PPS MEDICAL EMERGENCY PROTOCOL 2026-2027

Phoenix Private School, Doha – For Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

A school's medical emergency response procedure involves immediately assessing the situation, calling for professional help (999), providing trained first aid and life support, and documenting the incident. Key steps include securing the area, notifying a school nurse or administrator, administering medication like Epi-pens if prescribed and available, and staying with the person until help arrives.

NO.	KEY PERSON	TASK
IMMEDIATE ACTIONS		
1	**WITNESS**	Immediately call the nurse (if the witness is a staff) or the receptionist (if the witness is a parent/visitor). **NOTES:** * A responsible adult must stay with the patient. * Please DO NOT move a severely injured or ill patient unless absolutely necessary for immediate safety.
2	**RECEPTIONIST**	Call the nurse immediately.
3		Notify the Principal or any of the Senior Leadership Team
4	**SLT**	Send a WhatsApp message to the SLT group about the emergency.
5		Secure the area and clear unnecessary personnel to provide space for emergency responders.
6		Notify the parent or legal guardian of the emergency as soon as possible.

FIRST AID AND MEDICAL CARE		
7	**NURSE**	If the patient can be moved, bring him/her to the School Clinic (ask help from other staff).
8	**SLT**	Ensure that only the relevant personnel can enter the Clinic (Nurse, Patient, SLT)
9	**NURSE**	Apply first aid.
10		If the student has a known condition and a prescribed medication (like an Epi-pen or inhaler), assist in administering it according to their plan.
11		Assess the patient's condition and decide if an Ambulance is needed.
		FOR LIFE THREATENING EMERGENCY:
12	**NURSE**	Call 999 and provide the needed details.
13		Remain with the student until the paramedics arrive, continuing to provide support.
14	**SLT**	Inform the Security that an Ambulance will come soon
15	**SECURITY**	Open Gate 1 & 2 and ensure that no car will block the gates.
		IF IT IS NOT LIFE THREATENING EMERGENCY:
16	**NURSE**	Notify the parent or legal guardian of the emergency as soon as possible to determine the appropriate course of action. Note: The school nurse can send photos via WhatsApp so that the parents will not worry
17		Ask permission from the parent or legal guardian if it's okay to administer medicine. Also inform them of the first aid provided.
POST-INCIDENT PROCEDURES		
18	**WITNESS (STAFF)**	Fill out the Incident Report form and submit it to the Pastoral Team.
19	**NURSE**	Call the parents / guardians to check on the patient
20		Provide an update to the Senior Leadership Team