



HEALTH AND SAFETY POLICY

Introduction

Merryland International School is fully committed to maintaining the highest health and safety standards for all individuals within its community, including students, staff, contractors, sub-contractors, visitors, and other stakeholders.

Additionally, we share responsibility which extends to the provision of healthcare services to students. This policy sets out the basic requirements for school health and safety.

Purpose

- We will ensure that our school meets the health and safety requirements set out by ADEK, Abu Dhabi Public Health Center (ADPHC)/Department of Health (DoH) and all other relevant government and regulatory entities.
- We will ensure that our school safeguards the health and safety of our students, staff, contractors, sub-contractors, visitors, and other relevant stakeholders by putting in place clear and compliant policies and procedures for all on-site and school-related activities.
- We will ensure that all staff and students receive adequate training, information, and supervision in relation to the hazards present within the school environment and within the specific area of work.
- We will promote a culture of responsibility and accountability towards protecting everyone from dangers (e.g., fire accidents, laboratory accidents, etc.) and spread awareness through effective communication and consultation with employees and staff.
- We will ensure that our school provides access to high-quality health services to all students through school-based clinics, without any additional cost to students, in compliance with ADEK and DoH regulations and requirements.



Definitions

Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Anaphylaxis	A sudden and severe allergic reaction and medical emergency that occurs within minutes of exposure and requires immediate medical attention (MedlinePlus, n.d.)
Basic Health Screening	Annual health screening of students in all grades, conducted by the school nurse, including review of medical history, measurement of body mass index, and vision testing (Al Hajeri, 2020).
Comprehensive Health Screening	An in-depth health screening for students in Grades 1, 5, and 9. The screening is conducted by visiting health professionals and includes a medical check-up by a licensed medical doctor, a hearing screening, and an oral health examination for students in Grades 1, 5 and 9, as well as a blood count test by a phlebotomist for all students in Grade 1 and for female students in Grade 9 (Al Hajeri, 2020).
Emergency Plan	Systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom before and after the time an anticipated emergency event occurs.
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.



Health and Safety	Requirement for schools to ensure that students, staff, contractors, sub-contractors, relevant stakeholders, and visitors are kept safe and healthy in school and school-related activities.
Individual Healthcare Plan	A written description of a student's medical requirements, health status, and healthcare plan, developed by the school nurse.
Nurse	A full-time (internal/contracted) employee of the school, with a valid Department of Health (DoH) healthcare professional license, whose role is to oversee the school medical clinic and the healthcare of students in the school.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema).
Visitor	For the purpose of this policy, a visitor is any temporary visitor (e.g., a parent or a relative of a student, prospective student and their parents, inspectors, contractors, etc.) entering the school premises. An invited visitor is anyone visiting the school on a temporary basis to interact with students (i.e., a speaker, career fair representative, etc.) and includes volunteers, who are engaged by an educational institution on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).
Wellness	The quality or state of being in good physical and mental health.

Policy

1 School Health and Safety Policy

1.1 Policy Requirements:

Merryland School will develop and implement a Health and Safety Policy that is aligned with ADEK's regulations and requirements. It will also ensure the Health and Safety Policy is available on their school website in both Arabic and English. This policy shall set out the following:



1. The responsibility of the Principal and the Governing Board for the health and safety of school operations and any school-related activities.

Governing Board

Oversees the implementation and effectiveness of the health and safety policy.

Principal

Leads the development of an appropriate school health and safety management system by integrating occupational safety and health (OSH) into the school's management structure, processes and culture and regularly monitoring and reviewing OSH performance.

The Principal's responsibilities include:

- Taking ultimate responsibility for the school health and safety matters and performance
- Setting a clear Health and Safety policy.
- Allocating adequate resources for school health and safety management (e.g. budget, human resources, equipment, etc.).
- Allocating responsibility for health and safety management and delegation of authority.
- Ensuring implementation of the risk management program(s).
- Ensuring that the entity has effective systems for the provision of school health and safety information, training, and supervision; and ensuring that the school has effective emergency procedures.

2. The roles and responsibilities of all members of the school community, including students, staff, health and safety officers, contractors, sub-contractors, relevant stakeholders, and visitors, in relation to health and safety.

Staff and Students

All staff and students of the school have a responsibility to themselves and others to:

- Adhere to the school safety policies.
- Follow their supervisor's instructions on safe work practices.
- Carry out their work in a safe manner and with due regard to health.
- Bring to the notice of supervisors and health and safety officer any potential hazard to safety and health of which they know or learn.

We will provide informational materials and training so that they should consume those materials and attend training provided regarding safety and potential hazards.

Visitors and Contractors

- Comply with Merryland International School's Health and Safety Policy and rules and regulations.



- b. Correctly use tools, equipment, and personal protective equipment (PPE) according to agreed safe work practices.
- c. Ensure that work is not undertaken for which the employee feels they have not received adequate information or instruction.
- d. Meet the requirements of the Merryland International School's Health and Safety Manual, as well as contractual health and safety obligations.
- e. Ensure the safety of their employees while working for Merryland International School.
- f. Develop and train their employees in procedures adequate to ensure safe operations.
- g. Provide their employees with all necessary protective and safety equipment.
- h. Contractors must abide by all applicable laws and regulations.
- i. Contractors must ensure that all machinery and equipment they furnish is maintained in safe running order and report, investigate, and follow up on health and safety incidents.
- j. Submit proof of training/ certification where required.

3. The procedures for ensuring the health and safety of school and extracurricular activities, including those that take place off-campus.

Merryland will ensure the health and safety of students during school and extracurricular activities, including those that take place off-campus. This involves a comprehensive approach that includes planning, communication, supervision, and adherence to regulations. The key procedures and steps include:

a. Risk Assessment

- Identify Hazards: We will conduct thorough risk assessments for all activities, whether on-campus or off-campus and identify potential hazards associated with the activity, location, transportation, and participants.
- Evaluate Risks: We will assess the likelihood and severity of risks and determine which risks require mitigation and how to address them.

b. Planning and Preparation

- Develop Safety Plans: We will create detailed safety plans for activities, including emergency procedures, contact information for emergency services, and evacuation routes.
- Permissions and Notifications: We will obtain written consent from parents and guardians for off-campus activities and inform them about the activity details, risks and safety measures and also enquire about any information that would be needed to inform risk specific to any participant.
- First Aid and Medical: We will collect and review medical information for all participants to address allergies, medications or health concerns. We will ensure access to first aid kits and trained personnel.



c. Staff and Supervision

- **Qualified Personnel:** We will ensure staff are adequately trained and certified where necessary (e.g., first aid, lifeguarding for water activities).
- **Supervision Ratios:** We will maintain appropriate adult-to-student ratios to ensure adequate supervision and follow any regulatory or institutional guidelines for these ratios.
- **Background Checks:** We will conduct background checks on all staff supervising children.

d. Safety Briefings

- **Pre-Activity Briefings:** We will provide safety briefings to staff and students such as safety rules, emergency procedures, points of contact and information about activity schedules before the activity.
- **Equipment and Gear:** We will ensure all necessary safety equipment (helmets, life vests etc.) is in good condition and fits properly before provided.

e. Transportation Safety

- **Safe Transport:** We will use reputable transportation providers, ensure vehicles are well-maintained, and verify that drivers and escorts are licensed and experienced.
- **Seat Belts and Regulations:** The transport providers will ensure all passengers use seat belts and follow transportation safety regulations.

f. Emergency Procedures

- **Emergency Contacts:** We will have an emergency contact list for all participants and ensure staff know how to reach these contacts quickly.
- **Evacuation Plans:** We will develop, communicate and rehearse clear evacuation plans for emergencies (e.g., fire, severe weather, medical emergencies).
- **Communication:** We will establish reliable communication methods between on-site staff, administrators, and emergency services.

g. Health Protocols

- **Hygiene Practices:** We will implement and enforce hygiene practices such as hand washing, sanitising, and using personal protective equipment (PPE) when necessary.
- **Health Monitoring:** We will monitor participants' health, especially in light of concerns like infectious diseases and have protocols in place for handling sick participants.

h. Review and Feedback

- **Post-Activity Review:** If there is any incident during the activity, we will review the safety procedures and outcomes and gather feedback from participants and staff to identify any issues and areas for improvement.
- **Incident Reporting:** We will report and document incidents or near misses and use this information to improve future safety plans and risk assessments.



i. Compliance with Regulations

- Local and National Laws: We will ensure that all activities comply with local, and national regulations, including those regarding child protection, transportation, and health and safety.
- School Policies: We will adhere to the policy and procedure regarding student safety and activity planning.
- Submission of relevant forms: We will ensure the submission of periodic reports, audits, and action plans, including incident reports and compliance, within given timeframes.

4. The resources and processes in place to ensure a healthy, safe, and secure school environment including promoting a culture of responsibility and accountability.

a. Physical Resources

- Safety Equipment: We will ensure sufficient number and coverage of fire extinguishers, smoke detectors, fire sprinklers, first aid kits, and safety signage.
 - a. We will ensure that these systems fully comply with the specifications set out by the CDA and obtain the necessary valid licenses for them.
 - b. We will maintain inspection records and notifications relating to its fire protection and detection systems in accordance with the ADEK Records Policy.
- Security Measures: We will install and maintain sufficient numbers of surveillance cameras, secure entry systems, fencing, and security personnel.
- Health Facilities: We will ensure an on-site medical room with necessary supplies and hygiene facilities.
- School Nurse: We will ensure a full-time school nurse with a valid DoH healthcare license, in line with DoH requirements and the ADEK Coeducation Policy.
- Administering Medication: We will ensure that medication is administered, as per DoH requirements and a completed parental consent form that is renewed each term or whenever there is a change in the student's medication.
- Inclusion: We will provide individual healthcare plans for students with additional learning needs, PODs and any student with acute or ongoing medical conditions, where appropriate, in line with the ADEK Inclusion Policy.
- Health Screening: We will ensure that regular basic and comprehensive health screenings are conducted in compliance with DoH requirements.
- Immunisation: We will allow access to DoH-appointed health providers and facilitate their task of conducting the school-based immunisation program for students as per DoH's guidelines.



- Student Records: We will ensure that all medical care provided at school, including any medication administered, health screening, immunisation, and the outcomes of any medical interventions, are recorded in the student's medical record while maintaining confidentiality in line with the ADEK Records Policy.

b. Policies and Procedures

- Health and Safety Policy: We will ensure that the Health and Safety Policy will be posted on our public website for stakeholders.
- Emergency Response Plan: We will have evacuation plans for emergencies (fire, severe weather, etc.) including evacuation routes and communication protocols in every classroom, corridors, auditorium etc.
- Incident Reporting System: We will have a system for reporting, documenting, and investigating accidents and incidents. All major incidents will be reported through AL AADA portal and the minor ones will be internally recorded.

5. Promoting a Culture of Responsibility and Accountability

a. Communication and Engagement

- Regular Meetings: We will conduct bi-monthly health and safety meetings to discuss issues, review policies, and share updates.
- Awareness Campaigns: We will put up posters, publish termly newsletters, and conduct assemblies to keep health and safety at the forefront of school culture.

b. Involvement and Ownership

- Student Involvement: We will encourage student council members to participate in safety committees and peer education programs.
- Staff Engagement: We will involve all staff in safety audits, risk assessments, and decision-making processes related to safety.

6. The provisions for educating students and training staff on health and safety.

a. Staff Training

We will ensure that all staff receive training to equip them with the foundational knowledge (including reporting hazardous and health and safety-related incidents) and practical skills to safeguard student health and safety.

- Initial Training: We will ensure comprehensive training for all new staff on health and safety policies, emergency procedures, and specific role-related risks.
- General Training: We will do an annual health and safety review and update on new safety protocols or equipment at the beginning of the academic year.



b. Student Education

- Curriculum Integration: We will incorporate health and safety topics into the curriculum through subjects like physical education, science labs, and require (age appropriate) internal student certification prior to release in the activity.
- Workshops and Drills: We will conduct termly safety drills and provide awareness on road safety, risk management, fire safety, online safety, using personal protection equipment, emergency and evacuation procedures, basic first aid training, and personal well-being at the beginning of the academic year.

7.The procedures for preventing injury and ill health.

a. Preventive Measures

- Routine Inspections: We will conduct weekly checks of the school premises to identify and rectify potential hazards.
- Health Programs: We will take initiatives like vaccination drives, mental health support, and nutrition programs every term.

b. Early Intervention

Health Screenings: The DoH will conduct periodic health checks for students and staff to identify and address health issues early.

- Counselling Services: We will identify potential issues and inform school nurse and parents and provide information to parents regarding licensed care providers.

8.The provision for risk assessments, maintenance of the risk register, implementation of control measures, and monitoring and review of systems.

a. Conducting Risk Assessments

- We will follow procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g., laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools, and maintenance equipment, as per relevant government authorities.
- Evaluation: We will assess the risk level by considering the likelihood and potential impact of identified hazards.
- Control Measures: We will develop and implement measures to mitigate identified risks.
- All school equipment will be tested of its safety prior to acquiring it and will be maintained in safe working conditions in accordance with regulatory requirements and manufacturer recommendations.
- Regular safety assessments will be carried out (e.g., fire safety systems/ equipment, emergency evacuation plans, emergency lighting, emergency response equipment) as relevant authorities require.
- The site will be equipped with fully functioning and effective surveillance systems to prevent and detect crime, vandalism, unlawful behaviour, and inappropriate conduct;



and surveillance provisions are in place in line with the ADEK Digital Policy and the Manual of Surveillance Devices (MCC, 2022).

- The site has fully functioning and effective fixed and portable protection systems for fire prevention and detection.

b. Risk Register

- Documentation: We will maintain a detailed risk register documenting identified risks, assessments, and control measures.
- Review and Update: The school updates the risk register yearly to reflect new risks or environmental changes.

10. Implementation of Control Measures and Monitoring Systems

a. Control Measures

Engineering Controls: The school has changed the environment to reduce risks (e.g., guardrails, anti-slip strips).

- Administrative Controls: The school has established policies and procedures to guide safe practices (e.g., supervision guidelines, and restricted access areas).

b. Monitoring and Review

- Regular Audits: We will conduct monthly audits of safety procedures and control measures to ensure effectiveness.
- Performance Metrics: We will track safety performance every month using metrics such as incident rates, response times, and compliance rates.

1.2 Regulatory Compliance:

1. We will ensure that our Health and Safety Policy complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions and their amendments issued and supervised by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), or any other relevant authority in the UAE regarding school activities, operations, buildings, facilities, and equipment used. This includes:

- a. Submission of periodic reports, audits, and action plans.
- b. Submission of relevant forms, including incident reports and management systems.
- c. Compliance with given timeframes.
- d. Displaying the policy in prominent locations throughout the school and ensuring it is readily accessible to all stakeholders (including staff, students, visitors, etc.).



2. We will meet all requirements for obtaining necessary licenses and permits and maintain valid contracts to conduct their operations from ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), CDA, the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and/or any other relevant government or regulatory entity regulating areas related to health and safety.

3. We will maintain any inspection records, observations, and notifications made by relevant authorities, in line with the *ADEK School Records Policy* and will meet all applicable compliance requirements.

4. We will ensure that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes, in line with the *ADEK School Digital Policy* and the *ADEK School Records Policy*.

5. We will adhere to appropriate school transportation and traffic management procedures, including maintaining school bus inspection records and acquiring relevant licenses and permits for school buses, bus drivers, and bus supervisors, in line with the *ADEK School Transportation Policy*.

1.3 Mandatory Recruitment of a Health and Safety Officer and Resources:
Merryland school will appoint a Health and Safety Officer to effectively implement, oversee, manage, and monitor their Health and Safety Policy.

1. The Health and Safety Officer is a dedicated full-time role. They may only be assigned to other relevant roles (e.g., facilities manager) as long as health and safety remains their priority. A deputy may be assigned by the members of the Health and Safety Committee to cover shorter leave periods.
2. The Health and Safety Officer is required to remain on the school premises at all times during the school day. Multiple school campuses are not authorized to share a Health and Safety Officer.
3. The Health and Safety Officer will be adequately trained to implement the policy and meet the following minimum requirements, as indicated in Table 1. Health and Safety Officer Position, including meeting any other Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF) requirements.

a. The Health and Safety Officer will be subject to all other



applicable requirements from relevant authorities such as but not limited to ADPHC/DoH and Abu Dhabi Quality and Conformity Council (QCC).

- b. Current Health and Safety Officers who do not meet the position requirements may continue to be employed for the role but are obligated to meet the requirements of the position by 1 February 2026.
- c. New Health and Safety Officers are subject to the eligibility requirements as of AY 2024/25 (Fall term).

Table 1: Health and Safety Officer Position

HEALTH AND SAFETY OFFICER			
Role: Oversees the development, implementation, and maintenance of health and safety systems, policies, documentation, and practice in a school.			
Minimum Eligibility: The Health and Safety Officer shall meet qualifications as per the ADPHC risk classification notification (and amendments).			
*ADPHC Risk Classification	Main Qualification	Additional Qualification	Experience
High Risk Entities	QFE 7 (Bachelor's Degree) in Health & Safety	- Course on Incident Investigation and Reporting - Accredited First Aider and Fire Fighter - Knowledge of ADPHC's electronic OSH reporting system	Minimum 5+ years of Health & Safety
	QFE 7 (Bachelor's Degree) in another subject AND National Examination Board in Occupational Safety and Health (NEBOSH) Certification		



Medium Risk Entities	QFE 7 (Bachelor's Degree) in another subject AND Institute of Occupational Safety and Health (IOSH) Certification	• Course on Risk Assessment and Hazard Analysis • Accredited First Aider and Fire Fighter • Knowledge of ADPHC's electronic OSH reporting system.	Minimum 2+ years of Health & Safety
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*Low-risk classification requires the same main and additional qualifications as for medium-risk classifications; however, no experience is required. Only high and medium OSHAD-SF risk classifications apply to schools.

4. Health and Safety Officer Responsibilities:

The Health and Safety Officer will adhere to the following responsibilities, in line with ADPHC risk classification, requirements, documentation, and updates:

- Develop, implement, and maintain an occupational safety and health management system meeting ADPHC's compliance requirements, including ADPHC/DoH fulfillment of periodic submissions, together with other relevant authorities' requirements, based on school risk classification.
- Establish a clearly defined leadership structure of health and safety related matters within the school including delegation mechanisms and linkages with external stakeholder requirements.
- Ensure relevant staff training including appropriate handover and induction training for new employees and contractors.
- Carry out hazard identification, risk assessment, and control measures to ensure risk mitigation in crucial areas (for example, school bus services, parents pick-up and drop-off, traffic flow management, etc.).
- Develop, maintain, and periodically update both an Emergency Response Plan and an Occupational Injuries Register.



- f. Establish a School Health and Safety Committee to handle all related matters.
- g. Maintain records of incident investigations as part of an incident register and report (via ADEK and ADPHC electronic OSH reporting system) on a timely basis.
- h. Liaise with the school's Safeguarding Committee or Lead, in line with the ADEK School Safeguarding Policy, to maintain sufficient supervision and monitoring of students, with full visual coverage, to safeguard against and tend to incidents.

5. For detailed requirements as per the school's risk classification, refer to the OSHAD-SF and its latest system framework updates.

6. We will set aside adequate resources (e.g., financial resources, necessary infrastructure, etc.) to appropriately implement this policy.

2. Education and Training

2.1 Student Education: We will educate all students on health and safety, including teaching road safety, risk management, fire safety, using personal protection equipment, emergency and evacuation procedures, basic first aid training, and personal physical awareness.

2.2 Staff Training: We will ensure that all staff receive training to equip them with the foundational knowledge (including reporting hazardous and health and safety-related incidents) and practical skills to safeguard student health and safety, in line with the ADPHC/DoH and OSHAD-SF guidelines. This training shall include, but is not limited to:

Procedures for safeguarding students in the case of an emergency on campus or during a school-related activity (e.g., in the event of a fire or security incident), in line with the ADEK School Safeguarding Policy.

We will conduct a risk assessment to determine the type and level of health and safety-related training (e.g., first aid, fire safety) that staff would require, based on the school's own risk assessment and as per Abu Dhabi and UAE regulations, where applicable.

3. Health and Safety Requirements

3.1 General Health and Safety Measures: Merryland school will ensure that:

- 1. Procedures relating to the secure storage and safe use of potentially



dangerous substances and equipment (e.g., laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools, and maintenance equipment) are meticulously followed, as per CDA, ADPHC/DoH, ADAFSA, and/or any other relevant government or regulatory entity.

2. All equipment used by the school is regularly tested and maintained in safe working condition, in line with regulatory requirements and manufacturer recommendations.
3. Regular safety assessments are carried out (e.g., fire safety systems/equipment, emergency evacuation plans, emergency lighting, emergency response equipment), as required by ADEK, ADPHC/DoH, and all other relevant authorities.
4. The site is equipped with fully functioning and effective security and systems to prevent and detect crime, vandalism, unlawful behavior, and inappropriate conduct; and surveillance provisions are in place in line with the ADEK School Digital Policy and the Manual of Standards for Surveillance Devices (MCC, 2023).
5. The site is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection.

3.2 Weight Limits of School Bags: Schools shall adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents.

1. A student's school bag shall not exceed 5-10% of a child's body weight when packed (considering individual factors such as the student's overall health, physical strength, and any existing health conditions) to avoid adverse effects on their spine or body as per Table 2. Maximum Backpack Weight Limit per Grade.

Grade/Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	
Gr 1 / Year 2	
Gr 2 / Year 3	
Gr 3 / Year 4	Not exceed 3 to 4.5 kgs
Gr4/ Year 5	
Gr 5 / Year 6	



Gr 6 / Year 7	Not exceed 6 to 8 kgs
Gr 7 / Year 8	
Gr 8 / Year 9	
Gr 9 / Year 10	Not exceed 10 kgs
Gr 10 / Year 11	
Gr 11 / Year 12	
Gr 12 / Year 13	

3.3 Smoke-free campus: We will maintain a smoke-free environment, within the school premises or in the perimeter outside the school premises as defined by ADPHC/DoH, by enforcing a strict no-smoking policy (e-cigarettes/vaping included) for all students, staff, and visitors.

3.4 Fire Protection: We will equip our premises with integrated and effective systems, both fixed and mobile, for fire protection and detection, including fire detection systems, fire suppression systems, and fire sprinkler systems.

1. We will ensure that these systems are fully compliant with the specifications set out by the CDA and obtain the necessary valid licenses for such systems.
2. We will maintain inspection records and notifications relating to our fire protection and detection systems, in line with the ADEK School Records Policy.
3. We will install the HASSANTUK system (if directed by the CDA and/or relevant authorities) to ensure timely response to fire and life safety emergencies.

3.5 Liquid Petroleum Gas (LPG): We do not use LPG cylinders in the school.

3.6 Emergency Planning: We will prioritize student safety in an emergency.

1. The Principal is responsible for drawing up a School Emergency Plan setting out the circumstances defining an emergency and the resulting safeguarding and evacuation procedures to be followed.
2. We will conduct emergency drills at least annually (or as per civil



defense requirements) to maintain their preparedness for emergencies and identify potential weaknesses or gaps in their execution. We will document and maintain a log of observations from such emergency drills.

3. Schools will have a notification system in place to quickly communicate information to parents (e.g., text message system, public address system, or mobile apps) in the event of an emergency.

3.7 Health and Safety-Related Mental Health Support: We will provide students and staff with mental health support following any serious whole-school emergency situations, in line with the ADEK School Student Mental Health Policy and the ADEK School Staff Wellbeing Policy.

4 Health System

4.1 Provision of Medical Services:

1. **School Clinics:** Merryland School will establish and manage a clinic on the school's premises to provide healthcare services to students, in line with DoH requirements and standards. We have obtained and maintained a DoH healthcare facility license in order to operate our clinic.
2. **School Nurse:** We will employ a full-time school nurse with a valid DoH healthcare professional license, in line with DoH requirements and the ADEK School Coeducation Policy. We will ensure that the school nurse meets the professional qualifications requirements and performance criteria set for them by DoH, and fully understands and strictly adheres to all DoH standards regulating the administering of medication in schools.
3. **Administering of Medication:** We will ensure that medication is administered including the handling of accidents and medical emergencies (such as anaphylaxis and seizures), as per DoH requirements and a completed parental consent form that is renewed each term or whenever there is a change in student's medication.

4.2 Inclusion: We will provide individual healthcare plans for students with



additional learning needs, where appropriate, in line with the ADEK School Inclusion Policy.

4.3 Health Screening: We will ensure that regular basic and comprehensive health screening is conducted in compliance with the DoH requirements.

4.4 Immunization: We will allow access to DoH-appointed health providers and facilitate their task of conducting the school-based immunization program for students as per DoH's guidelines.

4.5 Student Records: We will ensure that all medical care provided at school, including any medication administered, health screening, immunization, and the outcomes of any medical interventions, are recorded in the student's medical record while maintaining confidentiality in line with the ADEK School Records Policy.

Compliance

This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). Schools are expected to be fully compliant with this policy by 1 February 2026.

11. Conclusion

Merryland International School is dedicated to creating a safe and healthy environment for everyone involved. By adhering to the outlined health and safety policy, the school aims to foster a culture of safety, ensure regulatory compliance, and provide high-quality health services to its community.

This Health and Safety Policy will be available in Arabic and English on the Merryland school website.

This policy will be reviewed every year.

Reviewed on 20 June 2025

Next review: 20 June 2026

Official Supporting Documents:

ADEK_School_Health and Safety Policy_v.1.0 2024 (January)

Department of Education and Knowledge, Abu Dhabi (ADEK)

Principal

