



Health & Safety Policy

2024-2025

Introduction

Al Resalah American International School (RAIS) is committed to providing a safe and healthy learning environment for all students, staff, and visitors. This Health & Safety Policy outlines procedures and expectations to minimize risks and ensure everyone's well-being at school.

General Health and Safety

- **Accident Reporting:** All accidents and injuries, regardless of severity, must be reported to a designated staff member immediately.
- **First Aid:** Trained personnel are available to administer first aid in case of injuries.
- **Emergency Preparedness:** The School has a comprehensive emergency plan that includes procedures for fire drills, lockdowns, and other emergencies. Evacuation drills will be conducted regularly to ensure everyone is familiar with procedures.
- **Visitors:** Visitors must sign in at the main office and wear visitor badges.
- **Reporting Unsafe Conditions:** Everyone at RAIS has a responsibility to report any unsafe conditions or practices to a designated staff member.

Building Healthy Habits at RAIS

At RAIS, we believe a healthy lifestyle is key to the success of the students in the school and beyond. Here's how we're working together to create a healthy environment for all students:

Healthy Eating:

- **Fueling Mind and Body:** We know good nutrition impacts energy levels, focus, and learning. The RAIS cafeteria offers a variety of delicious and nutritious options, including plenty of fruits, vegetables, whole grains, and lean protein sources.
- **Smart Choices, Big Impact:** We encourage students to make healthy choices by selecting balanced meals and limiting sugary drinks and processed snacks. We do regular lunchbox inspections to make sure our little students only have healthy meals and snacks and communicates their parents if they do not.

Active Lifestyle:

- **Move It, Move It!** Physical activity is essential for physical and mental well-being. RAIS offers a range of exciting PE classes and encourages participation in extracurricular sports clubs.
- **Recess is for Fun and Fitness:** Recess is a great time to unwind, socialize, and get some exercise. We encourage students to take advantage of this time to play games, run around, or join a friendly competition with classmates.

Healthy Habits at Home:

- **Teamwork Makes the Dream Work!** Healthy habits start at home! Parents should talk to their children about the importance of a balanced diet, regular physical activity, and getting enough sleep. Working together, we can create healthy routines that support students' overall well-being.

Specific Procedures

1. Fire Drill Procedures and evacuation:

- **Evacuation Routes:** Clearly marked evacuation routes are posted in each classroom and common area. Teachers and staff will guide students along the designated paths to the nearest exit.
- **Assembly Points:** After evacuating the building, students and staff will proceed to the designated assembly points located at the far end of the playground. Each class will have a specific area to assemble, marked with a sign indicating the class number or teacher's name.
- **Procedure:**
 1. **Alarm:** Upon hearing the fire alarm, students should immediately stop what they are doing and line up at the door.
 2. **Evacuation:** Teachers will take the class attendance sheet and lead students out of the building via the designated evacuation route.
 3. **Assembly:** Once at the assembly point, teachers will take attendance to ensure all students are accounted for.

4. **Remain:** Students and staff must remain at the assembly points until the all-clear signal is given by the fire drill coordinator or emergency personnel.

2. Earthquake Procedures:

- **During an Earthquake:**

1. **Drop, Cover, and Hold On:** Students and staff should drop to their hands and knees, take cover under a sturdy desk or table, and hold on until the shaking stops.
2. **Stay Indoors:** If indoors, remain inside until the shaking stops and it is safe to exit. If outdoors, move to a clear area away from buildings, trees, streetlights, and utility wires.

- **After the Shaking Stops:**

1. **Assess the Situation:** Teachers and staff should quickly assess the situation for any injuries or hazards.
2. **Evacuate if Necessary:** If the building is damaged or if there is a risk of aftershocks, evacuate the building using the designated evacuation routes.
3. **Proceed to Assembly Points:** Move to the predetermined assembly points at the far end of the playground.
4. **Take Attendance:** Teachers will take attendance to ensure all students are accounted for.
5. **Wait for Instructions:** Remain at the assembly points until instructions are provided by emergency personnel or the earthquake drill coordinator.

3. Bus Evacuation Procedures:

- In the event of a bus emergency requiring evacuation, the following procedures will be followed:
 - The bus driver will stop the bus safely away from traffic and activate the hazard lights.

1. The bus assistant will announce the evacuation and instruct students to remain calm and follow directions.
2. Students will exit the bus through the designated emergency exits.
3. Older students will assist younger students during evacuation.
4. Once all students are off the bus, the driver will take attendance and account for all passengers.
5. The driver will then contact the school administration or emergency services depending on the situation.

Bus evacuation drills will be conducted regularly to ensure students and the driver are familiar with the procedures.

4. Lockdown Procedures:

A lockdown may be implemented in the event of a serious threat on or near school grounds.

- During a lockdown, everyone must:
 1. Remain calm and follow instructions from designated personnel.
 2. Proceed immediately to the nearest secure location (classroom, office, etc.) and lock the door.
 3. Stay away from windows and doors.
 4. Turn off lights and silence electronic devices.
 5. Remain quiet and wait for further instructions.

Lockdown drills will be conducted regularly to ensure everyone is familiar with the procedures.

Medical Needs During Emergencies: Addressing Students with Specific Needs

Preparation is Key

Students with specific medical needs may require additional support during emergencies like fire drills or evacuations. Here our plan to ensure their safety:

1. Gather Information:

- The school medical team maintains a current **Individualized Health Care Plan (IHCP)** for each student with specific medical needs. This plan is developed in collaboration with parents/guardians and healthcare providers and outline:
 - Specific medical conditions and needs.
 - Required medications and administration procedures.
 - Mobility limitations or dependence on medical equipment.
- **Train Staff:** Relevant staff (teachers, aides, administrators) are familiar with each student's IHCP and:
 - Can recognize signs and symptoms of their medical condition.
 - Know how to administer emergency medication (if applicable) after proper training.
 - Understand any mobility limitations or equipment needs.
- **Emergency Communication:** A clear communication plan is in place that includes:
 - A point person responsible for coordinating student needs during emergencies.
 - Notifying parents/guardians quickly in case of an evacuation.

2. Evacuation Procedures:

- **Buddy System:** A trained buddy (staff member or student volunteer) will be assigned to assist students with specific needs during evacuations.
- **Alternative Evacuation Routes:** Alternative evacuation routes that may be easier to navigate for students with mobility limitations will be identified and shared with students and staff.
- **Practice Drills:** Scenarios addressing student medical needs during evacuation drills will be practiced, like practicing carrying equipment if necessary and simulating administering medications (if applicable) in a drill setting.

Medical Supplies:

- **First-Aid Kit:**
 - A well-stocked first-aid kit in multiple locations around the school, including the main office, gym, and cafeteria, is maintained.
- **Student-Specific Supplies:**
 - Additional medical supplies specific to student needs, such as inhalers, epi-pens, and any other prescribed medication are available and accessible in case

of an emergency. Staff are trained in the use of these supplies and aware of students' specific medical needs.

- **Staff Training:**
 - Regular training for staff on first-aid procedures and the use of student-specific medical supplies will be regularly carried out.
 - At least one staff member with advanced first-aid training is always present during school hours and at school events.

Visitors' Safety:

- **During Emergencies:**
 - **Follow Instructions:** Visitors must follow the instructions of school staff and emergency personnel at all times.
 - **Evacuation Routes:** Use the nearest designated evacuation route as indicated by the school staff.
 - **Assembly Points:** Proceed to the designated assembly points.
 - **Identify Yourself:** Once at the assembly point, identify yourself to the nearest staff member.
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- **General Guidelines:**
 - **Awareness:** Visitors should familiarize themselves with the evacuation routes and assembly points upon arrival.
 - **Stay Calm:** Maintain a calm demeanor to help ensure the safety and calmness of students and staff.
 - **No Interference:** Do not interfere with the emergency procedures or attempt to re-enter the building until given the all-clear by emergency personnel.

3. Communication and Collaboration:

- **Maintain Open Communication:** We regularly communicate with parents/guardians regarding emergency procedures and any updates to the IHCP.
- **Collaboration with Emergency Personnel:** We have developed a relationship with local emergency responders and shared the school's plan for students with specific needs.

Communication

- This Health & Safety Policy will be communicated to all staff, students, and parents through various channels such as the school's website, and parent-teacher conferences.
- Regular updates and reminders will be provided regarding procedures and emergency drills.

Continuous Improvement

- RAIS will continuously review and update this Health & Safety Policy as needed to ensure its effectiveness.
- The school encourages feedback from staff, students, and parents on ways to improve health and safety procedures.

Approval and Review	
Review date	May 25th 2024
To be reviewed on:	May 25th 2025
Approved as Policy by:	Principal: Mohannad Al Jayousi 