



SCHOOL CLINIC POLICY

2017 -2018





School Clinic Policy- Version 1.0

At Amity School Dubai, we aim to keep your child/children safe and healthy. We do this by ensuring a secure and caring environment where we foster a sense of physical, mental and emotional well-being. It is important that we comply with the standards and the regulations of the Dubai Health Authority. To achieve this we would like to make you aware of the following guidelines and regulations so that you understand how the medical services operate at Amity School Dubai.

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School Nurse

Amity School- Dubai

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Amity School- Dubai

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Document History

Draft

Name	Designation	Date	Version No.	Revision Description
Ms. Mary	Nurse	10 th April 2017	1.0	

Review

Name	Designation	Date	Version No.	Revision Description
Mr. Sijosh K.K	Operations-Head	10 th April 2017	1.0	

Approval

Name	Designation	Date	Version No.	Revision Description
Dr. Vajahat Hussain	CEO	15 th June 2017	1.0	

Facilities and Personnel

The Health and Safety of students at Amity School Dubai is of paramount importance. The school clinic is well staffed with a Part-time Medical Doctor, and a Full time School Nurse -registered and licensed with the Dubai Health Authority (DHA).

If children are unwell while at school, they will be cared for at the clinic until collected by a parent or guardian. The clinic team provides first aid to sick and injured students during school hours.

The clinic administers medicines and refers students for follow up with medical practitioners or to emergency services if needed. The clinic is well equipped with an automated electric defibrillator, a nebulizer and oxygen apparatus, which all help provide appropriate medical first aid response.

The school participates in health campaigns with the School Doctor/Nurse in giving regular health talks to students and staff to promote healthy lifestyle

Additionally, DHA nurses will conduct Vaccination programs for students once or twice per school year.

The following are a few helpful school clinic policies which are in line with the Dubai Health Authority School Health Guidelines:

Physical Examination

As part of the Dubai Health Authority's regulations the school doctor is required to conduct a non-invasive medical examination that includes screening of vision, ear nose throat, skin, chest, heart, abdomen, musculoskeletal, neurological and developmental, and endocrinological systems of students in the following grade levels:

- All New Students
- KG1 students
- Grade 1 students
- Grade 5 students
- All students leaving the school

The results of the examinations are documented in the School Health Record. Any findings requiring additional follow up or referrals will be reported to the parents using the referral form or via email.

Student's Personal Records in accordance with DHA requirements

A personal School Health Record is regularly maintained for each student, where all scheduled vaccinations annual check-ups (height, weight, BMI etc...) and any other visits to the school clinics are recorded. As part of our policy to promote a healthy lifestyle we also conduct various examinations like vision test, oral check-ups.

Parents will be notified in advance about any forthcoming examinations that their child may be involved in.

Students Health records will be handled confidentially at all times.

Parents are required to fill and submit medical detail forms, consent form of vaccination. Parents are requested to complete all due doses of vaccines of their children and required to provide their child's updated vaccination card to the school clinic one week before vaccination schedule.

Infection control

This policy covers ways of avoiding infection and communicable diseases, including hand washing, general hygiene and maintaining a clean environment. The policy should be followed by all members of the School.

It is the policy of the School to provide a happy and healthy environment for every child in our care.

We take measures to prevent and minimize the spread of infection in our School.

To help achieve this we work in partnership with parents and carers. In order to protect the health of the children and staff, we will adhere to the following practices in line with current guidelines.

- a) **Hand washing:** Hand washing is one of the most important ways of controlling the spread of infection. The recommended method is the use of liquid soap, warm water and paper towels. The use of nonmedicated soap, provided in a soap dispenser is encouraged. Harsher soap which contains antiseptic (unless required under specific circumstances) should not be used as this can make hand very dry and potentially chapped, increasing the risk of infection. Hands should always be washed after using the bathroom, before eating or handling food and after handling animals. All cuts and abrasions should be covered with a water proof dressing.
- b) **Staying Home:** A heavy nasal discharge, a sore and inflamed throat, a persistent cough that has not been investigated, and red watery or painful eyes would require the student to stay home and not attend school.
Many students would come to school with contagious illnesses with concerns of missing classes. Please encourage students to follow school policy for illness.
- c) **Clean Environment:** Maintaining a clean environment is essential in good infection control. Adequate waste disposal bins should be provided throughout the School. Regular cleaning of non-contaminated surfaces (e.g. table tops, toilet seats...) should take place with standard cleaning solution.

- d) **Fever:** A sick child is not able to function effectively in school and should rest at home until fully recovered. If a child develops a fever during school hours, parents will be contacted and requested to take the child home. Students may return to school after being fever free for 24 hours. Children with conditions that require exclusion from the school like chicken pox, measles, mumps, and conjunctivitis should be rested and cared for at home and may only return to school when they are no longer contagious. The infectivity period for each condition varies. Upon returning to school a medical certificate from the attending physician must be provided or the child must first be assessed by the school doctor. If the child is still considered to be a possible source of infection, parents will be asked to bring them home.

To further reduce the spread of infection please do not send your child to school if they have:

- a suspected contagious rash
- Heavy nasal discharge
- Red, sticky eyes
- Persistent cough
- if a child has an infected or oozing wound, it must be covered by a well-sealed dressing.
- Vomiting and diarrhea (return to school only when symptom free for at least 24 hours)

Head lice

Head lice are a common contagious infestation in children, particularly those of primary School age. However, the presence of a head lice infestation is not a public health threat. The primary responsibility for the detection and the treatment of head lice lies with the parents of the pupil.

If it is suspected that a child has head lice, they will be sent to the School nurse for examination. In the event that live head louse are found, a letter will be sent to parents advising this. Parents will be asked to take their child from School for appropriate treatment. If only nit's (eggs) are found a letter will be sent home. The child can return to School once the treatment has been completed. The child should be seen by a member of the medical team prior to returning to class.

Medical and Hazardous Waste Management

General and Medical wastes should be discarded separately. General wastes such as papers, plastics, and other materials not contaminated with chemicals and blood are disposed in designated bin for general wastes.

Medical wastes such as sharps (needles) cotton with blood, cloth, wound dressings and other materials contaminated with blood and chemicals are disposed separately in a designated Medical Waste container to be collected by the Medical Waste Collection contractor

Medicines

The School Clinic has its own supply of medications. Prior to administering any medications to a school child, parents will be notified and verbal consent will be obtained. However, in case of emergency, and if parents are not contactable, the school nurse will provide First Aid care to the child as per written consent had given from the parents during admission.

Students are not allowed to carry any medications around the school, except inhalers for asthmatic students.

If a child needs a medication to be administered during school hours, a doctor's prescription needs to be obtained. Medication should be given by the parent to the clinic and can be collected at the end of the school day or at the end of the prescribed course.

Medication that needs to be refrigerated at all times must be transported with an ice packs.

Medication must be sent in their original packaging and should be clearly labeled with the student's name, required dose, timing and route of administration.

For those students who need to receive regular doses of a prescribed medication (insulin, Asthma inhalers, nebulizers) a consent form needs to be complete which specifies name of the prescribed medication, require doses and timing.

The consent form must be updated accordingly in case of any changes.

For children with illness such as convulsion, Bronchial asthma, and diabetes the emergency medications must be stored in the school clinic. The medication should be carefully labeled with the student's name, route of administration and required dose.

Nurse should never give a non-prescribed medicine to a child unless there is specific prior permission from the parents. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's Doctor

Allergy Management

Parents are required to fill up an Allergy form upon admission. Parents need to specify if their child has any allergy to certain food, medicine or any environmental factor. They need to mention the signs and symptoms and treatment incase their child develops an allergic reaction. For children with risk of anaphylaxis, a separate Anaphylaxis action plan is available in the clinic which will be filled up by the child's parent and an appointment should be made with the school doctor and school nurse to discuss the child's condition. Epipen auto injector is also available in the clinic for emergency cases.

Immunization

Amity School Dubai provides immunization under the Umbrella of DHA

Nurses from DHA will be conducting the vaccination program at Amity School Dubai. Parents will be informed in a separate e-mail about the dates and times.

The parents are required to submit updated vaccination documents to the School nurse for record purposes. School nurse shall maintain the cumulative School Health Records on all enrolled students pertaining to immunizations

Minor Injuries and First aid Emergencies

The School nurse is a Registered General Nurse with a valid, current Dubai Health Authority license and is responsible for the first aid needs of the School. This includes:

- Taking charge when someone is injured or becomes ill.
- Maintaining and restock first aid equipment, supplies and first aid boxes.
- Ensuring that an ambulance is called in a medical emergency.
- Liaising closely with the Dubai Health Authority.

The School Nurse maintains a record of any reportable injury, disease or dangerous occurrence. This includes: the date,time and place of the event, personal details of those involved and a brief description of the nature of event.

If deemed necessary by the School Nurse, parents will be informed of an accident or illness via the telephone or email.

Action care plan for severe health issues:

If a child has a chronic medical condition requiring treatment or medication in School the School nurse, in conjunction with the parent, will devise an action care plan to be used in School and on field trips. Emergency care plans for asthma, bee sting allergy; food allergy, latex allergy, diabetes (hyperglycemia), diabetes (hypoglycemia) and seizure disorder must be disclosed by parents in the ‘Student Health Record’ with the medical clinic at the time of admissions.

Policy on Diabetes Care Management and Glucagon Administration

Dubai Health Authority requires schools to take specific actions to ensure that the students with diabetes are able to manage their disease while at school and to ensure the health and safety of the student and the school community.

An Individualized Health Care Plan made by the child’s doctor will be submitted to the school clinic upon admission.

Communication with parents:

Parents will be notified by telephone and/or email. Clinic staff may contact parents if they need to obtain some information about the child or inform child’s parents about administering medication. Parents will be informed immediately if their child is unwell and needs to be collected from the School at the earliest. We will not put a child who is ill or distressed on a School bus. The parents must collect their child as a matter of priority.

The School clinic is not designed to provide the comfort and quiet that is needed during an illness. School nurse can be contacted by telephone in case of emergency. Parents may also come and meet the School doctor after taking an appointment.