



THE INDIAN INTERNATIONAL SCHOOL, DSO

Health & Safety Policy, including Security

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1. RATIONALE

The Indian International School, DSO, is committed to safeguarding and promoting the welfare of the pupils. The school creates safe environments for all stakeholders through robust safeguarding practices and ensures that adults, who work in the school, including volunteers, don't pose a risk to the children. All stakeholders are made aware and trained to respond to concerns and keep up to date with the policies and practices.

2. SCOPE

This policy applies to all stakeholders of the school community. The scope of the policy covers the following areas:

- A. School Security
- B. Health and Safety
- C. Risk Assessment
- D. Educational Excursions
- E. Medical Emergency
- F. Emergency Evacuation

3. POLICY STATEMENT

The Indian International School, DSO, is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures.

3.1 The policy is essential to-

- ensure the integrity of the security of the school is maintained to the highest practicable standard
- ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors
- prevent or minimize the impact of a disaster on the student, staff and the school premises and other facilities and ensure that staff understands the process of risk assessment and how it can be integrated into effective management practices
- ensure that all near-miss incidents (including minor incidents) are reported, recorded and investigated
- providing a safe and healthy environment by protecting students, staff and visitors from injuries and diseases (within the school or while on an educational tour) when reasonably possible to do so
- establish procedures for the administration of first aid, emergency treatment and emergency medication to students in the school
- establish and practice a common medical emergency response plan (MERP).
- identify the emergencies that may arise in the school and set forth provisions and standards to be followed in case of a medical emergency
- ensure that safety precautions at The Indian International School, DSO, comply with all relevant health and safety regulations and procedures for the safe evacuation of staff and students in case of an emergency
- aid positive interaction with friends and teachers, promote friendship, mutual understanding, team spirit away from the school site without compromising their safety
- ensure that the use of social media is responsibly undertaken

4. SCHOOL SECURITY

The Indian International School, DSO, is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures.

4.1 PROCEDURAL STEPS

4.1.1 Security Cabins

- Security Cabins are located at the following points at The Indian International School - DSO:
 - Gate No. 1
 - Gate No. 2
 - Gate No. 3
- Security Guards utilize Walkie Talkie for immediate communication as the need arises. Torches are used during night patrolling/checking the premises.

- These cabins will be manned at all times and on all days by Security Staff.

4.1.2 Duty Rotation of Security Staff

Security Staff are shifted/positioned in the following pattern in the School. Details of handling:

GATE NO.	TIME SLOT	SECURITY
Gate 1	6 am to 6 pm	4 guards (3 male and 1 female) for The Indian International School are hired from security agencies who assist the school security staff
Gate 2	6 pm to 6am	
Gate 3	6 am to 6 pm	

Performance Evaluation of Security guards hired from the security agency would be done quarterly. The security in-charge must see that security reporting from the external agency should have valid DPS cards and the copies should be kept updated.

4.1.3 Operation of Gates

- Gate No. 1 is kept open during working hours on all working days. Security guard seated in the Security Cabin adjacent to the gate mans this gate round the clock. Barricade is kept in lower (closed position), during these hours, except when permitting a vehicle. Gate No. 2 is open for contingency purposes.
- Gate No. 1 is locked at 9 pm by the Security Guard. He is however to be present at the Security cabin round the clock.
- Gate No. 2 and 3 are opened for a period of 30 minutes before and after school opening and school closing timings – on working days only or as per requirement promulgated for each gate.
- The gates are opened for special occasions as per special timings promulgated by Admin Manager.
- The second Security Guard (either sourced from outside or by rotating the present staff) is to be assigned to man the gates whenever they are opened for special occasions.

4.1.4. Entry and Exit of Students

- School buses enter the school premises by Gate 2 and 3.
- Students (using their transport) will enter/exit the camp through Gate No. 1 and 2 at the promulgated timings only.
- Students (using their transport) who arrive late can enter through Gate No. 1 as all other gates are closed shortly after scheduled school working hours commence.
- Students whose parents/guardians come late to pick them up shall wait at the reception/designated waiting area until their parents arrive.
- Students are not permitted to leave the campus in between their sessions unless they possess an authorized exit slip, signed by the Section Supervisor or higher authority. These exit slips are issued through H2H staff.
- Students who miss the school transport at the time of dispersal should wait at the H2H office or the reception. They will be permitted to call their parents/guardians to come and collect them. Such students will not be permitted to leave on their own.
- Students who stay back on the campus for extra-curricular activities/sports etc. can enter and leave through Gate No. 1 only as per the timings and arrangements made for such activities.

4.1.5. Entry and Exit of Staff

- All staff will enter and leave the campus as per their working hours.
- No staff is permitted to leave the campus in mid-session, without submitting a duly authorized exit slip to the Security Guard at Gate No. 1. If the staff is using the school bus, it will be the responsibility of the respective Bus Driver to collect the slip and hand it over to Security Guard at Gate No. 3 when exiting. In all other cases, the slip shall be handed over to the Security Guard at Gate No. 1. Exit slips are forwarded to the HR Department.

4.1.6. Movement of Vehicles

- Only the following vehicles are permitted to enter the school campus
 - Official cars – marked/numbered
 - Principals/Supervisors/HOD's/Doctor's cars
 - School buses and vans
 - Any car belonging to members of the Board of Trustees/Management
 - VIP Guests
 - Regular suppliers
- Staff cars (except specified vehicles) and private vehicles are not permitted to enter the campus. However, passes are given to VIPs and organizers of the events in the auditorium to park their cars inside the school premises.
- Special permission is to be obtained from Admin Manager for entry to private vehicles by contractors for delivery/collection of authorized goods.

4.1.7. Movement of Items

- The Security Guards shall inspect all private vehicles for items being brought in and taken out.
- Only items accompanied by a Gate Pass will be permitted to be taken out of school. They would be mentioned in the register and returnable items would be duly entered in the register once they return. It will be checked with the concerned departments once a week until the items are returned.
- All items brought into school shall have a delivery note or authorization for supply.
- The security guard informs the concerned department/staff when an item is brought in by suppliers for them.
- On detecting any items being brought in/taken out unauthorized, the security guard shall stop the item at the gate and inform the Admin Manager.

4.1.8. Entry of Visitors/Contractors/Parents etc.

- Visitors, contractors, parents, vendors etc. are permitted entry through Gate No. 1 only. The Security Guard ascertains the purpose of the visit and only those visitors with specific and authorized purposes are permitted entry. Details of contractors/suppliers, maintenance workers are entered in the register.
- Details of visitors are recorded at Gate No. 1 before they enter the campus with a visitor's ID card. All visitors must wear this card while they are inside the school campus. All visitors to the school must report at the reception desk and state the reason for their visit to the receptionist.
- On completion of the visit, the visitor's ID card will be collected back at the Security and the time of exit will be entered in the register.
- Regular vendors such as cleaning staff, suppliers of snacks in the canteen etc. will be permitted to enter the campus, after writing their names in the register at the security.

4.1.9. Special Occasions

- A special team of security officers will be constituted for the specific purpose of security and maintaining student discipline during major programs/functions in the school.
- This team will be posted at security-sensitive points, blind spots etc. with the specific task of patrolling such areas regularly and ensuring that students are behaving appropriately and no untoward incident occurs.
- All security personnel will be responsible to ensure that students and guests exit the campus at the end of a given program, and that campus discipline is not violated by any individual(s).

4.1.10. Lost and Found Items

- During daily cleaning all lost items found lying around in the school by the cleaning agency are to be deposited with security.

- Any lost item found by any other person is also to be deposited with security.
- Security notes down the details of the item, name of the finder, time etc.
- Security forwards the item to Admin Manager along with the details (if any). The item is stored in the lost and found box.
- In case of items lost by students, concerned teachers or the Supervisors are likely to receive the information/complaint.
- The receiver of the complaint is to check with Admin office if the item has been found and deposited with them.
- If not found, the concerned Supervisor will investigate the loss.
- In case the loss is serious in nature, the matter is reported to the Headmaster/Principal for further necessary actions.

4.1.11. General Security – Security Patrol

- No person, vehicle or item is permitted to enter the campus, without security clearance (Form – details of guest/Vehicle Record/Visitor's Pass)
- No person, vehicle or item is permitted to exit the campus, without security clearance (Countersigned earlier Form – details of guest/Vehicle Record/Visitor's Pass)
- A Security Guard will patrol all areas of the school in regular intervals, checking for the presence of unauthorized personnel/goods within the campus.

TIMINGS	PATROL
6 am to 6 pm	12 rounds (every one hour)
6 pm to 6am	12 rounds (every one hour)

- Security Patrol will verbally inform the Principal/Admin Manager immediately if he observes any student discipline issue:
 - Suspicious movements of students anywhere on the campus
 - Presence of students at unauthorized points on the campus
 - Presence of students beyond permitted timings
 - Unauthorized person/vehicle

He will then submit his observations as a written report (Register Entry)

- Cleaners return the keys to Security at Gate No.1 for safekeeping after completing their cleaning work at night. All duplicate keys of offices/labs and all the blocks are kept by the Security Guards.
- Security Patrol will also report any damages/breakages/faults in the equipment of fittings observed by him during his rounds.
- Security is responsible for the opening and closing of each block and the blocks are divided among the security guards and separate registers, checklists (block-wise) are maintained by them.

4.1.12. Action in case of fire

- A sufficient number of fire extinguishers is placed in every block of the school
- A fire detection system, which is fitted in the school, gives out the alarm for fire.
- The matter is reported by the quickest means to the Security, Admin Manager and Principal.

- As soon as information is received, Civil Defence is contacted. The fire-fighting agency of the school is also alerted.
- The people in the building are to be evacuated. Areas are marked in the school for assembly of students and staff during emergencies like an outbreak of fire and natural calamities such as an earthquake (Chart for assembly in case of emergencies).
- The fire alarm is to be turned off after the fire is under control.
- A fire drill is conducted with the help of the Civil Defence/fire-fighting agency once a year. All Security guards are given training in First Aid and Fire Control prevention.

4.1.13. Action in case of other emergencies

- For other emergencies, which may include natural calamity, riots or any other unforeseen circumstance, the CEO, Principal/Headmaster and Supervisors will meet urgently and decide on a suitable course of action
- As a rough guideline- attention is to be paid to the following points:
 - Communication with Police, Civil Defence and Parents
 - Security of Students
 - Transportation and safe return of students
 - Security of buildings and property
 - Medical Aid
 - Food/Refreshment and shelter

4.1.14. Emergency Plan

- Floor plans are displayed in all classrooms and offices. Emergency exits and staircases are marked and indicated all over the campus.
- Employees who may require a Personal Emergency Evacuation Plan will be identified through a risk assessment process. PEEPs will be developed in collaboration with the affected individuals and relevant stakeholders to ensure their specific needs are met.
- PEEPs will be implemented through training sessions for staff and regular emergency drills to ensure everyone is familiar with the procedures¹.
- PEEPs will be reviewed and updated annually to ensure they remain effective and relevant to any changes in the workplace or the needs of the individuals.

4.1.15. Keys Management

- A list of keys with their type (master/original/duplicate), numbers, and their use will be kept in the security cabin.
- Key is issued after entering the name of the person, signature, and time of issue. Authorization for the issuance of keys is mentioned in the key list. However, Cleaners/Electrician/AC mechanic/Plumber/Gardener/Carpenter/Contractors are issued keys by signing in the key register for doing their respective jobs.
- Issued keys are returned to the security department, which enters the time of return and signs it.
- In case of a lost/broken key, the security department immediately informs the admin department for making duplicate keys or a new lock.
- Emergency access is only allowed to CEO/Department Heads/Principal/Admin-in-charge.

4.2. REPORTING TO CEO OFFICE

A monthly consolidated report on all security matters (student security, any security concern to be addressed, any breach of security reported, presence of unauthorized personnel on the campus, performance of security staff etc.) is to be forwarded to the CEO Office on or before the 5th of the following month.

5. HEALTH AND SAFETY:

Staff (including teachers and others) has a responsibility to make sure that they carry out their duties safely without risking themselves, the pupils or visitors. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Principal, who has been delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

5.1. PROCEDURE

This procedure describes the objectives and systems for:

- All reasonably practical steps to ensure the health, safety and welfare of all persons using the premises.
- Formulating effective procedures for use in case of fire and for evacuating the school premises.
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

5.2. RESPONSIBILITY AND AUTHORITY

The Principals, Headmaster, Supervisors, Teachers in charge and the Administration are responsible for implementing the procedure. This procedure is authorized by the CEO and any changes therein can be made with his approval only.

Roles and Actions: The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **school management** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues in the school.
- Maintain the premises in a condition that is safe and without health risks.
- Ensure sufficient funds are available to provide, as necessary, provide infrastructural arrangements for an inclusive and safe learning environment, protective equipment, training to all staff employed in the school, for the safe handling of apparatus, instruments, equipment and other chemical substances in the laboratories.

The **Principal** will:

- Liaise with outside agencies that can offer expert advice.
- Ensure that all staff fulfil their duties per this policy.
- Formulate and coordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant to staff on an annual basis, or as and when necessary, reporting back to the Health and Safety Sub-Committee.
- Ensure relevant staff has access to appropriate training.

All **Staff** will:

- Ensure that they have oriented and understood the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of own health and safety and that of others who may be affected by their actions.
- Ensure that pupils use equipment and apparatus safely in laboratories and on the ground.
- Report to the Supervisor/ Headmaster /Principal, situations which may present a serious or imminent danger to the staff and students in the school.
- Report any concerns of abuse of pupils to the Headmaster /Principal.
- The supervisor should share the information of the child with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff is asked to familiarize themselves with this.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and their classmates.

- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them through circulars, talks and news flashes.

5.3. PROCEDURAL STEPS

5.3.1 Medical Centre- Administration of Medicines, First Aid Provision

- Medical Centre has its Policy document. Medical Emergency Response Plan is distributed among all teachers.
- Medical Centre maintains records of daily ailments and treatments.
- Parents are contacted if there are any doubts regarding the health or welfare of a pupil. An out pass is issued for parents to take the pupil home or to the doctor for further investigation.
- Immunization is organized with the help of the Department of health.
- Portable First Aid Kits are taken on educational visits and are available in section supervisors' offices and the buses.
- Teaching and Non-teaching staff are trained to use the First Aid kit in case of emergency.

5.3.2 Child Protection, Supervision of Pupils, Educational Visits

- The school has Child Protection guidelines. All staff members and periodically students are made aware of the same through annual orientation and induction for new joiners.
- Parent consent is collected in case the child needs to stay extra duration in the school due to occasional school activities. go for an external trip from school, need additional staff assistance during medical emergencies, temporary immobility due to accidents, washroom assistance, special support to SEND students etc.
- The school has Cyber Security and Social Media Guidelines and Policies in place.
- Behavior Policy mentions school rules as well as rewards and punishments for students.
- The section supervisor maintains records if any child abuse case is reported. The section supervisors handle child abuse cases sensitively.
- Teachers are on duty during arrival, recess and departure. The duty is assigned by the section supervisor.
- A teacher-student ratio of 1:25 is followed for Educational/ Outdoor Visits. An activity report is submitted to the activity supervisor.

5.3.3 School Security

- The school has security persons on the roll and has a contract with an agency to provide security on regular basis.
- Visitors' records are maintained at the security gate and an entry pass is issued. The security guard checks visitors' ID cards for verification.
- The security records Vendors' entries and issues passes to them.
- Out passes of students and staff are collected before allowing them to exit during working hours.

5.3.4 Absentee Confirmation

- Good attendance is expected of all children, but in case of leave, parents are expected to notify the same to the H2H of the school. At the end of the first period, the total number of absentees of each class is recorded. The number is verified with the H2H. In case there is no notification about the absence of any child, the school has a policy of contacting the parent to enquire about the student's absence.

5.3.5 Late Arrivals

- Pupils are expected to arrive at school by 7: 50 am (Monday to Thursday) and 7:20 am (Friday). Late arrivals are required to enter through the main entrance and register in the Late Arrival register. The school monitors late arrivals every week.

5.3.6 P.E., Games and Sports Activities

- KG timetable includes one P.E class and one outdoor activity period weekly. Grades 1-4 have 2 P.E. classes in a week while grades 5-10 are engaged in P.E. once a week during school hours for pupils' discipline and good health. Students learn basic skills of various games during the games period.
- P. E. teachers carry a first aid kit for outdoor P.E./ games classes. A talk is arranged for students to keep themselves hydrated.
- There are no sharp edges on the sports equipment and sports fields are without any trips and hazards.
- Weekend sports clubs for basic sports training are organized.
- Before/After school, sports training is organized to train school teams for various sports.
- Staff is on duty during recess in the playground.

5.3.7 School Buses

- Safety precautions are taken in the school transport as per rules laid out by RTA.
- Fire Extinguishers and First Aid Kit are available in each bus and drivers are trained to use the same.
- Bus Attendants are deputed in the buses for safety and discipline.
- Drivers are trained in-house as well as by RTA on regular basis.
- Drivers are trained to speak to parents patiently. Drivers are responsible to be punctual to school and for children's safety in the buses.
- CCTV and Electronic capturing of attendance are in place.

5.3.8 School Canteen and Nutrition Standards

- Canteen staff uses gloves and caps for distributing food items among students.
- Chillers, heaters/warmers are in good condition and their temperature is controlled.
- The canteen store is checked regularly. Pest control is carried out periodically.
- Students are provided with easy access to safe drinking water. Water filters are replaced frequently.
- Staggered timings for recess to enable all students to have easy access to snacks.
- Dubai Municipality licensed vendors to supply food items to the school canteen.

5.3.9 Library, Laboratories, Auditorium

- The elevator is available for handicapped/ injured students to reach the library, laboratories and auditorium.
- Laboratories are fitted with adequate numbers of Fire Extinguishers, First Aid Kit and are well lit.
- Chemicals are stored under lock and key and are taken out in presence of Science Teachers.
- Students use protective gears during practical classes.
- Proper exhaust mechanisms are fitted and safety precautions are displayed in laboratories.
- Emergency eye wash is available in the laboratories.
- An adequate number of fire extinguishers available in the auditorium.
- Safety rail at sufficient height is provided on the balcony.
- Fire Exits are sufficient and are marked.

5.3.10 Fire Drill And Evacuation Plan

- A mock fire drill is conducted once a term. Evacuation time is recorded and reported. Drill with Civil Defence is conducted in the school annually.
- A resource person is outsourced, and staff is trained to combat any emergency.
- Exit indicators are placed in the corridors.
- Plans showing exit routes are displayed by the door of each classroom.
- Marked and staggered assembly areas identified as per the grade.

- Students and staff are oriented and trained to follow the evacuation procedures including the students or staff with special requirements.
- A PEEP is prepared for the identified SEND students and are practiced with trained staff during such drills.

5.3.11 First Aid

- Training on the use of First aid box is given to the staff members by the School Medical Officer at the beginning of the Academic year.
- All staff including teaching and non-teaching, are given training for the usage of First Aid kit/ box.
- First Aid boxes are refilled by the school Medical Centre at the beginning of each school term (April, September and January) or when requested by the person in charge of the First Aid Box.
- Usage of First Aid boxes is updated and recorded in all the buses/labs.

5.3.12 Contracts With Outsourced Agencies

- The school has an agreement with an outsourced cleaning agency.
- The list of approved staff working in school from the out-sourced agencies is checked.
- The ID cards of these out-sourced staff working in school are checked.
- The cleaning log is maintained and recorded.
- Pest control is done as per the agreement between the school management and the agency.
- A.C. Ducts are cleaned and A. C. maintenance is taken care of as per the agreement.
- Fire safety equipment (Hose reels and fire extinguishers etc.) are rechecked and refilled periodically by the outsourced agency as per the agreement.
- Fire safety panels are checked regularly and a checklist is maintained.
- School facilities (such as furniture – if broken, electricity, etc.) are monitored and a checklist is maintained.

6. RISK ASSESSMENT:

Risk assessment in the school is a valuable tool in protecting students, staff, and visitors by analysing hazards and identifying risk reduction measures.

The school management, administration and staff will identify all the risks/ hazards associated with their area of responsibility that could be expected to cause harm. Risks can be identified as:

6.1. TYPES OF RISKS

6.1.1 Physical:

- Equipment: sports, lab, constructions, etc.
- Personnel: Potential personnel risks due to environmental, health and safety issues, electrical issues.
- Facility: Vulnerability of building to external factors such as earthquake, tsunami, flood, lightning and other natural factors, vulnerability to manmade risks such as sabotage, roof maintenance and overhead water tank leakage.
- Fire Safety: Evacuation procedure, Exit routes, Assembly point and Fire department contact.
- Security: Proper checking of outside vehicles on the premises, ID Cards of all workers working on the premises, monitoring of students by faculty.

6.1.2 Emotional:

- Personal issues: Sadness, fear, difficulty in rebounding from setbacks,
- Social issues: Arguing, temper outburst, non-cooperation at home and school,
- Academic Skills: Performance in the class, comparison of performance by teachers and parents, self-evaluation on the academic performance, homework status,

6.1.3 Personal:

- Family factors: poverty, parental unemployment, low educational status, family breakdown, domestic violence etc.
- Personal Factors: physical or mental health issues, disability, dependency, learning difficulties, lack of involvement in decision making.

6.2. PROCEDURES

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The school's environment, both indoors and outdoors.
- All surfaces, both indoors and outdoors.
- All equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to make themselves and any other people potentially affected safe. They will then notify the Admin Dept and ensure that a record is made. The principal is then responsible for ensuring that any necessary action is taken.

6.3. NEAR MISS

Near Miss is an incident or unsafe condition with the potential for injury.

Near misses or close calls can happen all around us, but do not need to keep re-occurring needlessly. Instead, we can use them as a tool to prevent future incidents and serious injuries from happening.

Reporting near-misses is everyone's responsibility including non-teaching staff, teachers, and leaders. All employees should encourage the reporting of near-misses, as we all want to go home injury-free at the end of each workday.

Parents/visitors are also encouraged to report any near-miss they spot, and focus is prominently placed in areas they visit.

6.4. PROCEDURE

- Near miss occurrence is spotted.
- The employee identifies the incident by completing a "Near Miss Report Form."
- Employee submits the "Near Miss Report" to the Health & Safety Department.
- The Health & Safety Department along with the school administration officer investigates the incident and takes corrective action(s) to prevent re-occurrence.
- The administrative Officer follows up with the employee regarding corrective actions.
- Record to be maintained.

7. EDUCATIONAL EXCURSIONS:

The school provides rich and varied experiences by offering relevant and valuable outings to facilitate the personal, social, and emotional development of its students.

An educational excursion is any student activity conducted outside the school site that is organised by the school and approved by the school Principal.

7.1. PROCEDURE

- The school Principal will be responsible for approving all educational excursions.
- After conducting a risk assessment for the venue, a clear and comprehensive information is conveyed to parents regarding full details of time, location, cost, travel plans, educational activities, supervision, and transport arrangements.
- Parents will be asked to sign a form acknowledging the receipt of the information about the excursion, providing medical history and any medication requirements, and giving their consent for their child to participate.
- Teachers will supervise students.

- First Aid qualifications will be kept up to date. First Aid equipment appropriate to the excursion will be readily available.
- The ratio of adults/students will be appropriate to the age of the students and the type of activities planned.
- For any educational excursion, the accompanying staff members must carry a record of students' significant medical conditions.
- At an appropriate time, students will be given a briefing concerning the excursion, the potential hazards, and precautions to be taken, and the expected behaviour of the students, particularly during transport (school bus) to and from the venue.

8. MEDICAL EMERGENCY:

- The school medical Centre recognizes its responsibility to provide adequate and appropriate first aid and emergency treatment to pupils and staff, and the procedures in place to meet that responsibility.
- School medical Centre staff is trained in Basic Life Support (BLS) and can manage any major injury or medical emergency appropriately.
- First aid boxes have been supplied to various departments throughout the school campus and on all the school buses. These are refilled regularly.
- Training in 'Basic First aid' and 'Medical Emergency response' is provided annually to all teaching staff members.
- First- aid training is provided to all school bus drivers and conductors annually.
- The School Medical Centre maintains all incident records.
- In case of an acute medical emergency, the school doctor may administer emergency medications to the student as per his/ her medical judgment, in the best interest of the health and safety of the student.
- In case of a low-level emergency, in which case the student can be managed in the school clinic, necessary first aid and/or emergency treatment is provided by the school medical team. Parents are informed and asked to collect the student from school. The student is referred to a secondary health care center or hospital for further management.
- In case of a major emergency, the student may be transported to the nearest hospital in an ambulance/school transport, if deemed necessary by the school doctor. In such a case, the student is accompanied by a school nurse or school admin staff to the hospital or until the parent arrives.

PROCEDURES TO BE FOLLOWED IN CASE THE CHILD IS FOUND TO BE SICK IN CLASS

The CT/Teacher in the class sends the child to the medical centre.

The child is assessed in the medical centre, and if:

- Found to be fit is sent back to the class
- Found to be suffering from a minor ailment, which does not warrant parents' calling to school, then after treatment is sent back to class
- Found to be sick, the parents are called by the medical centre (ONLY) to pick up the child from gate 1.

In such a situation (where a parent has been called by the medical centre to pick up the child), the sequence of steps is as follows:

- The child will remain in the medical centre after the call has been made to the parent.
- The nurse/assistant of the medical centre will go over to the section that child belongs to, along with a medical slip/report, where the doctor/nurse recommends the early exit of the child.
- The report will be handed over to the supervisor of the section, who will then issue the exit slip, countersigned by the nurse/assistant of the medical centre. After issuing the exit slip the supervisor calls the sick child's teacher/class teacher to his/her office, informs them of the situation, and tells them not to call the parents as the school medical centre has already done the needful.
- The nurse/assistant will return to the medical centre along with the exit slip and the child's personal belongings.

- The medical centre will notify the H2H team of the developments for their information and onward communication to Security at Gate 1.
- When the parents arrive at the school gate (gate 1) to pick up the child, the security at the gate informs the H2H of the arrival of the parent(s), who in turn informs the medical centre. The child is escorted to the waiting area by a nurse, who will brief the parent of the nature of the illness and recommend the next steps.
- The security guard at gate 1 will hand over the exit slip to the h2h official for record-keeping.

9. EMERGENCY EVACUATION:

The safety of all students, visitors and staff is paramount. In case of an emergency, the policy ensures the evacuation of students and staff within the shortest period. This policy outlines the guidelines and behaviour that all staff and students are expected to follow in case of an emergency in a calm and organized manner.

9.1. FIRE EVACUATION PROCEDURE

- The awareness-building activities are planned once every term in an academic year.
- Drills: Group-wise mock demonstration is carried out.
- Emergency: Students are informed through the fire alarm and public address system to evacuate when needed.
- Exit
 - Evacuation: movement (to be drilled)
 - Emergency exit arrows lead the students to the nearest exit of the buildings to enable students to move speedily to the allocated area (drill).
 - Entry to a safe area in the emergency assembly point is known to the students and practiced through drills.
 - Fire Marshals and Asst. Fire Marshals direct the movement of students.
 - PEEP is implemented by the trained staff for the identified students.
 - Medical team and counseling team will be stationed in the designated areas in the assembly point to provide additional support if required,
- Usage of Fire Extinguisher and water hose

Staff under each supervisor, physical education teachers, office staff, office boys and drivers are trained in using the equipment under a qualified instructor (as part of the training program and drills).

DRILL

- All team members involved are made aware of the plan for an emergency.
- The format prepared for execution is given to all concerned. (Notice issued)

9.2. EMERGENCY EVACUATION PROCEDURES FOR SCHOOL BUS.

- Awareness activities are conducted for the transport staff by school and RTA training section.
- The staff are trained for the medical emergencies and special support for the SEND students during a school trip by the school medical officer.
- The buses are equipped with Fire extinguisher and first aid kits which are periodically refilled.
- Drill is conducted to ensure the preparedness for the emergency situation in which students and staff are involved.

9.3. SANDSTORM - SAFETY PROCEDURE

There are three key factors responsible for the generation of sand and dust storms – strong wind, lack of vegetation and absence of rainfall. The environmental and health hazards of such storms cannot be reduced permanently; however, its impact can be reduced by taking appropriate measures.

Teachers suggest students follow the following during a sandstorm:

- Do wear a mask, handkerchief or fine muslin cloth around your nose and mouth to filter out fine dust particles.

- Do wear eye protection as your eyes are sensitive when exposed to allergens leading to eye infections.
- Do wear full-sleeved clothing and cover as much as you can of your body to avoid contact with allergens that could give rise to skin allergy.
- Do wash your hands as soon as you step inside your home. Taking a bath after you get in is also advisable as allergens can get lodged in the crevices of your body.
- Do keep yourself hydrated. Drinking water will prevent dryness inside as dust and humidity steals the moisture away.

The following DON'Ts are especially important for students to understand while in a sandstorm situation:

- Do not expose yourself to this weather if you can avoid it. Stay indoors.
- Do not set your air-conditioning unit to cool, especially when you step inside. The temperature outside is misleading, and your body will not react well to thermos-regulation today, making you more susceptible to viral infections.
- Do not put the air conditioning in the car directly onto your face and in very cool mode as the chances of your directly inhaling fine dust particles are extremely high.
- Do not allow kids to play outdoors.
- Do not eat any food catered outdoors in restaurants or cafes.

10. NUTRITION

The Indian International School, DSO, is committed to encouraging and developing positive attitudes towards healthy nutrition.

Good nutrition is essential for every child's short and long-term health and development. Healthy eating can help reduce the risk of diseases such as obesity, diabetes, anemia, and tooth decay throughout a child's life.

Our policy is a statement that outlines our school's commitment to promote healthy eating. Our policy focuses on supporting parents and students to develop lifelong healthy eating habits from an early age.

AIMS:

- To ensure students, staff and the school community are well nourished by helping to influence eating habits and disseminating knowledge of what constitutes a healthy diet.
- To ensure parents prepare healthy meals for their child.
- To improve health of students and staff by providing safe, healthy food in our school canteen.
- To ensure provision of safe, easily available water supply throughout school hours.
- To introduce and promote practices through various modes of educating staff and students about healthy nutrition.
- To promote the health and safety of children with serious food allergies.

PROCEDURE:

- Our school offers two food breaks, 1 for a snack and 1 for lunch.
- It is the parent's and teacher's responsibility to ensure student lunch boxes offer balanced nutrition.
- Throughout the week parents are encouraged to include a variety of healthy foods such as fruit, vegetables, brown bread, salad etc.
- Foods with excessive amounts of sugar and fats including fast-food items are strongly discouraged.
- The contents of pupils' lunchboxes, including portion sizes, will be monitored by the teacher.
- Parents and teachers must ensure children are never exposed to foods that they are allergic to.
- Notifications are sent to the parents to ensure that lunch boxes are healthy and meet our school policy criteria.

- Healthy nutrition education forms an important part of our school's curriculum. The importance of balanced nutrition and healthy food choices is taught through various modes of communication including monthly newsletters from the student wellbeing council, classroom activities for students, awareness posters in the canteen etc.

Our school practices REDUCE EVERYDAY PROGRAMME, wherein students' lunch boxes are monitored by the class council.

FOOD ALLERGIES:

- Our School medical center annually maintains a list of students allergic to various food.
- Parents of a child with serious food allergies or special dietary requirements must notify the school.
- The school nurse regularly updates this list and informs the teachers and supervisors of any changes.
- School staff including teachers and PE teachers are taught emergency protocols to follow for children with food allergies.

The responsibility of the Principal is to ensure that:

- Staff and parents are informed about the healthy eating policy, and that the policy is implemented effectively.
- Staff are given sufficient training, so that they can teach students effectively about healthy eating.
- Monitor teaching and learning about healthy eating. Heads of Department to oversee the content of the curriculum maps to ensure that all pupils have the opportunity to learn about healthy eating where appropriate.

The role of parents:

We wish to build a positive and supportive relationship with the parents of children at our school through mutual understanding, trust and co-operation. In promoting this objective with regard to food we will:

- Inform parents about the school healthy eating education policy and practice.
- Encourage parents to be involved in reviewing school policy.
- Inform parents about the best practice known with regard to healthy eating so that the parents can support the key messages being given to children at school.

11. EVALUATION & REVIEW:

The policy is reviewed annually and/or whenever the regulatory and licensing bodies make changes in the regulations.

12. RELATED FORMS:

- Near Miss Form Instructions
- Health and Safety Records
- School Security Records
- Parent consent forms
- PEEP Document
- RED monitoring chart

13. CROSS REFERENCES – IIS POLICIES:

- Child Protection and Safeguarding ICT Policy

- Behaviour Policy
- Near Miss Policy

14. EFFECTIVE AND REVISED DATES:

This policy has been in effect since April 2017. The policy is reviewed annually and/or whenever the regulatory and licensing bodies make changes in the regulations. It was last revised in September 2021, in April 2022, in September 2023 and then in January 2025