

- Implement an occupational safety and health management system.
- Set up regular reporting and monitoring systems, including periodic audits and submission of reports to ADEK and other regulatory authorities.

4. Emergency Preparedness:

- Develop and implement a comprehensive emergency response plan.
- Conduct regular emergency drills and update the plan based on drill outcomes.

5. Health Services:

- Establish a fully operational school clinic with a licensed school nurse.
- Develop individual healthcare plans for students with additional learning needs.

6. Infrastructure and Equipment:

- Install and regularly maintain safety equipment (fire alarms, CCTV, first aid kits).
- Ensure compliance with weight limits for school bags and establish a no-smoking policy.

7. Transportation Safety:

- Develop and maintain a traffic management plan.
- Train staff on traffic management during peak hours.

Phase 3: Monitoring and Compliance

1. Full Policy Implementation:

- Ensure all policy components are fully implemented and operational.
- Maintain and update health and safety records as per the ADEK Records Policy.

2. Continuous Monitoring and Evaluation:

- Regularly review and update the health and safety policy.
- Conduct periodic risk assessments and safety audits.
- Monitor compliance through regular inspections and incident reporting.

3. Stakeholder Engagement:

- Continue to engage with all stakeholders, providing regular updates and training.
- Maintain open communication channels for feedback and continuous improvement.

4. Reporting and Documentation:

- Ensure timely submission of required reports to ADEK and other authorities.
- Keep detailed records of all health and safety incidents and actions taken.

5. Review and Feedback:

- Conduct annual reviews of the health and safety policy.
- Collect feedback from staff, students, and parents to identify areas for improvement.

References

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- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- MedlinePlus (n.d.). Allergic Reactions
- The Supreme Council for National Security Monitoring and Control Center (MCC). (2022). Manual of Surveillance Devices (1st ed. V1.0.2022).