



المدرسة الآسيوية الدولية الخاصة ASIAN INTERNATIONAL PRIVATE SCHOOL

Approved by the Ministry of Education-UAE-Affiliated to the Central Board of Secondary Education, New Delhi
Member: Council of the C.B.S.E Affiliated Schools in the Gulf

CLINIC POLICY

1. Rationale:

Asian International Private School recognizes the need for all staff, parents and Students to be aware of the Clinic Policy. The health and safety of all the students who learn at our school are therefore of fundamental importance.

2. Aims and purposes:

Develop an integrated and sustainable health care system that ensures the delivery of comprehensive and excellent service to achieve the highest international Levels of health care for individuals and society, in compliance with **HAAD rules**.

3. Guidelines and regulations:

To achieve this we would like to make you aware of the following guidelines and regulations so that you can understand how the medical services operate at Asian International Private School.

4. Student Privacy and Rights:

- ✦ Student should be treated with respect, consideration, and dignity.
- ✦ The student has the right to privacy and confidentiality.
- ✦ Student or his/her guardian should be given the opportunity to participate in decisions involving the healthcare provided when such participation is not contraindicated.
- ✦ Student or his/her guardian has the right to refuse any treatment and be advised of the medical consequences of that refusal.

Facilities and Personnel:

There is a well-equipped clinic in the school with two full-time registered nurses. First Aid kits are available at different locations of the school campus to provide optimal care in case of emergencies. In case of emergency or illness, the clinic staff will provide parents with a Provisional diagnosis; without the availability of diagnostic facilities, it is not possible to make a definitive diagnosis. Additionally, the clinic staff provide health education and vaccination services.

5. Handicapped Accessibility:

In compliance with the federal law number 29 for 2006 regarding Special Needs Rights, each school clinic facility shall be made accessible to accommodate disabled individuals. The following handicapped requirements are mandatory:

- ✦ Handicapped parking within or near the school premises.
- ✦ Wheelchair ramps within the school building.
- ✦ Accessible physical examination room.
- ✦ Handicapped-accessible rest room within the school building Special arrangements shall be made to see patients if the facility cannot be made handicapped-accessible.

6. Students' Records:

Students' Personal Records are prepared in accordance with HAAD requirements, and handled confidentially at all times. A personal file is regularly updated for each



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student where all scheduled vaccinations, annual check-ups (height, weight, BMI, BMI percentile, 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 screening campaigns during the school year (i.e. eye tests, dental check-ups). Parents will be notified in advance about any forthcoming screening that a child may be involved in. Parents are required to submit their child's Medical Fitness Form, which should be completed by their family Physician or Pediatrician.

Parents are required to provide the school with updated vaccination records (original immunization record) for their child/children; otherwise the school will not give your child any vaccination). Vaccinations are usually scheduled twice per an academic year. A notification will be sent to parents 14 days prior to the actual date of vaccination. Parents will be asked to sign a consent form and return it to the clinic within 7 days prior to the date of vaccination. Should the parents choose not to have their child/children vaccinated at the school, they are required to fill **the refusal form of vaccination in the school** and provide an up-to-date copy of their child/children vaccination records and inform the school if a child receives any vaccinations outside the school.

7. Medical Reports and Medical Alert Forms:

A medical report must be submitted to the school where there is any change in health condition or a new medical condition for a child. Changes in certain health conditions may impact the wellbeing of the student and any treatment given by the clinic.

If a child has a pre-existing condition, the school clinic needs to be notified in advance. An Emergency Alert Form should be filled from parents/guardians for those students who might experience such medical emergencies as allergies, convulsions, anaphylaxis and diabetic emergencies. Additional members of staff who are in contact with such students will be notified about a child's pre-existing condition and trained accordingly.

8. Administering medications:

The school clinic has its own supply of HAAD schools approved medications which are necessary to maintain the student health in the school, and those needed in the event of an emergency.

Prior to administering of any medication to a primary school child, parents will be notified and verbal consent will be obtained.

Parents of secondary school students will be notified when a student visits the school clinic repeatedly with the same complaint.

Analgesia (pain relief medicine) will not be administered to the same student more than three Times /a week without parental consent. Students may receive such medications as Paracetamol, Ponstan, Advil, etc. several times during a term if required.

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



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If a child needs a medication to be administered during school hours, a doctor's prescription needs to be obtained and written request should be filled from parent/guardian for administration of medication in the school. Medications should be delivered by the parent/guardian to the clinic and can be collected at the end of the school day or at the end of the prescribed course. Where a child travels to school by the school transport, medications can be handed over to the bus Assistant with a copy of the prescription and assigned note from the parent/guardian.

Medication that needs to be refrigerated at all times must be transported with an ice pack rather than

Ice-cubes. Medications must be sent in their original packaging and should be clearly labeled with the student's name, required dose, timing and route of administration and duration, and the medication will be recorded in the student's health file. If a medication has been administered in the morning, a note should be sent to the clinic. Medications that are dosed twice daily should be administered by parents at home in the morning and after the school hours. All medications will be returned once the course of the prescribed treatment is completed.

For those students who need to receive regular doses of a prescribed medication (i.e. Insulin, Asthma inhalers, Nebulizers, Eye drops), a consent form needs to be completed which specifies name of the prescribed medication, required doses and timings. The consent form must be updated accordingly in case of any changes.

For children with illnesses such as anaphylaxis, asthma, epilepsy or Type 1 diabetes, the emergency medications (such as Epi-pen, Glucagon, Nebulizer solutions, Asthma Inhalers and Diazepam) must be stored in the school clinic. The medication should be carefully labeled with the student's name, route of administration and a required dose.

9. Fever Cases:

Children with a temperature above 37.7 C should be rested at home. If a child develops a fever during the school day, parents will be notified to collect their child as soon as possible. A child with the raised temperature will not be sent home on a school bus. Children may return to school if they are afebrile for 24 hours without using fever-reducing medications such as Calpol, Adol, Advil, Ibuprofen, etc.

In case of extremely elevated temperature or if the child has a history of febrile convulsions, the clinic staff will immediately medicate the child and begin sponging or bathing him/her to reduce the intensity of the fever. Parents will be required to come to school immediately.

10. Infectious Disease:

The HAAD has clearly documented guidelines for those conditions which require exclusion from the school. The conditions commonly seen are: Conjunctivitis, Chicken pox, Gastroenteritis, Hand Foot and Mouth Disease or any infectious disease. However, the list is not limited to the above mentioned conditions.

If a student develops vomiting and/or diarrhea, he/she should be seen by a doctor and rest at home for the duration of illness or if necessary admitted to the hospital.



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The time period for each condition varies, so we request that a child receives proper care at home as long as it is needed, upon returning to school, a certificate from the attending physician or pediatrician must be provided (referral back form). If the child returns to school prior to the completion of the recommended isolation time, parents will be requested to take their child home.

11. Accidents and Emergency:

In case your child requires emergency treatment efforts will be made to contact the parent/guardian. If contact is not possible, the school doctor will administer appropriate emergency treatment and if needed an ambulance will be called to transfer the child to the hospital. The school principal and health and safety committee will be informed.

12. Off-campus injuries and recurrent complaints:

Injuries incurred after or before school hours and those incurred off the school campus will not be attended to at the school clinic. Parents will be notified and the recommended action advised.

Students often present themselves with the same complaints for several days. We aim to provide the optimal care, however it is to be noted that we are not a referral center or a walk-in clinic. Children should be taken to their treating physician.

13. Communication with parents:

- ✦ Parents will be notified by telephone.
- ✦ 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.
Clinic staff can be contacted by telephone in case of emergency or email can be sent to the school doctor. Parents may also come and meet the school doctor at any time.

14. Medical Forms:

Prior to your child's admission to the school you will be required to complete the medical forms available in the clinic and on the school website. It is important that the school is made aware of any medical condition that your child has or if they are receiving any medication.

For conditions that require emergency care (asthma, allergy, diabetes and epilepsy), action plan forms are available in school clinic. Please update the clinic of any change in your child's medical/ surgical history and of any change in your contact details.

Handwritten signature



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