



Accident and Medical Emergency Procedures

In the event of an accident / medical emergency, the following steps are recommended for the well-being of an injured person. Stage 2 is based on a “common sense” analysis of the scenario and the order is awareness based on the Medical Emergency.

1. ASSESSMENT OF SITUATION

Keep calm. Assess the situation and determine your priorities. Is the situation life-threatening? Prevention of further injury should be a priority.

2. IMMEDIATE ACTION IF NECESSARY

Take any immediate rescue action necessary. Do not move a seriously injured person, unless they are in danger of sustaining additional injury.

FIRST AID

Contact the nearest person qualified to give first aid. Lists of people qualified in First Aid are posted on notice boards in the school. Other areas with first aid kits include:

- PE & Activities
- Sciences
- Kitchen
- Carpenters' Workshop
- HoS's Offices
- Arts and Crafts
- HoS's section assistants
- Art Department

The first aid list should be displayed clearly in each department and on external boards with a flow chart of response and relevant phone numbers for emergencies only.

MEDICAL HELP

If medical help is needed, call the School Nurse or Doctor immediately to ensure that optimal emergency care is given and for advice on what further steps should be taken.

Upper School Nurse: Jeanine Razzouk	Ext 222
Lower School Nurse: Marianne El Hajj	Ext 233
School Doctor: Dr. Mireille Zalzal Batrouni	Ext: 233

Home: 04-960474

Private Clinic: 04-964073/963055

If for some reason the nurses / doctor are not responding, the HoS's assistant will take on the responsibility of contacting the nurses / doctor.

In an emergency the School Doctor will try to come immediately. If this is not possible, the doctor will assess the risk over the phone.

In simple cases the nurses will decide on sending the student to the hospital and inform the doctor. In more complex cases the nurse will make the decision if the doctor needs to be called.

The School Doctor should be informed of any hospitalization of a student.

The HoS's assistant must be informed of the medical emergency. HoS's assistant will inform the HoS's, the Principal, and then the Bursar. The guard will be informed that an ambulance is on its way.

3. STAY WITH THE PERSON

After help has been summoned, stay with the person until the help arrives. Continue to evaluate the situation, and administer first aid treatment if necessary.

4. HOSPITAL TREATMENT - LIFE THREATENING EMERGENCY

If in the nurse's/ doctor's opinion the emergency is life threatening arrange immediate transportation by private ambulance to the nearest hospital (the school will pay).

1. Call the Red Cross on 140 (24 hours a day).
2. Call the Civil Defence on 125 (24 hours a day)
3. If a private ambulance service is the only choice, it must be called and the school will pay.

This service is offered by Bhannes Hospital, Alfred Abou Khalil at Sin el Fil. The telephone numbers are:

- Bhannes Hospital: 04-983770/1/2/3/4/5, 04-982772/3/4, or 04-986063 Ext 1114 (before 2 PM) and Ext 1212 (after 2 PM)
- Alfred Abou Khalil, Sin el Fil 03-648000, 03-899353 from 08:00 to 19:00 except Sundays.
- Bellevue Medical - Ambulance: 01-68266 OR 1565

If options 1, 2 and 3 are not available, the parents, Principal and the Doctor will decide on the means of transport.

While emergency transportation is being arranged, the School Doctor or the School Nurse will notify the parents.

If the parents are with their child, and decide on a different means of transportation (e.g. by car), the school respects the right of the parents to do so at their own risk.

5. HOSPITAL TREATMENT - NON-LIFE THREATENING EMERGENCY

If in the doctor's opinion the emergency is non-life threatening, but requires hospital treatment, the School Doctor or the School Nurse will notify the parents immediately. The school nurse will accompany the student to the hospital. Parents / Guardians will go to the hospital to be with their child at such times to reassure them. They will meet the school nurse and doctor at the hospital. Also, in some cases, parental consent is necessary for medical procedures.

If the parents are not available, the school will arrange transport to the Emergency Room of the nearest private hospital. If the emergency is in Brummana, the person will be taken to Bhanes Hospital or Bellvue Medical. If the parents wish to use another hospital, it will be their responsibility to arrange hospital admission and transport after meeting their child at the nearest medical facility that is used by the school. If the parents request a private ambulance, they will be required to bear the cost.

5.1. Students

If a day or boarding student needs emergency hospital treatment, a parent/guardian or a Houseparent will be notified and asked to take the child to hospital.

- During school/summer camp hours if a parent/guardian or a Houseparent is unavailable to take the child to the hospital, the School Nurse will accompany the student until the parent/guardian or Houseparent arrives.
- After school/summer camp hours if a parent/guardian is unavailable to take their child to the hospital, the person supervising the activity, or a Houseparent for a boarder, or any available campus resident will arrange for a responsible adult to accompany the student until the parent/guardian arrives.

5.2. Staff

Relatives, friends, or colleagues are expected to accompany any staff member needing emergency hospital treatment. The School Nurse may accompany the member of staff during school hours, if no-one else is available.

6. PAPERWORK NEEDED FOR HOSPITAL TREATMENT

In case of an emergency, don't waste time trying to find the documents described below. The documents can be produced later.

Documents needed for emergency hospital treatment are:

- insurance card (students)
- ID card
- For workmen's compensation an insurance claim form (stamped with the school stamp by the Bursar or School Nurse).

Insurance claim forms are available from the School Nurse, the Chief Accountant, and as follows:

<i>Type of Insurance</i>	<i>Claim Form From</i>
Boarders' medical insurance	Houseparents
Workmen's compensation for teachers and admin staff	Property Manager, Section (Trip First Aid Box), Nurses, Services Manager, Chief Accountant

7. PSYCHOLOGICAL FIRST AID

In the immediate aftermath of an accident or disaster, almost everyone will find themselves unable to stop thinking about what happened. These are called intrusion or re-experiencing symptoms. They will also exhibit high levels of arousal. For most, fear, anxiety, re-experiencing, efforts to avoid reminders, and arousal symptoms, if present, will gradually decrease over time.

Some common stress reactions immediately after a disaster are:

- Emotional reactions: shock; fear; grief; anger; guilt; shame; feeling helpless; feeling numb, sadness
- Cognitive reactions: confusion, indecisiveness, worry, shortened attention span, trouble concentrating
- Physical reactions: tension, fatigue, edginess, bodily aches or pain, startling easily, racing heartbeat, nausea
- Interpersonal reactions: distrust, conflict, withdrawal, irritability, loss of intimacy, feeling rejected or abandoned

At the time of the incident, the following steps are recommended for the psychological well-being of the person:

Secondary: The counsellor is to be called to support students as required.

7.1. Promote calm

- Take people away from stressful situations or exposure to sights, sounds and smells of the emergency.
- Provide physical and emotional comfort. Personal contact is re-assuring.
- Encourage people to talk about their feelings and listen to them, without forcing them to talk.
- Understand that there will be a range of reactions to disasters. There is no right or wrong way to feel. Reassure people that their feelings are normal.
- Be friendly and compassionate, even if people are being difficult.
- Offer accurate information about the disaster or trauma, current plans for insuring safety, and the relief efforts under way.
- Praise and recognize responsible behaviour.

7.2. Promote connectedness

- Keep siblings together whenever possible post the incident
- Help establish contacts with support people (e.g. emergency services, teachers, family and friends)

7.3. Promote help

- Offer practical help to people to address immediate needs and concerns e.g. advise them to calm down and breathe.

7.4. Promote hope

- Reassure students
- Be there/be willing to help.

Try to understand what is causing anxieties and fears. Be aware that following a disaster, people are most afraid that:

- The event will happen again.
- Someone close to them will be killed or injured.
- They will be left alone or separated from the family.

8. Boarding Students

For any emergency relating to a Boarding student, the Houseparents should be notified as soon as possible.

9. INCIDENT REPORT

As soon as the medical emergency has been dealt with, an incident report should be completed by the first person:

- On the scene of the incident
- Who witnessed the incident

H & S Committee

19/11/14

SB/Medical Team/HoS

19/11/2019