



# Health Policy

## **Mission:**

The primary mission of the Arcadia Preparatory School Nurses is to assist students and improve their health status. The clinic is located within the school to promote wellness and disease prevention by early identification of health problems. Through nursing assessments and screening programmes, school nurses help parents to be more informed about their children's health status and prevent students' health problems by promoting the well-being and academic success of all students.

## **Illnesses/Diseases**

- Illness that occurs before attending the school must be treated by the parents. Students with a body temperature of **38.5 ° C** or above should not be sent to school and should remain at home.
- If the child develops a fever during the school day, parents will be requested to pick up their child as soon as possible. If a student reaches a fever of **39 ° C** they are not allowed to take the school bus to go home and parents must pick him/her from the clinic. The student may return to school after 24 hours when the fever has subsided without the need to take antipyretic medication.
- Students suffering from vomiting or diarrhoea should not be sent to school and should remain at home throughout the illness. If these symptoms develop at school, parents must pick up their child from school. Students will not be sent home by school bus.
- If a student complaint more than once about the same problem, parents should be notified.

## **Major or Minor Accidents**

- For minor accidents such as,....., the nurse initiates first-aid treatment and informs the parents via telephone on the severity of the injury.
- For major accidents such as wound lacerations, bone fractures and ...etc., first-aid treatment will be given to the injured student and the parents will be notified as soon as possible via a telephone call. Parents will be advised if their child needs to go to the hospital and be informed if an ambulance should be called. If the parents do not wish for an ambulance to be called, they are requested to take their child to the hospital of their choice. A photo of the injury will be taken before the student leaves for hospital.
- For life-threatening, major accidents, the injured child will be transported via ambulance. Parents will be notified as soon as possible.

### **Following-up Students' Status**

- Students who are sent home due to sickness or injury during school will be followed up by one of the nurses. Follow-up on the child's current condition should take place on the following day. A medical report will be requested upon the student's return to school, as needed.

### **Medical Conditions with Special Treatment**

If the child has an existing medical problem, the school nurse must be notified.

For students who have special cases such as recurring migraines, asthma, diabetes, allergies and any other illness that needs special medication and management, parents must communicate with the nurses and must fill in the school Individual Health Plan (IHP) form. Parents must also provide specific medication to be kept in the school clinic with student's own doctor's prescription. Medication must be sent with the original packaging. Parents will be notified if the medication is about to expire and they will be requested to replace with new medication.

### **Medication to be Taken During School Time**

- Parents must inform the school nurses if their child needs to take medication during school hours. They must provide the name of the drug, its dosage and time the medicine will be given.
- The nurse is not allowed to give medicine without a doctor's prescription.

### **Health Examinations and Screening**

- Medical check-ups for students are conducted by the visiting school doctor. Parents will be notified in advance prior to medical screening. The doctor's finding will be sent immediately after the check-up., All student's medical files are safely handled and confidential.
- Prior to the medical visit of students with the school doctor, their height and weight will be measured, BMI will be calculated, and eyesight (visual acuity) will be assessed. A written informative paper will be given to the parents if the child needs further medical evaluation with an eye specialist.
- For the foundation stage, an email will be sent suggesting a visit to an eye specialist.
- A health report will be given to the parents of the child after the medical visit.

### **Documentation**

- Every child who visits the clinic with a complaint will be documented in a log book and in the child's file. Details will be written such as name, class, complaints and nursing intervention. Records are also stored electronically.
- The school nurses Inform the reception staff if any student is unwell and going home.
- The school nurses will call the parents before administering any medication even if a consent was signed by the parents
- Each student has a medical health record file which is kept in locked storage and sorted according to their designated classes. The medical health record file is strictly confidential.
- All medication and medical supplies expiration dates are documented.

- Refrigerator temperature is daily monitored and checked.

### **Communication to Supervisor and Principal**

- All major incidents, accidents, illnesses and cases of contagious diseases must be reported immediately to the higher management.
- Students who frequently visit without any medical complaints will be reported to the nurse's respective supervisor or the school principal.
- A clinic report will be sent at the end of the month to the school management team.

### **Vaccination**

An updated vaccination record is required to be sent to school. The school will not administer vaccinations.

### **Nutrition**

- The school nurses encourage children to have healthy foods in their lunch box. Unhealthy foods such as junk foods, sugars and processed meat is discouraged. To maintain the freshness of food, it is recommended to put an icepack inside the lunch box.

### **Health Education**

- The school nurses provide health education: hand washing, nutrition, health, oral hygiene etc. To conduct health education, the principal will approve the proposed topics and which age group will participate.