



SCHOOL CLINIC POLICY

Policy Statement:

This policy outlines the guidelines and procedures for the operation of the school clinic. The clinic aims to provide a safe and supportive environment for students' health needs, promote well-being, and ensure timely and appropriate medical assistance during school hours. The policy aims to uphold the highest standards of care, confidentiality, and professionalism.

1. Clinic Staff and Qualifications:

- 1.1 The school clinic will be staffed by qualified healthcare professionals, such as registered nurses or licensed practical nurses, trained in first aid and emergency response.
- 1.2 The clinic staff will maintain a valid license or certification as required by local regulatory bodies.

2. Clinic Hours and Accessibility:

- 2.1 The school clinic will be open during regular school hours to attend to students' medical needs.
- 2.2 The clinic staff will establish and communicate clear procedures for accessing the clinic during school hours.

3. Medical Records and Confidentiality:

- 3.1 The clinic staff will maintain accurate and up-to-date medical records for each student, ensuring the confidentiality of all personal health information.
- 3.2 Only authorized clinic staff and school administrators will have access to student medical records, following applicable privacy laws and regulations.
- 3.3 Consent from parents or guardians will be obtained before any sharing of medical information with external parties, except in cases of emergency or legal requirements.

4. Health Emergencies:

- 4.1 The clinic staff will be trained in emergency response procedures and will be equipped with necessary medical supplies to handle common medical emergencies.
- 4.2 In the event of a medical emergency, the clinic staff will follow established protocols, including notifying parents or guardians, contacting emergency medical services, and administering appropriate first aid until professional help arrives.
- 4.3 The school will maintain emergency contact information for each student, updated annually, and readily accessible to authorized staff members.

5. First Aid:

If a student receives first aid treatment at school, he/she will be issued a School Clinic Form detailing the injury and treatment received. The nurse will advise parents to seek further medical advice if they have any concerns after receiving



first aid treatment at school. First aid boxes are located throughout the school. It is the school Nurse's responsibility to check and replenish the boxes.

6. Medication Administration:

Medication will be administered by the school nurse in emergencies. If medication is requested by the pupil or a parent, the school Nurse will follow a strict protocol.

- Signed / verbal permission to be obtained by the parent or guardian (telephone permission is acceptable).
- The nurse will ask the student / parent if any medication has been taken within the last 24 hours.
- All information will be filled up in on the School Clinic form and a copy sent home to parents.
- All medication given requires a signature from the parent and the school nurse.
- If a student requires their own prescribed medication in school for any reason, they must Keep it in the nurse room.
- Clearly label the medication - students name, dose, date and times to be given.
- The parents must complete and sign a Medication Administration Form available from the nurse's room.

7. Communication with Parents/Guardians:

7.1 The clinic staff will maintain open and regular communication with parents or guardians regarding their child's health concerns, medical needs, and any incidents that occur within the clinic.

7.2 Parents or guardians will be promptly informed of any significant health-related incidents or emergencies involving their child while at school.

8. Health Promotion and Education:

8.1 The clinic staff will actively participate in health promotion initiatives, such as organizing health education programs, promoting healthy lifestyles, and providing resources on various health topics.

8.2 The clinic will collaborate with teachers and other school staff to integrate health-related education into the curriculum, fostering a culture of well-being within the school community.

9. When a student should stay at home, and will be sent home?

- Covid / Corona Virus.
- Influenza.
- Fever - above 37.5 (high)
- Vomiting: must not return to school for 48 hours after the last episode of vomiting, to prevent cross infection.
- Diarrhea: must not return to school for 48 hours after the last episode of Diarrhea, to prevent cross infection.
- Impetigo: children can return after 48 hours of starting treatment.
- Conjunctivitis: children can return after 48 hours of starting treatment.
- Severe headache along with sensitivity to light.

- Unknown rashes.
- Parents should be aware of their children's medical status before sending them to school.
- Any other reasons are at the discretion of the school nurse.

10. Emergency Procedures for injured or serious illness

When a student becomes seriously unwell or injured during school hours, the school nurse will be telephoned.

- The school nurse will assess the environment to ensure safety for the injured / unwell student and by standers.
- The nurse will carry out her medical assessment.
- If an ambulance is required, it will be called by the school nurse as soon as he/she has made that decision.
- The school nurse or a member of Administration will inform the parents or guardian, of the incident and inform them if an ambulance has been called.
- If an ambulance has been requested and the parents or guardian is not present, a member of staff will accompany the student to hospital and not the nurse.
- The nurse will stay with the injured/ill student until the ambulance arrives.
- The nurse will give a full medical hand over to the ambulance team.
- An incident report must be completed and kept as a reference.

11. Head Injuries

Children often bump their head; in most cases they have minor injuries and do not require any medical intervention. Very rarely children can suffer a serious head injury and do require medical assessment. If your child bumps their head during the school day. Harvard American School will follow at strict Head Injury Procedure.

- All children that have bumped their head must be assessed by the school nurse in the first instance.
- The nurse will carry out her professional observations.
- The observations will be repeated after 30 mins.
- If the school nurse has no concerns about the child's health, she will inform the parents of the injury and observations carried out and will redeem them fit to return to class with the parents or guardian permission.
- The student will be sent back with form – informing the teacher and parents of the injury and advised to observe the student. If there are any concerns from the teacher after the students has returned to class, they must be brought back to the nurse immediately for further observations.
- If the nurse is concerned after making her assessment, she will inform the parent and ask for the student to be seen by a specialist.
- All head injuries assessments are recorded and a first aid report clearly reporting a head injury is sent home with parents.



12. Head lice

Head lice are very common especially in Primary schools; please report a head lice outbreak in your family as soon as possible to the school nurse. When the nurse receives a report of headlice she will issue a head lice letter to all the parents in that class. The letter will inform the parents there has been an outbreak of head lice and requesting all parents to checks their Childs hair to prevent lice spreading. The school nurse will also send out an up-to-date information sheet explaining what lice are, how they can be treated and how to prevent them in the future.

13. Hygiene Control & Cross Infection Guidelines

It is important all staff and outside providers follow correct cross infection & hygiene guidelines to ensure a safe environment for all pupils and staff. Schools are at a higher risk of cross infection due to the population and time spent at school. We can't stop cross infection we can educate all pupils and staff to prevent or lower the risk. If you require more information on the 'schools hygiene control & cross infection procedure. Please contact the school's nurse.

14. Crutches and Wheelchair Use

Students are only allowed to use a wheelchair or crutches in school with a signed medical certificate. Students can only use the school elevator with permission from the school nurse. If it is agreed with the school nurse, she will issue the student with a dated 'elevator pass' (start and end date).

15. Nut-Free School

Owing to the number of students having allergies to nuts, H.A.S. has a strict **NO NUT POLICY.**