



MEDICAL POLICY & PROCEDURES

(Old Airport Branch)

1. Purpose

American Academy School's top priority is for the promotion of health and safety of our children, staff and visitors. It includes actual and potential health problem intervention.

The school provides qualified and trained employees, provide all necessary medical equipment and maintain an adequate supply of first aid medical supplies.

2. Scope

The policy applies to all schools.

3. Policy Statement

Medical Staff Responsibilities

American Academy School provides a high standard of healthcare to all students and staff members. They are available throughout the school day for First Aid and on the spot emergency care. When a student is injured or feels unwell at school, the nurse will be responsible for caring for the student until he/she is collected from school by a parent or guardian, the nurse will inform parents of any illness or injury and care given during the school day. The school coordinator is responsible from providing up to date health care training to all staff, promoting Health Guidelines.

First Aid

If your child 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 responsibility to check and replenish the boxes.

4. Procedures

Location	Room	First Aiders:
Administration Office		Mr. Karam Kazaal
Science Laboratory		Ms. Hadeel Hamaty
Gym Hall		Mr. Amin Faraj
KG Area		Ms. Sandra
Primary Area		Ms. Ola Abdullah
Secondary Area		Mr. Wurud AlYassin



School trip and Excursions

It is a requirement that at least one member of staff has received in house first aid training on all school trips or excursions. The school nurse will supply a fully stocked first aid box and updated medical file. The first aider must report any injuries to the nurse when returning to school.

Medication Policy

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 School Clinic form and a copy sent home to parents.
- All medication given requires signature from 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 parent must complete and sign a Medication Administration Form available from the nurse's room.

When a student should stay at home?

- Corona / Covid Symptoms
- 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 medical status before sending to school.



Reasons children will be sent home from school

In an event of a child feeling unwell during school, the school nurse will assess and decide to send children home. Children with highlighted illnesses will be sent home as a policy.

- **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.**
- Any other reasons at the discretion of the School nurse.

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.

Head Injuries

Children often bump head, in most cases they are 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, American Academy 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 with the child's health, she will inform the parents of the injury and observations carried out and will deem them fit to return to class with the parents or guardian permission.
- The student will be sent back with form – informing the teacher and parent of the injury and advised to observe the student. If there are any concerns from the teacher after the student 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 injury assessments are recorded and a first aid report clearly reporting a head injury is sent home with parents.

Ongoing conditions

American Academy School has a fully supportive network for students with ongoing medical conditions. In cases of students with chronic illnesses such as diabetes and asthma the school nurse will discuss the medical needs with the parents and develop an individual care plan.

- It is the school nurse responsibility to educate all staff on individual care plans & what to do in an emergency.
- All control medication is kept in the nurse' office at all times.

Caring for a member of staff

American Academy School makes it a priority to care for its entire staff. Staff can report any medical concerns to the school nurse, advice will be provided, and referrals can be made if necessary. Staff must provide medical information to the school nurse detailing their medical conditions if any. All staff medical records are Private and Confidential but if the school nurse has professional health concerns with a member of staff, she must report her concerns to the School Administration.

Emotional Problems

If a student appears unhappy in school, it is our responsibility to help with the situation. Some students just need someone to talk to but if the school nurse feels there is an underlying problem, he/she will refer the student to the learning support department/ Social worker. The nurse will give a full handover of her concerns and learning support will take the next necessary steps needed. In some cases, we will refer the student to our School Counsellor with full permission obtained from the parents or guardian.



No Nuts Policy

Due to the number of students and staff having allergies to nuts, has a strict NO NUT POLICY.

Healthy Food

The school is committed to the health and welfare of all pupils it will therefore promote a healthy eating policy. The school nurse is incorporated into the school education curriculum to support healthy eating.

Crutches or 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 lift with permission from the school nurse. If it is agreed with the school nurse, she will issue the student with a dated 'lift pass' (start and end date).

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.

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 schools Health Coordinator.