

EMERGENCY PROCEDURES

Keeping our students' physical and mental well being is one of the top priorities of our school. All safety measures are ensured, practiced and revised according to safety criteria in order to prevent any possible internal or external threat to our students' health and safety. Emergency Procedures implemented in our school are designed to maintain the health and safety of our students and school personnel in a hygienic environment and revised whenever necessary. Taking this information into account, emergency procedures are divided into two categories, i.e., inside the school and outside the school.

EMERGENCY PROCEDURES TO BE IMPLEMENTED INSIDE THE SCHOOL :

- In the case of any physical threat that endangers a student's health happening inside the school, the first thing to be done is that the class teacher – or if it happens during break time the teacher on duty – informs the teacher who is in charge of first aid. The teacher in charge of first aid will assist accordingly.
- School administration will inform the parent about the injury and allow the student to communicate with his/her parents.
- When necessary, school administration will get the approval of the parents and send the student to the mutually agreed hospital/health clinic; the teacher in charge of first aid will accompany the student.
- If the parent is at the hospital/health clinic the teacher may leave the student with his/her parents.
- If there are any other students who may witness – directly or indirectly - this incident and are affected negatively they will be directed to the Guidance and Counseling Department to receive the necessary assistance.
- The Guidance and Counseling Department will provide feedback to parents accordingly.

IMPORTANT: If the student's health condition does not necessitate going to hospital, the student will receive treatment at school. Furthermore, if the school cannot reach any of the parents or an emergency contact person, the school may take action which it deems appropriate .

EMERGENCY PROCEDURES TO BE IMPLEMENTED OUTSIDE THE SCHOOL :

- In the case of an emergency happening during swimming, tennis courses or school excursions which may threaten a student's physical health, the teacher who is responsible for the student will inform the school administration immediately.
- School administration will then notify the parents straight away.
- Depending on the location of the incident and the student's health condition, the family and the student will meet at school and be taken to the hospital/health clinic accompanied by the teacher on duty or the class teacher.
- If there are any other students who directly or indirectly see this incident and are affected negatively they will be directed to the Guidance and Counseling Department to get the necessary assistance.
- The Guidance and Counseling Department will inform the parents about the student's psychological condition.

IMPORTANT: If the student's health condition does not necessitate going to hospital, the student will receive treatment at school. Furthermore, if the school cannot reach any of the parents or an emergency contact person, the school can take action which it deems appropriate. In the case of an emergency incident happening either inside or outside school, the teacher on duty or the teacher in charge of first aid will complete an "Incident Report Form" which will be given to parents. The form includes general information about how, when, and where the incident happened and how the student has been affected. The original copy of the form will be kept in the student's file and an additional copy will be given to the parent when they collect the student. We, Özel İstanbul Koleji, wish none of these incidents to happen.