

## EMERGENCY PLAN POLICY AND PROCEDURES

The safety and well-being of our students are of utmost importance at Ruya Schools. To ensure a prompt and organized response in emergency situations or incidents related to the health and safety of the children, the school has developed comprehensive plans and procedures. Below are the outlined protocols:

### 1. Fire Emergency:

In the event of a fire, the building will be evacuated following the established plan that both staff and students have been trained in. If necessary, parents will be contacted to pick up their children from a designated area.

### 2. Injury Procedures:

#### a. Minor Injury:

- The child will be reassured and taken to the school nurse for first aid.
- After receiving care, the child will return to their classroom.
- The nurse will document the incident in the child's safety communication report.

#### b. Moderate Injury:

- The nurse will provide first aid and document the incident.
- The school administrator will contact the child's mother to inform her about the incident and advise her to come to the school if necessary.
- The child will return to the classroom after receiving care, and the nurse will document the incident.

#### c. Severe Injury:

- The nurse will administer first aid.
- The administrator will contact the mother to inform her about the incident and arrange for the child to be transferred to a hospital Emergency Room (chosen by the mother).
- The child will be accompanied by the nurse and staff to the hospital Emergency Room.



### 3. Illness Procedures:

- Parents are advised to keep sick children at home to prevent the spread of illness to others.
- When a child falls ill at school, they will be sent to the nurse to rest until the parent arrives.
- Parents are requested to provide specific medications prescribed by a doctor and administer them at home. In exceptional cases, when medication must be given at school, the parent must fill out and sign a medication form.

In cases of infectious diseases, parents must inform the school, keep the child at home, follow health guidelines, and provide a health certificate upon recovery.

### 4. Infectious diseases:

- The nurse will isolate the child with the infectious disease, contact the parent, and inform other parents about the situation.
- Daily check-ups will be conducted in the classroom to monitor potential spread.
- Once the child has recovered and is deemed non-infectious, they may return to the classroom.

Teachers are responsible for informing the nurse of suspected infectious diseases and ensuring the child presents a safety card from the nurse before returning to class.

Further details regarding emergency plans and procedures can be accessed on the school's website, and parents will also receive a copy via email upon enrollment. Your cooperation and understanding in following these guidelines are vital for the safety and well-being of all students at Ruya Schools.

