



## **CLINIC POLICY AND GUIDELINES**

### **Location and School Timings**

The school clinic is situated on the ground floor next to the main reception and before the Early Years Foundation Stage entrance. It is staffed by two qualified HAAD licensed school nurses. The clinic opens from 07:30 am to 2:15 pm from Sunday to Wednesday and 07:30 am to 12:45 pm on Thursdays. On ECA days, the clinic is open until 3:30 pm. Annual screening checks are mandated by HAAD and SEHA and data is gathered and submitted as part of population monitoring. Students will be offered vaccination in line with the UAE vaccination schedule.

The school's nurses are Jovita Quintana and Mark Tibayan, can be contacted on extension 523.

### **General Information**

Our nurses take great care to assess minor student complaints, determine the severity of an illness or injury that occurs during the school day. Our nurses' work in partnership with local hospitals, dentists' initial care for emergency health situations that arise during the school day. The nurses do not diagnose illnesses but will initiate contact from the local hospital to receive medical instruction from doctors and paramedics.

Parents should note that the clinic is not to be used as a replacement for your personal or family doctor or healthcare provider.

Should the nurses determine that your child should be sent home due to an illness or injury or that they require further medical attention, the nurses will contact the parent using the numbers provided on the **Student Health Form** or school internal system.

### **Student Health Forms**

Each GEMS Cambridge International School student is required to have a Student Health Form on file. This form must be completed annually and kept on file in the clinic. **It is the responsibility of the parent/guardian to notify the clinic if the health needs of their child has changed.** This form alerts us to your child medical health history such as allergies, medical conditions or physical limitations. It also authorises us to treat and administer certain over the counter medications should you child become ill or injured during the school day. Any student who does not have a current Student Health Form must visit the clinic and acquire the forms. **It is important that personal details and contact numbers are always kept up to date; please notify us immediately of any changes.**

### **Medication**

Medication should be administered at home rather than school whenever possible especially if the medication has been prescribed by the family doctor. If your child's medication needs to be taken during the school day, the student must come to the clinic to obtain it from the nurse. Records will be kept of all medications administered. Students are not permitted to have their medications in their possession on campus UNLESS your child falls under the following **medical conditions**, Diabetes, Asthma, or severe allergies. The nurse may allow the student to carry the necessary medications or supplies ("Supplies" refers to for example, gauze for wound dressing; vaccination needles and blood glucose machines for diabetic students. For asthmatic students, this will be inhalers or spacers).

Students who use an inhaler **MUST** provide an extra inhaler in the clinic prior to the first day of school. If a primary or secondary student carries an inhaler with them, parents must complete the **Authorisation for Self-Administration of Medication Form**. This form ensures that the child has been instructed by a physician/doctor on the use of the medication. The form also



assures the clinic nurses that parents are aware that their child is responsible for carrying their own medication during the school day.

**All prescribed medication** must be kept in the original packaging/container which must be prescribed labeled by a pharmacy. The clinic will **NOT** accept medication provided in envelopes, plastic bags or other without any medical information. We request that you ask your pharmacist to provide the parent or guardian with an extra labeled empty bottle for prescription medicines that need to be given at school.

### **Non-Prescription (over the counter) Medications**

All non-prescription medicines must be issued to the school nurse in its original packaging/container and be accompanied with the **Authorisation for Self-Administration Medication Form** or provide a written request signed by the parent/guardian. A doctor's signature is not required.

The clinic will **NOT** accept medication provided in envelopes, plastic bags without any medical information. The request must include:

- Student's full name
- Year group and section, name of the class teacher or Form Tutor
- Name(s) of medication (please ensure that it is spelt correctly)
- The dosage amount to be administered
- The timing(s) of day the medication is to be given
- Reason(s) medication is to be given
- Length of time medication is to be administered

The following over the counter medication are stocked in the clinic. They are also listed on **the Student Health Form**. These medicines are:

- **Adol Suspension** - administered for Fevers
- **Panadol - (Infant & Baby)** - administered for Fevers
- **Panadol (5 to 12 Years old)** – administered for Fevers
- **Reparil Gel** – administered for Anti-Inflammatory relief
- **Medigel** - administered for Burns and Mouth Sores
- **Antibiotic ointments and other Topical Medications**

The above medication will only be given if permission is indicated on the completed Student Health Form. No other OTC medications will be given, unless the medication is provided by the parent/guardian, with the completed Authorisation for Medication Form. There are **NO EXCEPTIONS** to this policy.

### **Student Illness**

We ask that you do not send your child to school if they are sick. Here are a few guidelines parents should follow:

- **Temperature:** if your child has an elevated temperature of 100°F/ 37.5°C and over, they must remain at home.

Your child must be fever free without taking any medication for **24 hours** before returning to school. If your child visits the clinic during the school day and has a temperature 100.2°F or higher, the nurse will call the parent or guardian to pick up the child immediately.



- **Diarrhea:** If your child has diarrhea that cannot be controlled, they should remain at home until the family doctor has provided a medical certificate confirming their fitness to return to school. If your child visits the clinic during the school day with diarrhea, the nurse will contact the parent or guardian to pick up the child immediately.
- **Vomiting:** If your child is vomiting, do not send your child to school. They must not have vomited for **24 hours prior** to returning to school. If this is not the case, please keep your child at home. If your child visits the clinic during the school day vomiting, they will assess the regularity of the vomiting. If vomiting continues, the nurse will contact the parent or guardian to pick up the child immediately.
- **Contagious Diseases:** If your child has been diagnosed with or is showing symptoms of a contagious disease, they must remain at home until the family doctor or healthcare provider has provided medical documentation to the school stating that the child is clear from the disease(s) and is fit to return to school to join the school population.

The following are such examples of a contagious disease:

- **Strep Throat**
- **Conjunctivitis (Pink Eye)**
- **Impetigo**
- **Ringworm**
- **Head Lice**
- **Skin Rash**
- **Leaking/Drainage from ears**
- **Nasal Drainage and;**
- **frequent uncontrollable cough**

In case of your child having a contagious diseases such as **CHICKEN POX MEASLES** and other alike contagious disease, these must be reported immediately to the clinic and your child must not come to school to prevent the spread of the disease.

If your child exhibits any of the above illnesses during the school day, the nurse will the parent or guardian to pick up the child immediately. If the parent or guardian be reached within a reasonable amount of time (2 hours), the clinic will then contact the emergency contacts provided on the Student Health Form.