



Title	:	School Clinic Policy
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School Clinic Policy

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1. Scope:

Wise Indian Academy established the Clinic Policy Manual to provide written guidelines to be used within the school clinic. These policies are intended to keep in line with the Ministry of Health requirements in order to create consistency in the day-to-day operation and other internal requirements of the School.

2. Objective:

Provides preventive health services to improve students physical, mental and psychological health and social growth. To promote health education program to improve the health and awareness of students and staff.

3. Clinic service categories

Daily medical services:

- A general consent form must be signed by the parents /guardian for each child.
- This includes all illness or injuries that require the medical service.
- Treat all fever cases with paracetamol even if the parents were unreachable.
- Parent/guardian permission is mandatory in case an antipyretic other than paracetamol or any systemic (oral, anal or inhaled) medication will be administered.
- After the nurse has called the doctor, the doctor will be responsible for managing the patient.

Known chronic disease:

- Treat all medical information as confidential and ensure sensitive data is not shared.
- Enter all positive known chronic illnesses for new joining students on the school data system.
- Please attach detailed medical report and treatment plans and attach it to the student's file.
- Send a letter for all renewed students to update their medical status at the start of every year. To use in updating the system and student medical file.
- Keep all daily or emergency prescribed medications in the clinic, check at the start of each term the expiry dates, and inform parents when it is the time to replace. Use the check list form.
- Regular scheduled follow up by the school doctor.
- Send a list of student names who has known chronic illnesses to the supervisors/directors, and update it as soon as a new case is discovered or admitted to school.

4. Accidents and emergency

Definition:

Emergency medical conditions involve immediate onset of symptoms, including pain, severe enough to lead a cautious professional (nurse/doctor) with an average knowledge of health and medicine to decide that immediate medical attention is needed.

- Update the emergency numbers and principal number each year.

Ambulance: 998

- If a student is injured the teacher should immediately inform the nurse
- Teachers/bystanders should not try to intervene if they do not have proper first aid training.
- The Supervisor/ teacher should clear the area of students and wait with the injured person.
- The phase nurse/ doctor shall lead the response to the situation and be responsible for delegating tasks if needed.

Medical team protocol:



- The Medical team (nurse / doctor) will take the First aid box and the required medical equipment according to the medical condition.
- The Medical team (nurse / doctor) will assess the victim and apply necessary first aid procedure on location.
- The Medical team (nurse / doctor) should not move the victim to the clinic unless it is safe.
- The Medical team (nurse / doctor) will decide if the victim needs to be transferred to the hospital by an ambulance or by his/her guardians

Ambulance protocol

- Inform the parents/guardians of the student that an ambulance has been called.
- The nurse/ doctor will perform first aid and stabilizes the victim before calling the ambulance.
- All necessary medical information regarding the victim's current condition and past medical history should be ready to be shared with paramedics.
- Monitor the victim until the ambulance arrives.
- If you were unable to reach the parent/guardian earlier, then call again. Keep calling them until they reply and are informed.

Call the ambulance for the following confirmed cases and follow the ambulance protocol:

- Severe head injuries.
- Confirmed fractures
- Severe bleeding
- Unconsciousness
- Diabetic emergencies
- Severe eye injuries
- Severe hypertension (reading being above 180/120)
- Others.... According to the doctor's judgment.

Reporting Accidents

- All accidents are to be documented on the nurse register
- An incident report must be sent to the doctor, director and principal through email.

5. Procedure for sending students to the clinic

If a child gets sick or is injured during the school day, he or she should go to the school clinic through one of the following procedures:

- With an assisting teacher/ teacher in KG.
- Using clinic pass from grade -1 onwards.

After consultation with the school nurse and after satisfactory first aid has been provided to the student the nurse would recommend one of the following:

- Student is fit to return to the classroom.
- Student is too ill to remain at school; in such case, the nurse in charge would contact the parent or guardian and advise them to collect the child from school and inform the principal.

6. Medication prescribed and administered by school nurse/doctor:

- Parents/guardians should be notified before administration of any medicine.
- Any medication given to a child must be recorded in the clinic referral form and a copy given to the child to take home for his parents' acknowledgment.
- Do not give medications to students upon request from teachers.



7. Student's medical report (File):

- All medical information is confidential and information in the student file are not to be shared unless there is true medical or safety need to do so.
- Send a letter for all renewed students to update their medical status at the start of every year. To use in updating the system and student medical file.
- At the start of each year parents should fill and sign the required pages on the student medical file if required
- The nurse will follow up with parents to return the files. Teachers/supervisors will help the nurse in collecting the file back from students.
- Nurses will perform height, weight, BMI and vision check for all students.
- By the end of week 2 of term 1, each student should have a file and grouped according to the most updated class list.
- All files should be ready and up to date by the end of month in terms of recording each student's height, weight, BMI and visual acuity.

8. Infectious illness:

An infectious disease that is spread through contact with infected individuals.

- Isolate the student in the clinic.
- Document the cases in a record and check if the positive cases have siblings in school.
- Inform the nurse in charge about siblings of positive cases to be checked at the same time.
- Fill the reporting form of preventive medicine (check appendix) and send it to them.
- Some diseases are notifiable on daily basis and some are on weekly basis. Check the form and send reports accordingly.
- Follow up with the positive cases and the students who were in close contact (coordinate with the class teacher/supervisor).
- Follow the CDC chart below for isolation periods.

Disease	Isolation
Chickenpox (Varicella)	2 days before rash until all sores have crusts (7 – 10 days).
Fifth disease (Erythema infectiosum)	7 days before rash until rash begins.
Hand, foot, and mouth disease	Onset of mouth ulcers until fever gone.
Impetigo (strep or staph)	Onset of sores until 24 hours on antibiotic.
Measles	4 days before rash until 4 days after rash appears.
Roseola	Onset of fever until rash gone (2 days).
Rubella (German measles)	7 days before rash until 5 days after rash appears.
Scabies	Onset of rash until 1 treatment.
Scarlet fever	Onset of fever or rash until 24 hours on antibiotic.
Shingles (contagious for chicken pox)	Onset of rash until all sores have crusts (7 days) (Note: No need to isolate if sores can be kept covered.).
Warts	Minimally contagious.
Hepatitis A	2 weeks before jaundice begins until jaundice resolved (7 days)
Diarrhea, viral (Rotavirus)	Contagious until stools are formed. Stay home until fever is gone, diarrhea is mild, blood and mucus are gone, and toilet-trained child has control over loose stools.
Diarrhea and vomiting / gastro-enteritis "food poisoning": • Campylobacter,	Until 48 hours symptom free and the child feels well.



• Cryptosporidium • Dysentery • E.coli • viral gastroenteritis • Giardia • Cholera • Salmonella	In the under 5 years or persons with doubtful hygiene, 2 negative stool specimens are required for Dysentery, E.coli, viral gastroenteritis, Giardia, Cholera and Salmonella before return to nursery or play school (3 for S.typhi or paratyphi)
Meningitis, bacterial	7 days before symptoms until 24 hours on IV antibiotics in hospital
Meningitis, viral	Onset of symptoms and for 1-2 weeks
Mumps	5 days before swelling until swelling gone (7 days)
Pinkeye without pus (viral)	Mild infection, staying home is unnecessary
Pinkeye with pus (bacterial)	Onset of pus until 1 day on antibiotic eye drops

9. First Aid boxes

Nurses are in charge of the first aid boxes, please follow the below instructions:

- Each First Aid box in school is assigned a serial number.
- Each First Aid box in school must have a check list for its contents that is pasted on it. It will include expiry dates for its supplies. It has to be clear for inspection.
- The nurse will check the assigned First aid boxes at the start of each MONTH and SIGN and DATE the check list every time.
- Do not keep any medicine in the first aid boxes, only dressing and solutions.
- There is an excel sheet on the shared folder with first aid content list, check lists and first aid location. This is updated at the start of each year and shared with the nurses.
- First aid boxes can be used by any first aider staff who are designated in the school.

Absent students

- If a student is absent for more than 1 day and the reason for absence was sickness, the supervisor should notify the nurse in charge to follow up whether the sickness is a contagious or not.

10. Clinic activities and health plans:

- The nurse will be required to perform regular or one time medical checkups.
- During clinic activities and these medical checkups (like dental checkup, head lice check, vaccination, etc.) supervisors and teachers will be informed in advance (at least 1 week before the event) and their help and cooperation will be needed.
- Health plan activities should be included in the yearly plans.

Clinic facility use by staff members:

The school health has several rules when it comes to the usage of clinic facilities.

- Clinic fridge is for the use of storing medications only; do not store any food or drinks in it.
- Clinic bathrooms are for the use of sick students and staff. For reasons of hygiene it's advised to refrain from using it.
- Clinic beds and coaches are for the use of sick students and sick staff members only and by the order of the nurse or doctor.
- For safety reasons hot water is not permitted in clinics; do not use the clinic coolers for hot water.
- Teachers should not send students to get medicines from the clinics.

Rest duration in clinics

- Students will not be kept in the clinic more than the duration of one session. In case he/she needs more rest we will send him/her home.



Trips

- Do not send any sick child on a trip.
- If the teacher notices that a child is sick, she/he should send the child to the clinic
- The nurse/ doctor will assess the student and make the determination of whether he or she can go on the trip.
- In emergency and sickness situations on the field trip, call the school nurse/doctor who will decide the need of an ambulance or to return the child back to school.
- If an ambulance was needed the supervisor will send a teacher with the child to hospital. The school nurse/doctor will call the parent and inform them about the situation.
- The director and the principal must be informed immediately in case a child is taken by ambulance.

11. Summary of nurse tasks

- Nurse have several tasks that they need to perform and below is the summary.
- Each nurse will sign the clinic policy copy each year acknowledging that they have read, understood and abide by it.
- Each nurse will sign the below list at the start of each year.

<u>On Daily/Weekly Basis</u>
<u>Clinic Setup:</u>
Maintain cleanliness of clinic
Arranging the medicines in the tray and writing open date and date of disposal on each syrup. Opened syrups should be in the fridge all time.
Preparing the Dressing trolley
checking the oxygen level
Sterilization of medical equipment
<u>Keeping records :</u>
Maintaining the record and reporting the concern for sickness and Injuries Students and Staff
Maintaining the record for the temperature of Refrigerator
Informing the parents for the health conditions of students, if they are sick, injuries happened during school hours
Entering information on incident log and reporting incident through email to principal
<u>Inspection of environment:</u>
Canteen, food served and school environment
<u>Medical service to student and staff:</u>
Taking care of the students
Monitoring the students who are Type1 Diabetic, Allergies etc
Giving First Aid for the students coming with minor injuries fractures etc
Giving Medication for students, who are feeling, fever, headache, etc
Calling parents
<u>Health education programs.</u>
Health education updates to students
Safety Check Up
<u>On Monthly Basis</u>
Preparing the reports to School health team for the Sickness, injuries & accidents
Health Education and activities
Update and Keeping the track of the inventory of Clinic, Medicines, first Aid Box
Checking the first aid boxes for the availability of medicines.



WISE INDIAN ACADEMY

CBSE AFFILIATED SENIOR SECONDARY SCHOOL AFFILIATION NO: 6630101

Checking the expiry date of medicines and replacing the expired one with new medicines
<u>Yearly</u>
Preparing and updating students' medical files (record)
Preparing and updating list of medical conditions of the students
Medical checkups (height, weight, BMI & vision test of all students).
Execute age appropriate health education programs under the supervision of the school doctor.
Execute vaccination programs according to MOH agenda.
Update the clinic license. Doctor license, your license that are displayed on your clinic notice board.
Preparing Comprehensive medical check statistics for school health under supervision of school doctor.

12. Medical waste disposal

- The school is in contract with medical waste disposal company which is renewed yearly.
- All medical waste is carefully collected and disposed through this company.
- Clinic is equipped with medical waste disposal container which is clearly labeled.
- Blood and body fluid contaminated materials are stored in it.
- Use the provided yellow bags.
- Sharp objects are disposed in sharp boxes which are disposed either 2 months after the first use or once the level of objects deposited reaches two thirds of the box.

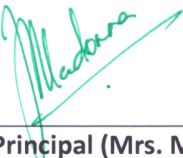
13. Student Privacy and Rights

- 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 diagnostic procedure or treatment and be advised of the medical consequences of that refusal.

Revision

Revision Date	File Name	Revision
1-Nov-2020	WIA/ADMIN-SCP/002	New policy
1-Sept-2022	WIA/ADMIN-SCP/002-1	Logo Change
20-Aug-2024	WIA/ADMIN-SCP/002-2	Reviewed
20-Aug-2025	WIA/ADMIN-SCP/002-3	Reviewed and approver's signature
20-Aug-2026	WIA/ADMIN-SCP/002-4	Reviewed and approver's signature

Approvals


Principal (Mrs. Madonna James)

