



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK

Policy Title: Emergency Action Plan

Policy Section: Section G – Premises and Physical Accommodation

Policy Number: G1

Approval: SMT 0332

Publish to:

Policy Compendium

Website

Parent Portal

Staff Handbook

Introduction

This policy sets out the procedure to respond effectively to an emergency medical situation occurring on the school premises and to coordinate with the Emergency Medical Services (EMS). All employees must be familiar with this policy in preparedness of an emergency occurring and understand the role and responsibilities to be followed.

Person in Charge

Order of Priority	Person
1	Doctor
2	Certified First Aider
3	Director of Sports and Activities
4	Member of Senior Management Team
5	Coach or Teacher
6	Teaching Assistant
7	Anyone else

The person highest in the priority list who is present at the scene of the accident or incident will be designated as the Person In Charge (PIC). Medical Centre staff alerted and in attendance will advise the PIC on the medical condition of the casualty. The PIC is responsible for calling an ambulance and will be the person who stays with the casualty until EMS arrives. The PIC will instruct other persons how they may be of help.

Emergency

An emergency is defined as a situation in which an EMS ambulance should be called to the school as a priority in order to give further medical attention and/or to transport a casualty to hospital.

An ambulance should be called when any of the following conditions are apparent or suspected in the casualty:

Where the casualty

1. is not breathing;
2. is suffering a moderate to severe asthma attack;
3. has an endangered/obstructed airway
4. is suffering or has just suffered an epileptic attack;
5. is suffering anaphylactic shock;
6. has lost consciousness;
7. a chest injury
8. a head injury;
9. a neck or back injury;
10. an open fracture;
11. is suffering severe heat exhaustion or heat stroke;
12. has severe bleeding that cannot be stopped.

Protocol for calling an EMS ambulance (in all cases not covered by the above)

1. The PIC will stay with the casualty to monitor their condition and administer (or arrange for the administration of) first aid. If possible, someone else should also stay and assist the PIC with these duties.
2. The PIC must notify the Medical Centre first of the emergency followed by, when medical priorities permit, the Head of Security, Reception and a member of the Senior Management Team.
3. The PIC will designate someone to call the EMS; preferably a Thai speaker. Where possible one of the school's staff at the Medical Centre will make the call. Phones at the school are located:
 - Medical Centre;
 - Sports and Activities Office;

- PE Office;
 - Prep School - All Floors;
 - Learning Mentor Rooms;
 - Administration - first floor;
 - Reception
4. EMS should be told what the emergency is, the age, gender and condition of the casualty and how to get to the scene of the emergency. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance.
 5. The PIC will send runners to stand in position at key points on the route between where the casualty is located in order to direct the ambulance on arrival at the school to the scene of the emergency.
 6. The person in charge may designate another person to attempt to contact the casualty's family.
 7. Emergency contact information can be found on ISAMs, SOCS, travelling team rosters, the Sports and Activities Office and HR Office.
 8. Where the casualty is a student and a parent is not present, the 'person in charge' - should accompany them to the hospital.
 9. If transport is deemed necessary by EMS, the casualty will be taken to a nearby and well regarded hospital (eg Bumrungrad) unless the PIC receives other instructions from the casualty's family.

Preparedness

All school staff should ensure they have key emergency contacts stored in their mobile phones and are readily accessible.

Key Emergency Contacts

Medical Centre Nurses	Senior Nurse Pat Nurse from Bumrungrad	02 675 1888 ext 1116 083 - 854 - 3334 No fixed number
Certified CPR Trainer	Ms Vicki Gill	02 675 1888 ext 2107 095 165 9715
Director of Sports & Activities	Mr Paul Rotheram	02 675 1888 ext 2107 098 523 1961
Principal (member of SMT)	Mr Chris Seal	02 675 3603 02 164 2042 (home) 061 556 5473

Vice / Assistant Principals (members of SMT)	Mr Rob Millar Ms Sally Weston Ms Siobhan O'Brien Mr Rob Groves Ms Debbie Brown	083 092 9067 083 017 6502 098 376 9419 085 060 0333 093 584 3540
Director of Business Services (member of SMT)	Mr Nick Pinks	096 920 7781
Operations and Safety Manager	Mr John Wimpenny	095 657 8402
Bumrungrad Hospital Ambulance Department		02 - 667 - 1191
Charoen Krung Pracharak (Thai first language only)	8 Charoen Khrung Road Bangkok 10120	02 289 7014 (direct EMS)

Other Hospitals

BNH	02 632 1000 or 02 686 2700
Samitivej	02 022 2222 (Press 1 for ambulance)
St Louis	02 210 9914
Bangkok Christian Hospital	02 634 0990

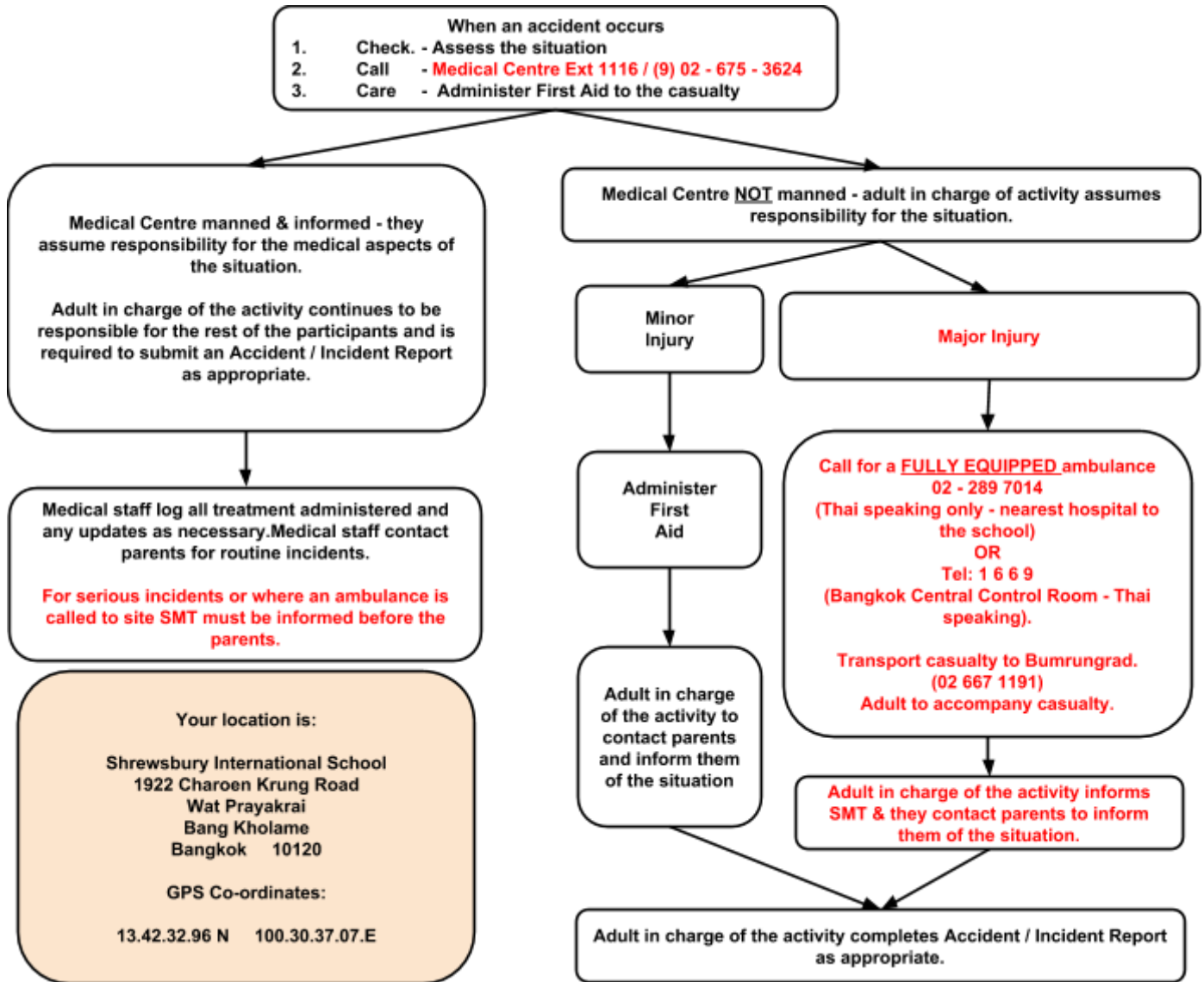
Automated Emergency Device (AED)

All Medical Staff and some PE staff are certified AED operators and responders. The AEDs are located on stand-by in the cabinet in the treatment zone of the Medical Centre and Sports Hall.

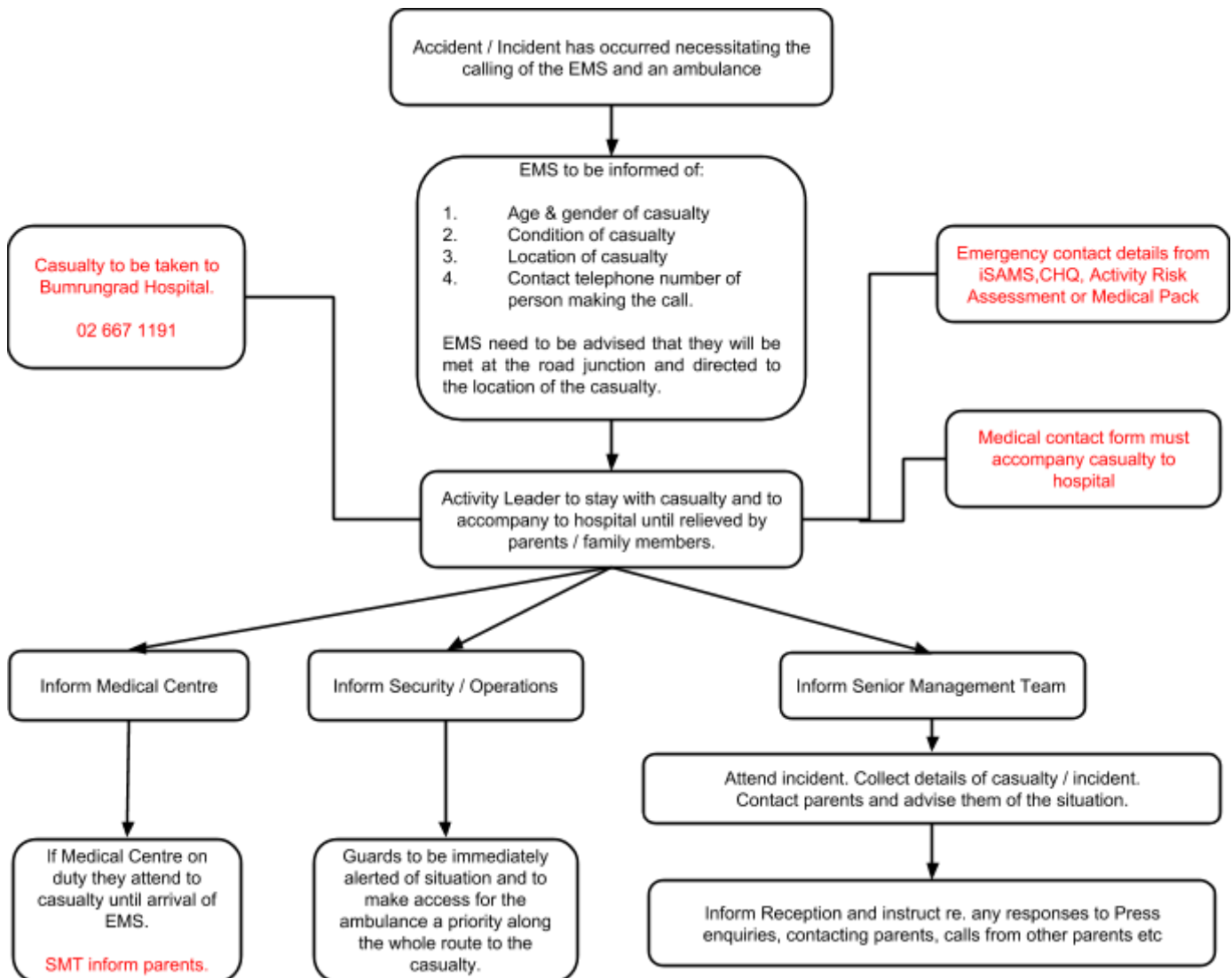
Coaches / Teaching Staff

EFAW (Emergency First Aid at Work) including CPR fully accredited training sessions will be run annually with teachers able to volunteer to become trained. Teachers with clear responsibility for students when First Aid is likely to be an issue will be encouraged to attend.

Appendix A - Emergency Response Procedure



Appendix B - Protocol once it has been decided that the EMS should be called:



Appendix C - Location of First Aid Boxes:

1. PE Department
 - School Gym (Ground Floor)
 - PE office - 2nd floor
2. Pre Prep School
 - In front of PP05 (First Floor)
 - In front of PP09 (First Floor)
 - PP22 (2nd Floor)
3. Prep School
 - Junior Innovation Centre (First Floor)
 - Junior Art Room (P301)
 - Junior Science Room (P313)
 - Music Office (P405)
4. Senior School
 - Senior DT Room x 2 (Ground Floor)
 - Senior Art Room (S300)
 - S204
 - S303
 - Library
 - Sixth Form Centre (S401)
5. Admin
 - Accounting Room
6. School Boats
 - Boat No.1 (50 seater)
 - Boat No.2 (70 seater)