



AMERICAN UNITED SCHOOL of KUWAIT  
المدرسة المتحدة الأمريكية في الكويت

# American United School

## Child Protection Policy and Procedures

وزارة التربية  
MINISTRY OF EDUCATION



Ministry of Health



AMERICAN UNITED SCHOOL OF KUWAIT  
المدرسة المتحدة الأمريكية في الكويت

### **American United School Mission**

The school mission is to:  
Promote creativity & collaboration  
Challenge academic growth  
Embrace our diverse community  
Enhance student learning through technology

### **American United School Vision**

To provide an outstanding American education that enables students to be inspired lifelong learners and responsible global citizens.

### **Guiding Principles**

LEARNING – ANYTIME, ANYWHERE

We believe learning is not confined to a classroom or a campus—it should be available wherever and whenever the learner needs it.

- ❖ At AUS we continually demonstrate how to be a caring community of learners— our students, teachers, staff and families are committed to educating the whole child.
- ❖ Our school community acknowledges and recognizes the personal, cultural and social value of each individual.
- ❖ We believe technology is an integral part of students' lives, expectations, and the future – this cannot be ignored but rather explored with a deep sense of intellectual inquiry.
- ❖ We are dedicated to the future global success for this planet which depends on having a diverse, well-educated workforce.



## **Child Protection School Plan**

AUS is committed to ensuring that the safety and security of our students are our top priority. It recognizes and adheres to child protection guidelines stipulated by the Kuwait National Child Protection (KNCRP) Program and passed into Kuwait law May 2015.

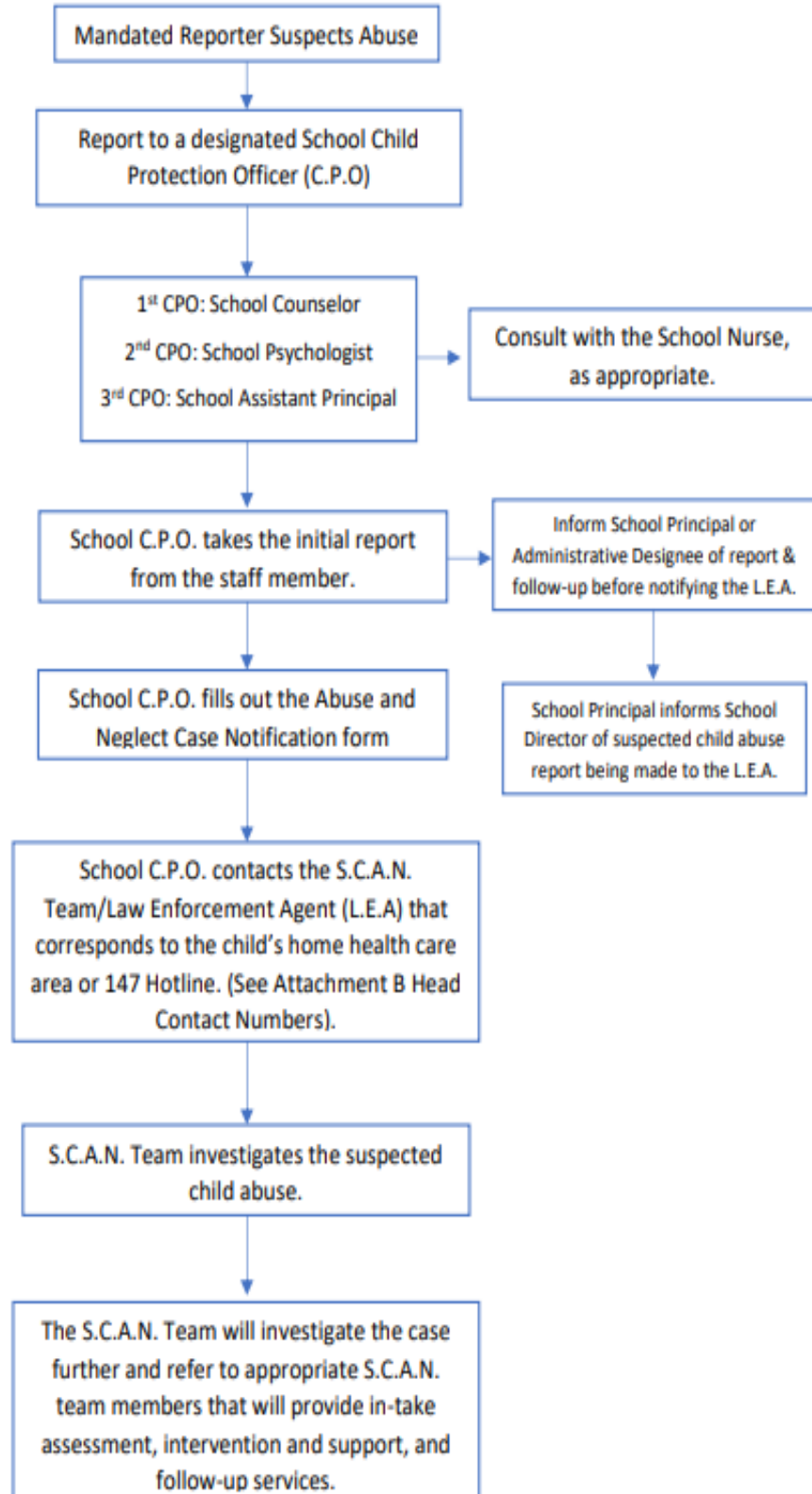
The child protection policy of AUS ensuring details our commitment to ensuring that:

- All employees, board members, owners, school leaders, staff, students, parents, and volunteers understand and are held accountable for the highest ethical standards in their conduct.
- Mandated reporters, in particular, adhere to legal mandates and the moral imperative to recognize, report, and prevent suspected child abuse and neglect;
- Children who are alleged victims of abuse and/or neglect are supported;
- Human resource management systems and processes screen new and existing employees;
- Professional learning for AUS' employees is developed and implemented; and
- Opportunities are provided for parents, volunteers, and the broader community to develop awareness on recognizing, reporting, and preventing abuse and neglect of children.



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## American United School Child Protection Flow Chart





## **I. Definition of Child Abuse:**

Child abuse, as defined by the Kuwait National Child Protection Program, “constitutes all forms of physical and/or emotional ill-treatment, actual, potential and suspected abuse, neglect, or negligent treatment, commercial or other exploitation, or serious deprivation resulting in actual or potential harm to the child’s health, survival, development, or dignity in the context of relationships or responsibility, trust or power.” It refers to any person of 18 years of age or younger.

### **1. Physical Abuse:**

Includes any act that involves the infliction of a physical injury as a result of punching, kicking, biting, burning, shaking; otherwise harming the child, by a parent or caregiver. The abuser (parent, caregiver, etc.) may not have intended to hurt the child, but the injury resulted from over-discipline or physical punishment. This form of abuse also includes “Munchausen Syndrome by proxy” where the caregiver (mostly the mother) either fabricates, stimulates, or induces an illness in the child.

### **2. Sexual Abuse:**

Refers to the involvement of a child in sexual activities by adults or other children/young person that violate religious taboo, including: oral vaginal, rectal contact or penetration; digital contact or penetration; fondling or caressing; sexual exploitation through prostitution or pornography production. AUS expands on the term sexual abuse to include the term sexual harassment, as defined in the AUS Sexual Harassment Policy. School policy recognizes sexual harassment as “unwelcome sexual behavior, which could be expected to make a person feel offended, humiliated or intimidated. It can be physical, verbal or written.”



### 3. Emotional Abuse:

Emotional abuse is a pattern of physiologically destructive behavior, by act or omission, inflicted upon a child by an adult or other child/young person, resulting in impaired psychological, social, intellectual, and/or emotional functioning and development. Emotional abuse includes: rejecting, isolating, terrorizing, ignoring, or corrupting the child. Which is designed, or likely to cause serious mental, emotional, or behavioral disorders.

### 4. Neglect:

Neglect refers to the failure of a parent or caregiver to provide adequate care and basic needs to children. Neglect has many forms including: medical, nutritional, emotional, psychological, educational, or complete abandonment.

## **II. School Employees as Mandated Reporters of Child Abuse:**

1. The Kuwait National Child Protection Program specifies that professionals such as doctors, nurses, police, and school teachers are legally obligated to report suspected child abuse (they are mandated reporters) to the Suspected Child Abuse and Neglect (S.C.A.N.) Team of their health area.
2. Kuwait National Child Protection identifies school mandated reporters as “school teachers”. AUS further elaborates on the term “school teachers” to include administrators, co-teachers, sports and physical education coaches, counselors, psychologists, nurses, and all credentialed educators and/or staff.
3. Any person who believes on *reasonable grounds* or *reasonable suspicion* that a child needs protection can make a report to the AUS School Child Protection Officer (C.P.O.) whom will then contact the Law Enforcement Agent (L.E.A.) by calling the Hotline that corresponds to the child’s health care area.
  - Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience to suspect child abuse or neglect.



4. Suspected child abuse does not require certainty that abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. Any reasonable suspicion is sufficient.
5. Mandated reporters must make a report without delay and no later than the end of the school day.
6. Per current Kuwait law, volunteers, secretarial, custodial, kitchen, transportation, and security staff are not considered mandated reporters. However, the school encourages all those in direct contact to speak to a site administrator promptly regarding inappropriate conduct or behavior.

### **III. Child Abuse Reporting Process:**

1. A mandated reporter that suspects or has knowledge of child abuse will inform the AUS C.P.O. (Child Protection Officer) immediately or no later than the end of the school day. **The PRIMARY C.P.O. is the reporter's division specific School Counselor.**
2. The school C.P.O. will inform the School Principal of the initial report.
3. The school C.P.O. will make a written report on the Child Abuse and Neglect Case Notification form based upon the information provided by the reporter (See ATTACHMENT A: Child Abuse and Neglect Notification form). Further details of the report are to be written on the Supplemental form.
4. The school C.P.O. should include the following information on the Kuwait Child Abuse and Neglect Notification form:

#### **#1 Referral Place:**

- o Telephone Number (school number)
- o Region (Mubarak Al-Kabir; Sabah Al-Salem)
- o Notification area – area which corresponds to child's health care area)
- o Notification time - time you called the L.E.A. or hotline

#### **#2 General Information Section:**

- o Details – the child's or young person's name, age and address



- Cultural characteristics – religion and nationality
- Child Health Conditions - i.e. disability needs
- Caregivers (whom the child resides with, social status of parents)
- Family information – phone number, Civil ID number

#### **Child Abuse and Neglect Supplemental Information Sheet:**

- Indicators of harm – the reason for believing that the injury or behavior is the result of abuse or neglect
  - Safety assessment – assessment of immediate danger to the child or children. For example, information may be sought on the whereabouts of the alleged abuser or abusers.
  - Description – description of the injury or behavior observed
  - Child's whereabouts – the current whereabouts of the child or young person
5. The school C.P.O. will contact the L.E.A. (Law Enforcement Agent) that corresponds to the child's home health care area (See ATTACHMENT B: Law Enforcement Agent Contact List) or the Child Abuse Hotline 147.
  6. The L.E.A. investigates the suspected child abuse case and contacts the Suspected Child Abuse and Neglect (S.C.A.N.) team, as appropriate.
  7. The S.C.A.N. team will investigate the case further and refer to appropriate S.C.A.N. team members that will provide in-take assessment, intervention and support, and follow-up services.

#### **IV. School Accident Reports (Incident Report):**

1. When a student reports or is observed to have a physical injury that may or may not be the result of abuse or based upon child suspected abuse the incident will be documented by the nurse on the School Accident Report.
2. School Accident Reports will be completed and filed by the School Nurse, which is housed in the School Nurse Assistant Program (S.N.A.P) system.



3. The S.N.A.P. system is a software program that logs any health-related information (i.e. medical records, incidents, visits to the clinic, treatment) and produces any student incident reports for school documentation and parent communication.

**V. S.C.A.N. Team:**

1. S.C.A.N stands for Suspected Child Abuse and Neglect team. It is a multidisciplinary assessment and management team managed by a team of health care professionals at the hospital who offer care, support and assessment of children and teenagers, who may have been maltreated, and their families.
2. The S.C.A.N. team provides a link between community doctors and hospitals, Children's Aid Societies, police, schools and other community agencies.

**VI. Forbidden Actions of a Mandated Reporter:**

A mandated reporter that is bringing forth an allegation of abuse should **NOT**:

- investigate or try to verify the suspicion or attempt to prove the abuse actually occurred
- force the alleged victim to repeat or provide a written statement of what was disclosed
- force the alleged victim to repeat the information or make a written statement for another party to hear or read prior to making the report
- request that the victim allow a visual inspection of the physically affected areas of the body
- take pictures of any visible or hidden marks resulting from the alleged abuse

**VII. Disclosure of Abuse by a Student:**

1. If the alleged victim is brought to the school C.P.O. for counseling support, this person may ask for clarification rather than investigate the situation by asking, for instance, "What's wrong?" or "Do you want to share what's wrong?"
2. Disclosure of abuse and/neglect through school counseling sessions will follow



best practices in counseling and proper protocol as delineated in the AUS child abuse reporting policy.

3. If a student has disclosed that abuse is occurring, the mandated reporting will then immediately take the student to the school C.P.O.

#### **VIII. Legal Protection for Employees as Mandated Reporters:**

1. Mandated reporters, having reasonable cause to suspect child abuse and/or neglect, are provided immunity from civil or criminal liability as a result of making a required or authorized report or known or suspected abuse and/or neglect.
2. The Law Enforcement Agent is responsible for, not only ensuring the safety of the child or suspected victim of abuse, but the safety of the reporter.

#### **IX. Employee Liability for Failure to Report Suspected Child Abuse:**

Any AUS mandated reporter who suspects a child is being abused and/or neglected and either does not report it or prevents someone from reporting it will be subjected to disciplinary action or dismissal.

#### **X. Allegations of Abuse by an AUS Employee**

1. If an allegation of abuse is alleged of an AUS employee, AUS reserves the right to terminate contractual obligations. There need not be proof of the abuse; sufficient suspicion will suffice.
2. An employee who has knowledge of or has reasonable suspicion that another school employee or an individual who works with or has direct contact with students is suspected of engaging in child abuse **MUST** do the following:
  - A. Immediately inform their supervising administrator of the alleged conduct. The notification may be oral or in writing. The site administrator shall seek the advice of the School Director and follow proper protocol to ensure the safety of the alleged victim.
  - B. If the allegation involves the supervising administrator, the employee shall



take the report to the School Director. The School Director shall seek advice from the owners of the school and follow proper protocol to ensure the safety of the alleged victim.

#### **XI. Confidentiality and Responding to Parents/Guardians:**

1. Reports should protect the confidentiality and privacy of the child and family. Employees should not share information with any parties other than those that need to know in order to ensure the safety of the child.
2. If a parent/guardian requests explanation or any information about the suspected child abuse report, the parent/guardian will be informed that reports of child abuse are confidential and the school is not at liberty to discuss any specific cases.

#### **XII. Student Reference Forms and Responding to Inquiries:**

1. The school requires that new applicants submit a Confidential Student Reference (CSR) form for all applicants for 2nd - 12th grade. Kindergarten and 1st Grade applicants are also requested at Admissions and Placement Committee discretion. The CSR includes an inquiry about prior child protection concerns, although no further details are requested. This helps AUS staff be aware of children that are at-risk and support the child's adjustment to the school and overall well being.
2. When other schools request AUS personnel to complete Confidential Student Reference Forms (CSR), which inquire about child protection concerns, the school will proceed as follows:
  - a. **NO DETAILS of the case shall be included on the CSR.** We will only affirm, "There were child protection concerns." This communication does not confirm that child abuse/neglect actually occurred, only that a case was filed based on the legal requirements and organization policy and procedures.
  - b. In the event that a receiving school contacts AUS to inquire further information about a "child protection concern" the counselor or administrator should not provide further details.



- c. The primary purpose of providing the limited information to the receiving school is to alert a school child protection officer (mandated reporter) of any student that was suspected of being at-risk of neglect and/or abuse. This helps staff ensure children are adjusting to their new school environment and support their social-emotional wellbeing as appropriate.

### **XIII. Shared Knowledge of Suspected Child Abuse:**

When two or more people that are mandated reporters have knowledge of a case of suspected child abuse the parties may establish an agreement that one person will be responsible for making sure the abuse is reported. However, the other party still has a responsibility to follow-up on the case with the other party to ensure that the report was made.

### **XIV. Hiring Screening Practices:**

AUS ensures that it only employs people of sound moral character by following sound hiring procedures. AUS and its primary recruiting agency “Teach Away” is following the ITFCP (International Task Force on Child Protection) for recommended practices of recruitment, candidate screening and references. This is a critical issue to all of us in the international education community, and one that we are very passionate about at AUS.

For more information, click on the following web link: [Recruitment & Screening Practices ITFCP](#)

Some of these procedures include, but are not limited to:

- a. Proper interview screening questions that ask prospective employees about their knowledge of child protection law
- b. Reference checks from prior employers
- c. Background checks completed by third party agencies
- d. Informed consent and written agreement to abide by a school code of conduct and child protection policy.

### **XV. Staff Professional Development:**

Revised December 2023

Next Review: June 2024



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1. AUS will provide training to all mandated reporters at least one time per year regarding the school child abuse reporting policies and procedures, and their responsibility and duty to report.
2. A Google site has been created to facilitate training to all AUS employees in an efficient and effective manner. [Child Protection Training Site](#) link
3. Each employee will receive a copy of the “Employee Acknowledgement of Suspected Child Abuse Reporting School Policy and Requirements” form. This form will be filed in each employee’s file at the Human Resources Department (See ATTACHMENT C: Employee Acknowledgement of Suspected Child Abuse Reporting School Policy and Requirements).
4. Each employee will receive a copy of the AUS Child Abuse Reporting Procedures Sheet (ATTACHMENT D).
5. Individuals that start their employment after the scheduled yearly training will be required to complete their training and read and sign agreement to the AUS Child Abuse and Reporting Policy within 30 days of their employment start date.
6. The Kuwait National Child Protection Program states, “The Child Protection Committee at the Ministry of Health is responsible for ensuring that there is an organization-wide policy for management of child abuse and neglect, regular training for staff in ‘Child Protection’ and the policy process to ensure the policy is adhered to ...” Thus, AUS will work cooperatively with the Ministry of Health to meet any set requirements in order to ensure child safety.

#### **XVI. Parent and Student Education:**

1. The Child Abuse and Reporting Policy is accessible to all staff and families on the AUS school website located in the school handbooks.
2. Parent education regarding Kuwait child abuse laws and AUS reporting policy is shared with families via Parent Coffee Meetings, workshops, or presentations.
3. Counseling guidance lessons, teacher-guided lessons, and/or community providers may present topics geared to ensure the safety and well-being of all



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students. Such topics may include virtual safety practices, preventative health, and general safety within the community and in the home.

4. Child protection student education covers the following topics: physical safety, personal safety (good touch - bad touch, stranger danger), and digital citizenship.
5. Virtual safety lessons: [Online Safety Lessons](#)

### **XVII. Safe School and Facilities:**

The safety and security of all students at AUS is safe-guarded by:

- A. Fully equipped and appropriate surveillance in most common areas.
- B. Security personnel available on-site 24 hours a day.
- C. Ensuring that all visitors and volunteers that come on to school grounds during school hours sign-in at the security entrance and that employees wear proper identification at all times.
- D. Ensuring that all students that use school transportation are provided proper supervision by drivers and chaperoned by teachers or co-teachers to and from school and during study trips and other school-related events.



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ATTACHMENT B:

### Head Contact Numbers for Child Protection Teams:

Hospital	Number	Fax	E-mail
Ibn Seena Hospital	9984638 7	2483486 5	<a href="mailto:scanibnsina@gmail.com">scanibnsina@gmail.com</a>
Al Ameer Hospital	9801017 5	2243614 9	<a href="mailto:scan.amiri@icloud.com">scan.amiri@icloud.com</a>
Mubarak Al Kabeer Hospital	9801017 3		<a href="mailto:scanmubarak@gmail.com">scanmubarak@gmail.com</a>
Al Adan Hospital	9801017 4		<a href="mailto:scanadan@gmail.com">scanadan@gmail.com</a>
Al Jahra Hospital	9801017 7		<a href="mailto:scanjahra@gmail.com">scanjahra@gmail.com</a>
Al Razi Hospital	9910999 1		<a href="mailto:scanjahra@gmail.com">scanjahra@gmail.com</a>
Al Farwaniya Hospital	9801017 6		<a href="mailto:scan_farwania@icloud.com">scan_farwania@icloud.com</a>
Al Sabah Hospital	9801017 2		<a href="mailto:scansabah@gmail.com">scansabah@gmail.com</a>

\*List corresponding cities

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**ATTACHMENT B (CONTINUED):**

<b>Place</b>	<b>Contact Number</b>	<b>Email</b>
Head Office for Child Protection- Ministry of Health Dr. Mona Al Khawari	Hot line : 147 97290055	kuwaitCPP@gmail.com
Hotline for Criminal Investigation Department	25632140	





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<p>Psychological Counseling Department in Social Development Office</p>	<p>22402409 22402407 Internal numbers: Dr. Wafaa Al Aradi Head of Psychological Counseling 350  Fatma Al Ayyaf Supervisor 360 Dr. Mishaal Al Waqyan  Secretary: Mohammad 359 May 349  Head of Department in Child's Center Ghayda'a Al Deqbasi 124  Sara Al Radaan 134  Dana Al Radaan 129  Sara Al Hmoud 131  Amina Al Sane 140</p>	
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ATTACHMENT C:

## AMERICAN UNITED SCHOOL

### Employee Acknowledgement of Suspected Child Abuse Reporting School Policy

I acknowledge that:

1. I have been trained on suspected child abuse law and reporting policy and understand my personal responsibility to report suspected child abuse as stipulated by school policy.
2. I understand that Kuwait law and the Kuwait National Child Protection Program specifies that all “school teachers” are mandated reporters, meaning that I am legally obligated to report suspected child abuse.
3. I understand that if I have reasonable suspicion that another person’s behavior (employee to student or student to student) may be a suggestion that child abuse is/has occurred, I must report the suspected abuse case immediately to the supervising administrator.
4. I understand that if I have reasonable suspicion or knowledge of child abuse by a non-employee (i.e. parent, caregiver, etc.), I must report the suspected abuse immediately to the AUS Child Protection Officer.
5. I have been provided a copy of the *Child Abuse Reporting Procedures Sheet*, which summarizes my responsibilities as a mandated reporter.
6. I understand that any allegations of child abuse by an AUS employee will result in termination of all contractual agreements. In addition, failure to report child abuse may also subject me to disciplinary action or dismissal.

Name (PRINT): \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**ORIGINAL COPY TO BE PLACED IN EMPLOYEE HUMAN RESOURCES FILE**



ATTACHMENT D:

## **Child Abuse Reporting Procedures Sheet**

### **Definition of Child Abuse:**

Child abuse, as defined by the Kuwait National Child Protection Program, “constitutes all forms of physical and/or emotional ill-treatment, actual, potential and suspected abuse, neglect, or negligent treatment, commercial or other exploitation, or serious deprivation resulting in actual or potential harm to the child’s health, survival, development, or dignity in the context of relationships or responsibility, trust or power.” It refers to any person of 18 years of age or younger.

### **Reporting Procedure:**

When an AUS mandated reporter has reasonable suspicion that abuse has occurred, they will contact the school Child Protection Officer and make the oral or written report immediately or by the end of the school day.

### **Forbidden Actions of a Mandated Reporter:**

A mandated reporter that is bringing forth an allegation of abuse should **NOT**:

- investigate or try to verify the suspicion or attempt to prove the abuse actually occurred
- force the alleged victim to repeat or provide a written statement of what was disclosed
- force the alleged victim to repeat the information or make a written statement for another party to hear or read prior to making the report
- request that the victim allow a visual inspection of the physically affected areas of the body
- take pictures of any visible or hidden marks resulting from the alleged abuse
- if the alleged victim is brought to the school C.P.O. for counseling support, this person may ask for clarification rather than investigate the situation.
- Disclosure of abuse through school counseling sessions will follow best practices in counseling and proper protocol as delineated in the AUS reporting policy.

### **Allegations of Abuse by an AUS Employee:**

If an allegation of abuse is alleged of an AUS employee, AUS reserves the right to terminate the employee and end any contractual obligations. There need not be proof of the abuse; sufficient suspicion is sufficient.

### **Employee Liability for Failure to Report Suspected Child Abuse:**

Any AUS mandated reporter who suspects a child is being abused and/or neglected and either does not report it or prevents someone from reporting it may be subjected to disciplinary action or dismissal.



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## Child Protection Incident Supplemental Form

Student Name: \_\_\_\_\_

Report Date: \_\_\_\_\_





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Patient Name:		اسم الطفل:	
Date of birth: / / 20		تاريخ ميلاده: / / 20	
ID No.:		الرقم المدني:	
Gender: Male		الجنس: ذكر	
Female		الجنسية:	
Nationality :		اسم الاب:	
Father Name:		الرقم المدني:	
ID No:		الجنسية:	
Nationality:		اسم الام:	
Mother Name:		الرقم المدني:	
ID No:		الجنسية:	
Nationality:			
Tele No:	Mobile:	هاتف:	نقال:

ATTACHMENT A:

<b>Child Health Conditions:</b>	الصحية: لطفلة لاد
Healthy	معافى
Chronic illness	مرض مزمن
Disability	عجز
Others	امراض اخرى



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<p><b>Caregivers:</b></p> <ul style="list-style-type: none"><li>● both parents</li><li>● one of parent: a. father b. mother</li><li>● Other relatives (specify):</li><li>● Other caregivers (specify):</li><li>● Social Status of parents: a. Separated b. Divorced</li></ul>	<p><b>المسؤولين:</b></p> <p>الوالدين</p> <p>احد الاباء: الام الاب</p> <p>احد الاقرباء:</p> <p>احد الرعاية:</p> <p>الحالة الاجتماعية للوالدين</p> <p>منفصلين: مطلقين:</p>
<p><b>3. Determination of Allegation</b></p>	<p><b>توثيق الحالة -3:</b></p>
<p>a. Confirmed b. Suspected c. Unknown</p>	<p>مؤكد</p> <p>غير متوقعه</p> <p>غير معروفة</p>
<p>Final status of the case:</p> <p>a. Well b. New Disability c. injured d. Dead e. Other (specify):</p>	<p><b>الوضع النهائي للحالة:</b></p> <p>حسنه عجز جديد جرح موت اخرى</p> <p>(التحديد):</p>



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Assault Time ( Day/time/Date): ( / / ) Assault Place:	التاريخ / الساعة / اليوم ( ساعة الاعتداء) ( / / ) مكان الاعتداء :
Type of Assault: a. Physical b. Sexual c. Emotional d. Neglect	نوع الاعتداء : فيزيائي عاطفي جنسي اهمال
Previous assaults (before documentation) : No Yes (specify):	(الاعتداءات (موتقة من قبل لا نعم (تحديد) :
<b>Alleged perpetrator (only if disclosed by child, guardian or reporter):</b>	زعم الجاني (إلا إذا كان الكشف عنها من قبل الطفل أو الوصي أو المراسل):
Nature of Assault: a. Mild b. Moderate c. Severe	طبيعة الاعتداء: ● متوسطة ● معتدل ● شديدة
<b>4. Disposition:</b>	الاجراءات المتخذة:





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Admission: a. Ward station b. Intensive care c. Morgue d. \Transferee	القبول : ● الجناح ● العناية المركزه ● مشرحة ● منقول
Discharge: a. Follow-up b. With no appointment c. Absconded d. DAMA e. Other (specify):	:الخروج بموعد للمتابعه بدون موعد خروج بدون اذن طبي اسباب اخرى

**Please send the notification form to the Child Protection Office  
(Hotline)**

Hotline: **147**

Fax:

E mail: **OR**

**SCAN Team Leader at regional hospital**

Mobile: Fax:

E mail

الرجاء ارسال النموذج على المكتب الرئيسي لحماية الطفل

تلفون: **97290055**

سكاف: **22436149**



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الايمل الإلكتروني:

**malkhawari@gmail.com**

أو

الى فريق حماية الطفل بالمستشفى

سك

**ATTACHMENT E:**

**CLINIC SCHOOL ACCIDENT REPORT**

**Today's Date:** \_\_\_\_\_

**Name of injured:** \_\_\_\_\_ **D.O.B:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Parent(s):** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Date of accident:** \_\_\_\_\_ **Sent to clinic by:** \_\_\_\_\_

**Time of accident:** \_\_\_\_\_ **Time arrived at clinic:** \_\_\_\_\_

**Initial first aid provided by:** \_\_\_\_\_ **Nurse on duty:** \_\_\_\_\_

**Time left clinic:** \_\_\_\_\_ **via:** \_\_\_\_\_ **Accompanied by:** \_\_\_\_\_

**Time: EMS called:** \_\_\_\_\_ **arrived:** \_\_\_\_\_ **left:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Adult Supervising/Role:** \_\_\_\_\_

**Adult Witness/Role:** \_\_\_\_\_

**Description of accident:**

**Injury Event:**

**Comment:**

**Assessment details:**

**Clinical Care:**



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**Comment:**

**Disposition/Plan:**

**This report prepared by:** \_\_\_\_\_

**Reviewed by school official:** \_\_\_\_\_

**Reviewed by school official:** \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_