



CLINIC POLICY

POLICY NAME	CLINIC POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE EXCECUTIVE	CLINIC MANAGER	REVISED	”	”	”	”	”
RESPONSIBLE OFFICE	HSO	AVAILABLE	In the Library , Website				

RATIONALE:

1. **Promoting Health and Well-being:** A school clinic aims to promote the health and well-being of students, faculty, and staff by providing easy access to medical care and health education.
2. **Early Intervention:** It serves as a means of early intervention for health issues, preventing them from escalating and impacting academic performance.
3. **Emergency Response:** The clinic provides immediate medical attention in case of emergencies or accidents that may occur during school hours.
4. **Support for Students with Chronic Conditions:** It offers support and management for students with chronic health conditions, ensuring they can participate fully in school activities.

AIMS AND OBJECTIVES:

1. **Health Education:** To educate students about health-related issues including hygiene, nutrition, sexual health, and substance abuse prevention.
2. **Preventive Healthcare:** To provide preventive healthcare services such as vaccinations, regular check-ups, and screenings to detect health problems early.
3. **Emergency Response:** To respond promptly and effectively to medical emergencies that occur within the school premises.
4. **Support for Students:** To provide support and care for students with chronic health conditions, ensuring they have access to necessary medications and accommodations.

5. **Promoting a Healthy Environment:** To promote a healthy school environment through initiatives such as sanitation campaigns, healthy eating programs, and physical activity promotion.

PROCEDURES:

1. **Staffing:** Determine the staffing requirements for the clinic, including qualified medical personnel such as nurses or physicians, as well as administrative staff.
2. **Hours of Operation:** Define the clinic's operating hours, ensuring that it is accessible during school hours and for after-school activities if possible.
3. **Appointment System:** Establish a system for scheduling appointments to ensure efficient use of clinic resources and minimize waiting times.
4. **Emergency Response Plan:** Develop an emergency response plan detailing procedures for handling medical emergencies, including communication protocols and staff training.
5. **Confidentiality:** Ensure strict adherence to patient confidentiality laws and protocols to protect the privacy of students' medical information.
6. **Record Keeping:** Implement a system for maintaining accurate and up-to-date medical records for all students who visit the clinic.
7. **Collaboration with External Providers:** Establish partnerships with external healthcare providers and community organizations to enhance the range of services offered by the clinic and facilitate referrals when necessary.
8. **Health Promotion Activities:** Plan and implement health promotion activities such as workshops, seminars, and awareness campaigns to educate students, faculty, and staff about relevant health issues.

CLINIC POLICY DESCRIPTION: The school clinic policy outlines the framework for the operation of the clinic within the school premises. It aims to provide accessible and quality healthcare services to students, faculty, and staff while promoting a safe and healthy learning environment. The policy establishes guidelines for the clinic's infrastructure, staffing, services offered, and procedures for medical emergencies. It also emphasizes the importance of health promotion, education, and collaboration with external healthcare providers.

SCOPE OF SERVICE:

1. **Primary Healthcare Services:** The clinic provides primary healthcare services including treatment for minor illnesses and injuries, management of

chronic health conditions, and referral to external healthcare providers for specialized care when needed.

2. **Health Promotion and Education:** Health promotion and education are integral components of the clinic's services. It conducts health awareness campaigns, workshops, and seminars on topics such as nutrition, hygiene, mental health, and substance abuse prevention to promote healthy lifestyle choices among students, faculty, and staff.
3. **Preventive Healthcare:** The clinic offers preventive healthcare services such as vaccinations, health screenings, and regular check-ups to detect health issues early and prevent their progression. It also provides counseling on preventive measures and lifestyle modifications to maintain optimal health.
4. **Emergency Response:** The clinic is equipped to handle medical emergencies that may occur within the school premises. It has trained staff, necessary medical supplies, and established protocols for responding to emergencies, including communication procedures, evacuation plans, and coordination with external emergency services.
5. **Medication Management:** The clinic manages medication administration for students with chronic health conditions, ensuring they have access to necessary medications during school hours. It also educates students on the proper use of medications and monitors their compliance with prescribed treatments.
6. **First Aid:** Trained clinic staff provide first aid treatment for minor injuries and accidents that occur during school hours or at school-related events. They assess the severity of injuries, administer appropriate first aid measures, and refer students for further evaluation if necessary.
7. **Confidentiality and Privacy:** The clinic adheres to strict confidentiality and privacy standards to protect the sensitive medical information of students, faculty, and staff. Patient records are maintained securely and accessed only by authorized clinic staff for the purpose of providing healthcare services.
8. **Collaboration with External Healthcare Providers:** The clinic collaborates with external healthcare providers, hospitals, and community organizations to enhance the range of services offered and facilitate referrals for specialized care. It maintains communication channels with external providers to ensure continuity of care for patients requiring ongoing treatment.

ACCIDENT PREVENTION AND SAFETY POLICY

- The School will provide as far as is practical, a safe and healthy environment
- All reasonable steps will be taken to ensure that,
- The premises are kept safe and clean to prevent risk to all users.
- The equipment is safe and manufacturers' instructions for use are followed.
- Staffs are aware of health and safety requirements
- All accidents and injuries are recorded in by the School Nurse
- Incident reports are to be completed for incidents and accidents

Safety Checklist

a) Inspect the grounds for safety hazards:

Hazards that may lead to slipping falling, electrical shock, burns, poisoning or trauma should be eliminated Checks should include but not limited to:

- Wooden fences and benches are free of splinters.
- Drains closed and lids in good condition.
- Toy boxes are dry, no insects or water inside.
- Insect's nests.
- Bins with lids and are emptied regularly.
- Climbing frames and all toy structures are secure

b) Inspect the school for obvious safety hazards:

- Electrical points, sockets, plugs, fuse box.
- The facility should have an appropriate fire-fighting equipment signage, emergency power capabilities, lighting and evacuation plan. Fire exits are free of obstruction, doorways, stairs and steps are safe and accessible.
- Equipment is safe and in good condition.
- Nontoxic materials are used, glue, paint, etc.
- Poisonous cleaning agents are safely stored and not accessible by students.
- Broken or damaged items, toys, kitchen, etc. are to be repaired or disposed of.

- General cleanliness of the school is maintained.
- c) **Inspect the following areas to ensure routine cleaning has occurred**
- Clinic washrooms are regularly cleaned.
 - Classroom are kept tidy and clean
 - Toys and in class props are kept clean
 - Common areas are clean and tidy
- A report is compiled and sent to the respective Head Teachers**

PARENT NOTIFICATION POLICY :

Parents will be informed either verbally by phone or email dependent on the condition of their child, they will be advised of any occurrence that requires follow up or monitoring and of any medication administered

The School Medical Team is in constant communication with DHA to coordinate and disseminate accurate information in cases of notifiable communicable diseases and parents are notified accordingly

Parents are updated by the School Medical Team of any changes or variations to their child's health and well-being.

Whenever there is a medical condition that needs to be discussed with parents, a meeting is scheduled with either the school nurse or doctor and a timely plan of referral and treatment is agreed upon. Parents will be requested to provide updates to the School Nurses.

First aid treatment

Parents are notified by telephone if permission for medication is needed or the child needs to be monitored at home or needs medical follow up

If the Parents can't be contacted, a report is sent home with the child and is signed by the school doctor or nurse.

For medical examination / screening:

If any health concerns are noted during the Medical Examination, a notification letter is signed by medical staff and sent to the parents

In case of emergency A phone call is the most preferred way to notify parents, if they can't be reached, the emergency medical management as per the consent will continue, as the safety and well-being of the child is paramount, this may include transfer by ambulance if needed.

The School Administration Team will continue to try to contact the parents or the next emergency contact to inform them of the situation

In case of communicable diseases A notification letter is sent as per DHA guidelines and after consulting the school health services

Date of Review : January 2024

Next Review : January 2025



Dr Prasanna Bhaskar

Principal