



# Newton British School Muraikh

*An International community of learners striving for excellence and celebrating success*

## First Aid and School Clinic Procedures Policy

### Introduction

The health and safety of students at Newton British School-Muraikh is our priority. The school clinic is well staffed with a nurse who is registered and licensed with the QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS(QCHP). If children are unwell while at School, they will be cared for at the clinic until collected by a parent or guardian. The school nurse provides first aid to sick and injured pupils during school hours and during the after school activity time on the school campus. The clinic administers medicines and refers pupils 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. Our aim is that we abide by the guidelines in this policy which is used for the prevention of infection within the school. We endeavour to work in partnership with our parents to meet the aims set out in this policy and the best interest of the child is considered at all times.

The aims of this policy are:

- For parents to be aware of how to notify the school if children, who normally attend the School have been unwell and will not be attending on that day.
- For staff to know what to do if they suspect a child is unwell or has an infectious disease.
- To give guidelines for communicable diseases and illnesses within the School and the actions to be taken.

### Medical Care

Though children will normally obtain medical care from their family medical doctor, we hold medical information of all our pupils in order to ensure that we can provide appropriately for their needs, and look after them if they are injured or if they have had an accident. Parents are required to complete and return the Medical Forms that are sent home with their report at the end of each session/enclosed with other admission documents before children join the school.

### Medical Examinations

The Supreme Council of Health established certain programs that will help in your child's health and development. An e-mail will be sent to the parents regarding their consent for these examinations:

- Annual Eye Screening
- BMI (Height and Weight) Monitoring

### Medical Reports

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

If your children have a pre-existing condition such as diabetes, asthma, and/or allergies, the school nurse must be notified.

## **Policy on Injury**

The safety of our children is our utmost priority, however sometimes accidents do happen and we follow the following procedures when dealing with such a situation:

- The nurse will assess the extent of injuries and will carry out the necessary first aid procedures.
- In case of injury, such as head trauma or a fall from a high place, the nurse will inform the parents or guardian after appropriate first-aid treatment administered and provide them with an Accident Form; if necessary, the nurse will call for medical support or ambulance (999).

### **Off-campus injuries and recurrent complaints**

During school trips, a first aider/s is/are always present to give care to students that require treatment.

Injuries incurred after school hours can still be attended if the school nurse is still in the clinic. Parents will be notified and the recommended action advised, when necessary.

How to notify the School if children, who normally attend the School have been unwell and will not be attending on that day:

- If a child is unwell and will not be attending school parents are required to contact the School reception –Tel# 66477410
- If a child has been unwell on the previous day or night parents are required to inform the teacher when dropping off the child or visit the nurse in the clinic.

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 health center or a walk-in clinic. Students should be taken to their preferred physician for the required treatment to be done.

## **Communication with Parents**

- When a child is unwell, he/she is given a “Notification of Treatment” slip from the teacher in order to let the child go to the nurse. After which, the nurse will give the necessary treatment and completely fill-up the slip. The slip will then be given to the child to be shown to their parents, to keep the parents informed of any illness/ health-related complaints that the child is having while in school.
- Parents will be notified by telephone and/or email if needed.
- Clinic staff may contact parents if they need to obtain 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. 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.

## **Policy on Administration of Medication**

- Prior to admission the parents are required to submit a signed consent form stating which medicines can be administered by the clinic staff. The form can be acquired from the school reception. The clinic is well stocked with necessary medicines which will be dispensed to those in need after parents have been contacted.
- If medication has to be given during school hours, a doctor’s prescription is required with the medicine in original packaging, well labelled with the name and class of the child, the dosage and the timing.

The parent/guardian should deliver the medicine to the clinic and sign the consent form available in the clinic. Children who have been prescribed a course of anti-biotic will not be allowed to attend school until 24 hours after commencing the course. This is to allow time for the anti-biotic to take effect and to ensure there is no adverse reaction to the medication. Clinic staff must check the prescription date on the medication when accepting it.

- If your child has a condition such as allergies, asthma, epilepsy or diabetes, please provide labeled emergency medicine (Epi-pen, inhalers, anti-epileptic, Insulin, etc.) to the school clinic.
- Children are not allowed to carry medicines (with the exception for asthma inhalers) in their bag and should only take medicine in supervision of a school nurse.

### **Medical Forms**

- Prior to your child's admission to the School you will be required to complete the medical forms available in the clinic along with his/her vaccination record. The nurse will check the vaccination record and let parents know if any vaccination of your child is due
- It is important that the School is made aware of any medical condition that your child has or if they are receiving any medication. Please update the clinic of any change in your child's medical/surgical history or any recent allergies discovered and of any change in your contact details.

### **Sickness Policy/ Fever**

- Children with a temperature above 37.5 C (99.5F) should be rested at home. 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 if they are Afebrile for 24 hours without using fever-reducing medications such as Calpol, Panadol, and Advil etc.

### **Contagious illness**

- The Supreme Council of Health (SCH) 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, Measles, Mumps etc. 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.
- 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 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 nurse.
- If the child is still considered to be a possible source of infection, parents will be asked to take 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
- Vomiting and diarrhea (return to school only when symptom free for at least 24 hours)

### **Sending students to the clinic**

- In order to minimize the crowd in the school clinic we issue a nurse's pass to each class along with plasters for Early Years F1 and F2, year 1 and 2. For minor scratches. In this way we can provide better care for those students who really need immediate attention.
- These passes are provided to staff who are on duty for breaks. Teachers will be informed of treatment given through access to the nurse's notes.

### **Head lice Policy**

Head lice inspection is carried out by the school nurse every term. Parents will be informed when the health screening will be done. If a child has live head lice or eggs, parents will be notified and the child will be sent home to start the treatment to prevent infestation. Students can only return to school once the school nurse has confirmed that all head lice and eggs have been removed. Head lice inspection will also take place as needed anytime during the school year.