



Health, Safety & Security Policy

The school is committed to establishing a safe environment where children and staff members can work together confidently and securely. A committee is in place to oversee all health, safety, and security measures within the school. The committee is responsible for developing, implementing, and monitoring policies and procedures to ensure a safe and secure environment for all members of the school community.

The committee consists of:

- Managing Director
- Senior Management Team
- Nurse
- Facilities Coordinator
- Student Affairs Representative

To uphold the highest standards of health, safety, and security, the committee has adopted the following measures:

- **Healthy Practices:** EIS promotes healthy nutrition by requesting parents to provide healthy meals for their children. Unhealthy items such as popcorn, chips, chewing gum, candies, and chocolate bars are prohibited.
- **No Nut Policy:** A strict no-nut policy is enforced due to the severity of nut allergies, particularly in younger children. Food sharing is prohibited to prevent allergic reactions.
- **Hygiene:** The school emphasizes bathroom cleanliness, proper handwashing techniques, and healthy behavior. All students must wear proper school uniforms; sandals and step-in footwear are not allowed to prevent injuries.
- **Prohibited Items:** Hard or pointed objects/toys, such as plastic knives or swords, are banned to avoid potential injuries.
- **Play Materials:** Only school-provided play materials are allowed, and bringing equipment from home is strictly prohibited.
- **Contagious Illnesses:** Parents must inform the school nurse immediately if a child contracts a contagious illness. Affected students will be sent home and may return only with a medical clearance certificate.
- **Medication Administration:** Medications, both prescription and over the counter, cannot be administered by the nurse without a parental consent form. Medications must be delivered by parents directly to the school nurse and administered only in the health clinic.
- **Head Lice:** If a child is found to have head lice, the school nurse will notify the parent to collect the child immediately. The child may return only after being cleared by the nurse.



- **School Health Services:** The school is equipped with a clinic staffed by a registered nurse. All new students must submit proof of immunization as per the Ministry of Public Health's requirements. Parents must provide updated immunization records, and authorization letters are required for any immunizations conducted on school premises. The clinic's objectives include early detection of health problems, prevention of communicable diseases, provision of health education, and maintenance of a safe school environment. The school nurse is the only authorized personnel to administer medications with the appropriate documentation. In the case of school accidents, parents are contacted immediately, and if unreachable, the emergency contact is notified.
- **Preventive Measures:** The school enforces preventive measures to reduce accidents and injuries, such as ensuring laboratory safety and issuing guidelines to avoid hazards.
- **Infrastructure Safety:** Regular checks are conducted to maintain a safe infrastructure, and faulty equipment is reported and repaired promptly.
- **Electrical Safety:** All electrical equipment is tested by qualified contractors, and staff are instructed to inspect equipment before use.
- **Hand Sanitizer Use:** In an effort to keep our student body healthy, EIS has a hand sanitizer use policy in place. Most areas in EIS provide access to sinks and soap. Dispensers of non-alcohol-based hand sanitizers are mounted in classrooms and the canteen.
- **Sunscreen:** EIS allows students to carry and apply sunblock by themselves if the school has a written permission note from a parent.
- **Weather Guidelines/Recess:** As per the weather conditions, the school administration can keep the children indoors, ensuring they have access to the school canteen.
- **First Aid Policy:** All employees should know the first aid list and the location of first aid boxes, which are checked regularly for replacement purposes. A list of the contents of each box is kept and updated. The students should be trained to report any accident or emergency situation to the nearest employee. The first aid kit must be taken on any educational or sport trip outside the school building. When dealing with blood injuries, protective gloves are worn to avoid the risk of HIV / AIDS / hepatitis. All incidents are reported to the concerned administrative official and recorded. In case of injuries, 999 is dialed. It is important that all emergency addresses and contact details for students are carefully kept and regularly updated.
- **Electrical Equipment:** All plugs in the school are tested by a qualified, independent contractor. All employees are required to visually inspect the equipment before use. Special attention must be paid to electrical equipment wiring in the classroom.
- **Fire Safety and Fire Drill Requirements:** All staff are trained in fire drill procedures, including evacuation plans, and practice drills are conducted on a regular basis, following the ministry's guidelines. All staff members are given instructions to follow as part of the



fire drill requirements. They are asked to create and keep a map of their classroom showing the exits. Once they hear the fire alarm sounds, they will evacuate and exit the classrooms with their students while carrying the fire safety folder that includes class rosters and count the children present. They are trained to check the door, if cool then they can proceed. Teachers require students to walk out in single file and inform them that they may need to crawl if there is smoke in the hall. Students should crawl or crouch down in a single file to avoid confusion. Teachers and students will go to the designated areas to assemble. Practice on fire drill is done as per the Ministry's directives.

- **Safe Laboratory Environment:** Safety is the most important part of a science lesson. This includes monitoring students' behavior and taking care of laboratory materials and equipment. Students receive a safety training session at the beginning of the academic year to help them understand their role in ensuring a safer and more productive science experience. When selecting lab activities involving chemicals, teachers only use chemicals for which they have appropriate engineering controls (e.g., ventilation, eyewash station, etc.) and personal protective equipment (e.g., safety goggles, aprons, etc.). They ensure to have storage and disposal procedures in place. They are also requested to substitute a less hazardous chemical whenever possible. A hazard analysis and risk assessment are conducted, and appropriate safety actions are reviewed to determine if any planned activity is feasible or should be altered or eliminated.
- **Safe Arrival and Dismissal Procedures:** Gates open at 6:30 am for car arrivals, with designated gates and doors for different grade levels. Gates close at 7:15 am, with late arrivals redirected to Gate 1. Different gates and areas are assigned for the dismissal of students by grade level, with staff present to oversee the process. Supervisors are assigned to organize traffic at the main gates, and parents are advised to follow designated entry and exit points, which are communicated through the school portal. Drivers should follow all traffic and safety rules within the school premises. Students should be accompanied by adults during pickup to ensure their safety. The school staff and security personnel will be present to assist and oversee the dismissal process.
- **Cybersecurity:** The school has implemented cybersecurity policies to protect students' personal data and ensure the safe use of technology and the Internet. Necessary technologies are in place to monitor and secure online activities.

Note: For the academic year 2024-2025, the school does not offer a bus transportation system.