



SAFETY AND CRISIS MANAGEMENT POLICY

Leadership in Crisis Management

- Superintendent and Principals reassure students, staff, and parents about school safety.
- Communicate safety measures and crisis-specific procedures.

Definition of Crisis Management

- A problem-focused approach to address and resolve crises, restore equilibrium, and support adaptive responses.

Objectives of the Policy

- Create a safe, caring, and nurturing school environment.
- Act as a guide for handling crisis situations involving staff, students, and the school community.

Policy Principles

- Promote respect for human rights and peaceful coexistence.
- Foster positive school climates through inclusive and equitable practices.
- Address bullying, violence, and discrimination with prevention and intervention strategies.
- Develop effective crises and security plans to ensure safety and preparedness.

Emergency Response Team (ERT)

- Composed of diverse personnel (Superintendent, nurses, security staff, counselors, etc.).
- Responsibilities include reviewing safety procedures, planning drills, crowd control, and liaising with emergency services.

Crisis and Evacuation Kits

- Contain essential materials like staff and student records, floor plans, medical information, communication tools, and emergency equipment.

School Safety Reinforcement Steps

1. Regularly review and communicate safety policies to parents and staff.
2. Ensure visible and proactive presence by administrators.
3. Collaborate with community emergency responders and conduct training.

4. Highlight violence prevention programs.
5. Enhance communication systems and crisis response plans.

School Violence Prevention Measures

- Limit building access and monitor common areas.
- Train staff in crisis response and violence prevention.
- Encourage anonymous reporting systems and student participation in safety planning.

Restraint and Safety Protocols

- Restraint is only used when necessary to prevent imminent physical harm.
- Proper administration requires trained personnel, careful monitoring, and appropriate follow-up.
- Clear reporting and parental notification guidelines are in place.

Crisis Communication Protocol

- Staff members are responsible for immediate emergency response.
- Notify principal, nurse, parents/guardians, and administration promptly.
- Activate the Crisis Team if required.

Crisis Preparedness and Security Enhancements

- Regular drills and security inspections.
- Perimeter security measures like fences, gates, and monitoring systems.
- Heightened awareness and supervision during high-traffic times.

Rendition of First Aid

Heart Attack or Stroke

- **Signs & Symptoms:** Chest pain, shortness of breath, sweating, loss of consciousness, weakness on one side, slurred speech.
- **First Aid:**
 - Notify Principal and school nurse.
 - Call 112.
 - Check breathing and pulse; if absent, start CPR.
 - For stroke: Lay victim on the unaffected side, guard airway.
 - Use of AED by trained staff, if required

Bleeding

- **Signs & Symptoms:**
 - **External:** Uncontrolled bleeding.
 - **Internal:** Stomach/chest pain, dizziness, fast pulse (>100 bpm).
- **First Aid:**

- Notify Principal and school nurse.
- Call 112 if needed.
- **External:** Apply direct pressure, elevate extremity, immobilize area. Avoid removing impaled objects or using a tourniquet.
- **Internal:** Lay patient down with feet raised, guard airway, and keep calm until EMS arrives.

Seizures

- **Signs & Symptoms:** Uncontrolled muscle contractions due to injury, epilepsy, fever, or infection.
- **First Aid:**
 - Place patient on the floor; do not restrain.
 - Turn patient to recovery position (on side).
 - Do not put anything in their mouth.
 - Notify Principal, school nurse, and call 112 if needed.
 - Observe and document seizure details (start/end time, behavior).
 - After seizure: Allow patient to recover naturally; do not attempt to awaken.

Fractures

- **Signs & Symptoms:** Swelling, deformity, tenderness, exposed bone.
- **First Aid:**
 - Do not move the patient.
 - Notify Principal and school nurse.
 - Call 112.
 - Immobilize extremity but avoid straightening the fracture.
 - Use a splint only if necessary for movement.

Possible Spinal Injury

- **Signs & Symptoms:** Suspected spinal damage.
- **First Aid:**
 - Call 112.
 - Notify Principal and school nurse.
 - Avoid moving the patient; keep calm and monitor breathing.

Gas Leaks

- **If Faint Smell:** Open windows/doors and evacuate.
- **If Strong Smell:** Evacuate building, avoid entering area without protection.
- **If Unconscious Victims:** Remove victims only if safe to do so. Notify Principal and call the Fire Department (112).

Bus Accident

- **Precautionary Measures:** Drivers ensure first aid kits are available; teachers carry attendance lists.
- **During an Accident:**
 - Stay calm.
 - Evacuate to safety if fire or threats exist.
 - Call 112 and administer first aid if needed.
 - Notify Principal, Superintendent, and relevant authorities.

Weather Emergency

- **Before:** Conduct drills, understand plans, know chain of command.
- **During:**
 - Stay alert and cancel outdoor activities.
 - Move to designated shelter with copy of attendance.
 - Check all areas (classrooms, restrooms).
 - Assume and enforce safe positions.
- **After:**
 - Administer first aid, report injuries/missing people.
 - Reassure students once back in the classroom.
 - Evaluate the response to the emergency.

DOCUMENT CONTROL

COMPLIANCE	
<i>Compliant with</i>	Local legislation

AUDIENCE	
<i>Internal</i>	All staff in Dasman Bilingual School

VERSION CONTROL	
<i>Author</i>	Fay Khan
<i>Implementation</i>	Annually-August to June
<i>Last Reviewed</i>	1st June 2026
<i>Review date</i>	1 st June Annually