



The ASE Medical and Emergency Policy & Procedure

General Objective:

- To maintain the health and well-being of all students and school personnel by providing access to primary, preventive health care service in a school setting.
- In emergency situations, being the first responder (clinic representative) and providing the overall process from accident/emergency to hand over to trained professionals - with correct, timely medical intervention.

Specific Objectives:

- To follow the guidelines set out in the school nurse's and doctor's job description.
- To ensure completeness of all students' medical files.
- To run the clinic as a first aid center for accidents and injuries that occur in school.
- To report more serious/major incidents involving students to the parents, directly by telephone, as soon as possible.
- To provide a temporary resting place for ill or sick students or staff.
- To arrange immediate transfer to hospital for any student or member of staff who requires emergency medical attention.
- To clearly label and store student's individual medication, in an appropriate and safe manner.
- To administer medications as prescribed by the school doctor or by written instruction from the parent.
- To ensure clinic medicines are placed in a cupboard, which is locked all the time.
- To maintain and encourage good practices in hygiene and hand washing throughout the school, by education and example.
- To follow any health advice given by the Ministry of Health and the World Health Organization for infectious diseases/ epidemics that might affect the students and staff of the school.
- To follow all requirements for student medical exams and record keeping.
- To help and advise parents and staff regarding current health issues as the need arises.
- To impart knowledge and information on health matters to students through health education programs and teachings.

Immediate Course of Action following referral to clinic:

1. Complete carbon clinic referral form.
2. Check records / system for all medical history, allergies, conditions and consents.
3. Follow the guidance below for emergency / non emergency situations.
4. Ensure appropriate follow up is completed with regard to communication, in all cases this will involve class teacher, form tutor, KS office and parents as a priority.

Administration of Medicines

1. For students requiring medicines in school, a written parental consent must be obtained. All medicines should be taken in the school clinic and must be given/instituted by the school nurse.

Temporary medications – (e.g. Antibiotics) - An authorisation form must be filled-up and signed by the parents/guardians along with a written instructions should be given that include the name of the medicine, the dose and the time it is to be given. All medicines should be brought in and collected from the clinic by the parents or the bus conductors, NOT brought in by the students.

For regular medication in school – (e.g. For Asthma, Allergy, Diabetics) - An authorization form should be completed by the parent. This form is valid for one school year and must be re-signed the following year if the medication continues. Regular medication is recorded and signed on the back of this form each time it is administered. Medicines are kept locked in the drug cupboard for individual students requiring regular medication. This must be clearly labeled with name and class.

If there are any concerns or doubts about administering any medicine, the parents will be contacted before the medication is given. Parents are to keep non-essential medicines at home and to give 'twice-a-day' doses in the morning and evening to avoid having medicines in school. Details of medication given at school are recorded.

Stock Medicines - Minimal supplies of medicines are kept in school for general use.

1. All stock medicines have been approved and prescribed by our school doctor. This prescription is updated yearly. Before giving any medication orally, the parents will be contacted if the student is in year 6 and below.
2. Year 7 and above will be given analgesics if they have a signed "parental consent for Paracetamol" and have not taken any before school.
The nurse will notify the parents through the phone. If there will be no response received after 3 phone call attempts with a 10-15 minutes interval in between, an email will be sent to the parent.
3. In the event that the parent cannot be contacted, the school doctor or nurse will use his/her discretion to administer the appropriate medicine for the student presenting medical complaints, based on the signed consent from the parents in the medical notes. A referral note will be sent to the parent regarding the first aid management given to their child. The nurse will document what has all been done to the student in the student health record.

Daily First Aid Administration

1. Every student that attends the clinic will be listed in the daily record form which shows the time the student arrived at the clinic as well as the time which they left the clinic. Furthermore, every such case will be announced to the doctor. Should the

doctor not be present in the clinic when a patient arrives, they will update themselves by reviewing the census form to see if any patients arrived in their absence.

2. If there is a need for the student to stay in the clinic for observation, the nurse will inform the teacher in charge through email stating the type of injury and the treatment given. Additionally, if a student is released during a lesson to attend the clinic and does not return to the class by the end of that lesson, the teacher will email the clinic to enquire after the student.
3. If a student who makes use of the bus is in the clinic at the end of the school day and is too unwell to get on the bus, their parents will be contacted to make alternative arrangements and a member of the medical team will stay with the student at the clinic until they are collected.
4. Any students, who are not bus users, who are in the clinic in the last period of the day, will be sent back to class 5 minutes before the end of the lesson, so that they can be taken home. If it is the case that such a student is too unwell to do so, the medical team will email the teacher as well as the reception and also try to phone the parent/driver to inform them that the student will be brought, by wheelchair, to the main reception and assisted into the vehicle from there.

Accidents and Emergencies

1. Minor incidents / injuries are treated in the School clinic.
2. More serious injuries require an immediate phone call to the parents to inform and advise them. If thought necessary, the parents will be asked to collect the student from the clinic within 30 to 45 minutes.
3. Students who need to be brought to a hospital for further evaluation and management of the injuries incurred are usually taken by the parents. If the parent cannot be contacted and the student requires immediate hospital treatment, arrangements will be made to take the child to the nearest hospital affiliated by the school. Emergency treatment for any student, when there is a life threatening condition, is that an ambulance will be called.

Accident/Incident Form - All serious injuries are recorded on an accident/incident form which is kept in the clinic folder. All dangerous occurrences are recorded even if they do not result in serious injury.

Health and Safety Reports - Any health and safety issues that have been brought to the nurse's attention will be written in the health and safety report on the clinic system.

Fire and Safety Plan - All staff and students are properly oriented with the fire and safety policy of the school. Each has their own responsibility to perform during emergency and fire procedures. A fire evacuation map is posted on the wall of the clinic and will be followed.

Policy in transferring and sending students to home/clinic/hospital during:

1. Non-emergency cases:

- After assessment by the doctor/nurse, if the student is not fit enough to remain in school, then:
 - Parents/Guardians will be informed via telephone or e-mail and asked to collect their child from the clinic
 - An email will be sent to the teacher in charge to inform her/his that the student will be going home and once collected will be recorded on the school system by the clinic and the KS office.
 - An email will be sent to the reception stating the student name and class as well as the person who will pick up the student

2. Accidents/Emergencies (Minor/Major)

- After assessment by the doctor/nurse, if the injury incurred by the student needs further hospital/clinic evaluation and management, then:
 - Parents/Guardians will be contacted by the nurse/doctor immediately and will be advised to collect student as soon as possible
 - A referral note will be given to the parents/guardians to be presented to their clinic/hospital of choice
 - E-mail will be sent to the teacher in charge and in the reception to inform them that the student will be going home

3. Life threatening Accidents/Emergencies (Serious)

- After assessment by the doctor/nurse, then:
 - Nurse will immediately call and she will give the details regarding the accident
 - Parents will be immediately notified regarding the details of the injury, the course of action taken and the hospital/clinic where the student will be brought
 - Student will be transported immediately to the hospital where the school has an affiliation
 - School nurse or other available school personnel will accompany the student to the hospital and wait for the parents/guardians to arrive and an incident report will be filed in

Good Practice Guidelines

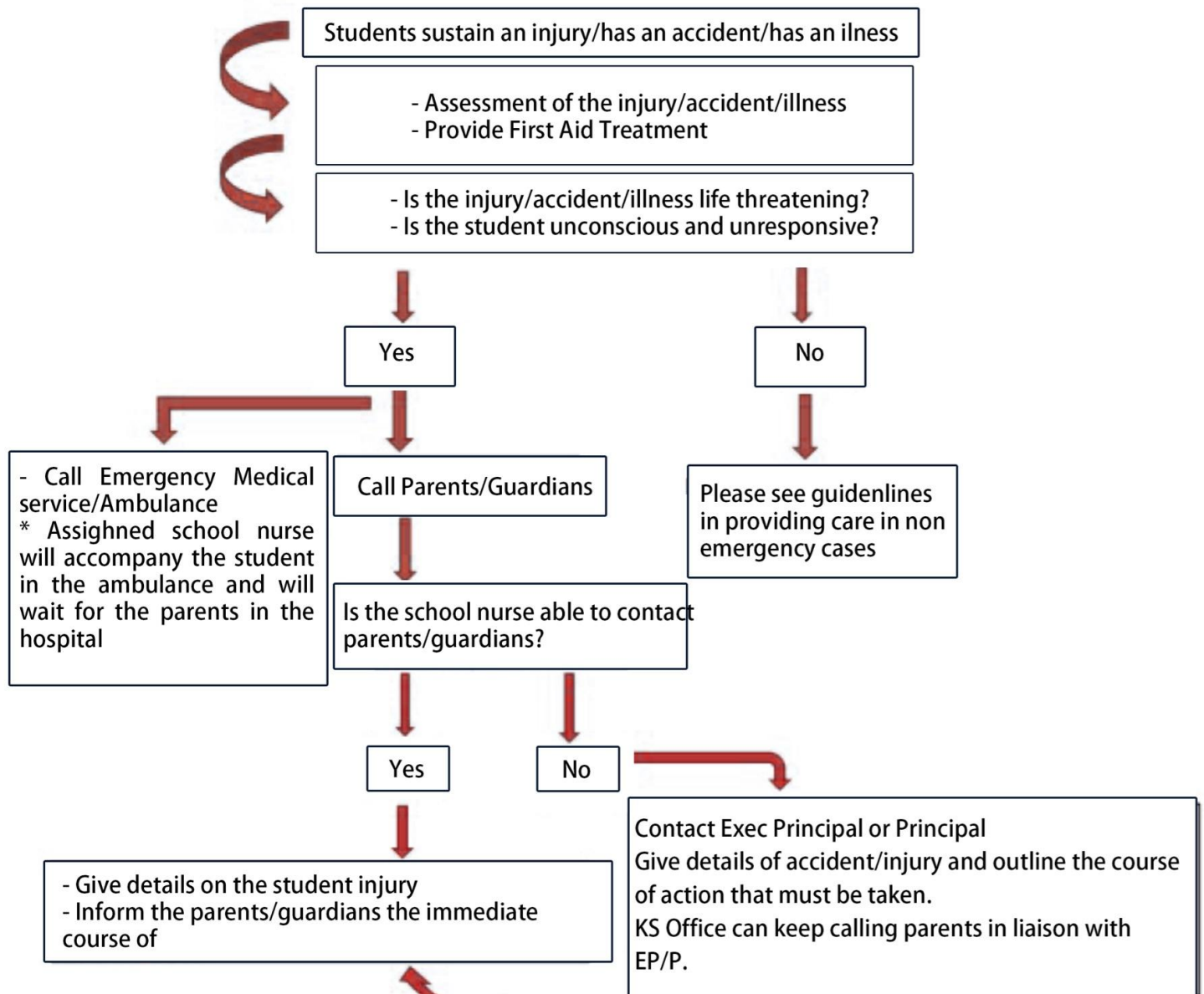
1. Sending students home in school hours:

- a. All students who are sick in school should come to the clinic for assessment by the doctor or nurse.
- b. If they are not fit enough to remain in school, their parents will be informed via telephone and asked to collect their child from the clinic as soon as possible.
- c. An email is sent to the teacher to inform them that the student will not be returning to class.
- d. If they normally go home by bus, an email will be sent to reception stating the student's name and class.

2. **Returning to school after being sent home.** When students return to school after being absent (due to health reasons), the class teacher or form tutor will be responsible for checking to see if the pupils have followed the doctor's and clinics advice and stayed home for the recommended time.
 - a. In the event that a child has returned to school early (and not followed the clinic advice) this **must be referred to the clinic** by the form tutor or class teacher / KS office straight away.
3. **All health related absences** should be reported to the clinic even if not.
4. **Head Lice** is one of the most common communicable childhood diseases. It is transmitted through direct contact with an infested child. Hence, the possibility of an outbreak in a group is high.
 - a. Students diagnosed with head lice will be sent home. The parents or guardians of the affected student will be informed and advised to have the child undergo proper and adequate head lice treatment.
 - b. The student will be readmitted to the class once he/she is head lice free, as determined by the school doctor or school nurse.
 - c. Screening of the rest of the students in the class of the affected child will be performed.
5. **Food Allergy** - As some children have allergies to particular food items, we do not allow the sharing of food. This policy is effective at any time during which students are on school premises.
6. **Healthy Diet** - According to several studies done by experts on the relationship of eating breakfast and academic school performance, it has been shown that students who habitually eat nutritious breakfast perform better in school than those who skip breakfast. (Frontiers in Human Neuroscience, 2013)
 - a. Children need a healthy, balanced diet which is rich in fruits, vegetables and starchy foods such as bread, pasta and cereals.
 - b. Children should be encouraged to eat a variety of foods to help ensure that they obtain a wide range of nutrients in order to stay healthy.
 - c. Parental support is required in promoting a healthy diet by avoiding sweets, chocolates and sugary or fizzy drinks at school, as these foods have little or no nutritional value.
7. **Water** - All students are required to have a labeled water bottle at all times. Students are encouraged to drink water regularly throughout the school day and drinking water is available at numerous points around the school. During the warmer months, students are encouraged to remain in shaded areas/indoors and to prevent their bodies from overheating and dehydrating.
8. **Sun care** - Skin cancer is a serious concern, especially in Egypt where the sun shines almost every day. Heat exhaustion is a potential problem and steps must be taken to prevent it.

- a. Parents should ensure that their children apply sun cream in the morning before coming to school. Hats are encouraged to be worn during break times.
 - b. Outdoor Heat Monitoring - During the summer months (May – September) when the outdoor heat increases, the medical team will monitor the temperature on a daily basis to ascertain whether it is safe for the children to play outside or not.
9. **Hand hygiene** - Proper hand washing with soap and water and proper application of hand sanitizer must be done if hands are visibly soiled and after using the restrooms. Hand washing techniques and hand sanitizing procedures posters are found in the designated areas of the school premise.

GUIDELINES IN PROVIDING CARE IN EMERGENCY CASES



Definition of term:
Life threatening emergency cases

- A sudden and unexpected onset of a condition that threatens life, limb or organ system that requires immediate/rapid medical intervention.
- In Cases like but not limited to the following; choking, shock,, anaphylaxis (severe allergic reaction), drowning, seizure (1st Time), Stroke, Heart attack, deep cut/laceration with severe bleeding/blood loss, open fractures.

GUIDELINES IN PROVIDING CARE IN NON EMERGENCY CASES

