



Delhi Private School Dubai

مدرسة دلهي الخاصة - دبي

Division/ Department: School Clinic

Reference Number: DPSD/ SC/0025/2021

Subject: Incident Reporting Policy

Issue Date: September 2021

Revision Date: Sep'22/ Sep'23/Sep'24/ Sep'25

1. Policy Statement:

DPS Dubai ensures that:

- a. The welfare of students is paramount.
- b. Any accident or incident will be addressed with great concern.

The school ensures that the students are protected through adherence to the Accident and Incident Reporting Form that is in place.

2. Aim:

This policy defines the process for identifying and reporting all incidents to the School Management, Health and Safety Officers and the Principal and Director.

3. Scope:

All members of the school clinic, designated Child Protection Officer and Deputy Child Protection Officer will play a vital role in identifying and reporting the incidents/accidents that occur.

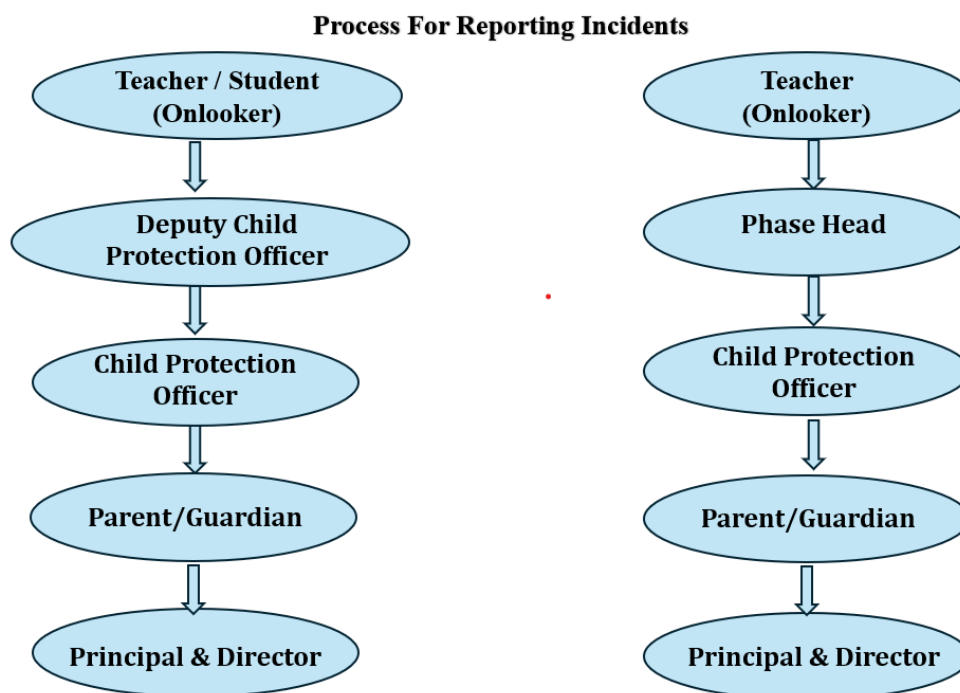
4. Procedure and Responsibility:

The School Clinic reserves the right to notify the School Management, Health and Safety Officers, the Principal and Director, Parent Liaison Officer, parents or guardians in the event of serious injuries, fatalities, or any incident that exposes a student to immediate risk to their health or safety. The particular circumstances in which parents or guardians may be notified include, but are not limited to:

- Notifying of the incident that occurred during school hours, nature of the injury, care provided, advice for continuous care and referral to a health care facility.
- Inquiring about the student's clinical history.
- Obtaining permission to provide care (such as medication) to the student at risk.

- Transporting the student by emergency services and/or hospitalization for life-threatening or other serious injuries.

A procedure for reporting incidents is in place and follows the below order:



Child Protection Officer: Ms. Anita Nair

Deputy Child Protection Officer: Ms. Arpita Jani

5. Target Audience

All members of the school clinic, designated Child Protection Officer, Deputy Child Protection Officer, Health and Safety Officers, Parent Liaison Officer, school doctors, nurses, teachers, teaching assistants, pupils, and volunteers.