

Health and Medical Facilities at HIS

Dear parents,

We as a school are pleased to inform you about the facilities that are provided to the students of HIS in the School Clinic.

Aims and Objectives

The key aim of the clinic is to provide a **First Aid medical service** to students and staff who are ill or injured during the school day or during the Extra Curricular Activity (ECA) program.

Staffing

The School Clinic is permanently staffed by 2 nurses during school hours and during ECAs. One female nurse is for caring girls & female staff, one Male nurse is for boys, KG section & male staff.

Location of school clinic

We have two clinics separately for boys & girls which are licensed by NHRA, Bahrain. Girl's clinic is in the 1st left on the way to KG section from the main –reception, Room L1/37. Boy's clinic is the 1st right on the way to KG section from the main –reception (near the playground), Room L2/50.

The primary role undertaken by the school clinic is as follows:

- Provide first aid or emergency care to sick or injured students or staff.
- Assess student's cause, early signs & symptoms of health problem, which will affect learning.
- Monitor & maintain growth & development of students.
- Administer nursing care appropriate to the identified nursing needs of the students.
- Plan, implement & evaluate health education program/ health activities for students.
- Plan, implement & evaluate vaccination program for all the students, under the supervision of Ministry of health.
- Maintain & submit required records & report as per MOH guidelines.

Policy on Medication

Medication brought from home will not be administered without a written prescription from the doctor. The other OTC medications should be accompanied with a note from the parents detailing dosage and time to be administered. Example paracetamol (Panadol) , Brufen.

- All medication shall be stored in their original pharmacy or manufacturer labelled containers & in such manner as to render them safe & effective.
- A parent or guardian will deliver the prescription, medication to the school nurse. Please do not leave with the class teacher.
- All medication brought into school by students must be kept in the Clinic. The student will be told to come to the Clinic and the medication will be given at the correct time. Some

students receive daily or regular medication which are kept in the Clinic and dispensed as necessary.

- All Prescription Medications for students up to the age of 16, with the exception of asthma inhalers and diabetic medication, must be stored in the Clinic.
- Medications must be in the original packaging, which includes the Doctor's prescription, and is clearly labelled with dosage times, name of physician, the date and expiration of prescription ordered, student name and Class.
- The students shall only take the medication under the supervision of the school nurse.
- All medication of long term use for chronic diseases should be received & kept in clinic with the parent signature, for example for diabetic, asthma. When medication needs replacing because it has run out or is out of date, the parent will be informed.
- Authorization for a registered nurse to administer over-the-counter medication (OTC medication) to students is indicated by signing the Parental Consent.
- It is the responsibility of parents to ensure that the Nurses are informed in writing of any known sensitivities (allergy) to medications.
- Diabetic students from High school carry their own equipment/insulin and self-administer.
- All unused medication left at the end of each school year will be discarded.

Policy on accident & emergency

- School nurse or school personnel shall notify the parent or guardian in the event of accidents /case of emergency.
- Please make sure that all your details (contact numbers) are updated with the school so that we can contact you from the nurse room in an emergency.
- School nurse shall ensure that the parents or guardian have authorized the administration of emergency medical treatment for the sick or injured student, prior to transferring them to the emergency care facility.

Forms & declaration

1. Student health file.

This form is required to be submitted to the school clinic, through the admission office, prior to the child's commencement at HIS. All students must have a student health file during admission. The parent must fill by writing child's details & medical history. A copy of vaccination card is to be submitted along with it. The vaccine form for students is also attached. A medical report is to be submitted in case of any student is suffering from a chronic disease. Parents are regularly reminded to update medical records.

2. Consent for the administration of medication

3. Consent for school health screening (dental checkup or eye checkup)

4. Consent for vaccination for grade 8 students.

5. Health report to the school for grade 1 students: All grade 1 students should have medical check-up at concerned Public Health care centers. Parents are asked to submit a health report of their child to the concerned home room teachers with in the first two months of admission.

All medical forms are treated as confidential material and are kept in a locked filing cabinet in the clinic. All correspondence from parents, teachers and doctors are attached to the forms and are updated with names and addresses. Parents are regularly reminded to update medical records.

Health education /Health activities in school

The Clinic staff will contribute health education to students and parents individually as well as through the information in the newsletter and through the school website. The Clinic Nurse will continually attempt to identify school related health care issues and to develop policies that provide a healthy learning environment. Letters are sent to Parents advising medical treatment or health activities provided in the school. Example: Dental check -up, BP check-up, eye check - up, vaccination program etc.

High Risk list (Medical alert list)

Any child with a chronic medical condition (e.g. diabetes, epilepsy, Heart conditions, asthma etc.) are put on to the High Risk list. Such lists are compiled at the beginning of the school year and updated as necessary. The relevant information is sent to the principals & student counsellors, section coordinators, PE teachers & concerned teachers.

Procedure in the event of a notifiable/infectious disease

- Parents are required to inform the school if their child has a notifiable/infectious disease e.g. Hand foot mouth syndrome, whooping cough, chicken pox, mumps, measles, lice, pink eye etc. Teachers are also responsible to inform if they notice any infectious disease. Parents are informed to take their child to hospital.
- A doctor's letter is required to confirm the diagnosis.
- After a confirmation letter or phone call or e-mail; the school Nurse will decide whether the child/children's class/ peer group should be informed or not. If necessary, a letter will be sent to all parents with appropriate information regarding the illness.
- Before the child return to school, a letter is required from the child's doctor stating that he/she is fit to return to school and there is no health risk to other students and staff.

Procedures for managing a Sick or Injured Student

All students must have a completed student Health File. If a student becomes sick or injured during school hours, he/she must notify a member of staff and be seen by a school nurse. The school nurse will assess and treat the student and if necessary nurse will give them permission to be excused from class. If the sickness or injury warrants, parents will be contacted and asked to

arrange immediate collection. Parents will be advised if further medical treatment is recommended.

If the assessing nurse considers the sickness or injury as serious/ emergency nature, the child will be transferred to BDF Hospital. Parents will be contacted as soon as possible and given details so they can join their child.

Parents are advised that children, who have been ill prior to the start of the school day, must remain at home. If they present in the Clinic with a fever, vomiting, diarrhea or other communicable conditions such as childhood diseases or head lice they will be sent to home. As a general rule it is advised that student remain at home until symptoms have been absent for 24 hours, or a Doctor says they are fit to return.

Students returning to school following a hospital stay/surgery or a significant injury must provide a "fit for school letter" from a doctor. The letter needs to include instructions regarding restrictions to school activities where relevant and the time frame for the restrictions. Children using crutches with non-weight bearing injuries must report to the Clinic on arrival at school. Provisions will be made for the child to mobilize as little as possible around the school due to safety concerns/difficulties moving around school. Parents are requested to update any changes to children's health and to provide any relevant documentation to the Clinic.

- It is school policy that who have a fever measuring 37.5 and above, are vomiting and diagnosed clinically unwell by our school nursing team, are required to be collected by a parent or guardian.
- HIS policy also states that students are to remain at home for 24hrs post-discharge from school with a fever of 37.5 or higher. **In order to return to school, your child must remain fever-free for 24hrs without the use of fever-reducing medication for example Panadol.**

School trips

On field trips prescription medications will only be administered by School staff acting as guardians where necessary and a physician/parental form is on file for that medication. In such cases enough medication for the duration of the trip should be brought to school in an envelope marked with the student's name, grade, and dosage and frequency. The prescribing Physician's name and telephone number must also be written on the envelope. This envelope must be handed to the designated members of staff responsible for that student.