



ALRUSHED AMERICAN PRIVATE SCHOOL

SCHOOL CLINIC POLICY

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Precautionary measures to reopen schools in light of the Covid-19 pandemic

- ▶ **Ensure that all health and safety guidelines specified by the competent health authorities are available before reopening the school. Also, to ensure effective communication, risk assessment and training are conducted to deal with all possible scenarios.**
- ▶ **In addition to effective communication with parents and other partners, the school team is committed to dealing with COVID-19 in optimal cooperation and permanent coordination with the stakeholders in the Sharjah Special Education Authority and the health authorities in the Emirate. It is also obligated to upload data related to daily operations (compulsory on a daily basis), positive cases and mixed cases (according to monitoring cases) on the authority's electronic platform "Tammam" without any inaction or delay**
- ▶ **All members of the school's COVID-19 team have been fully vaccinated against COVID-19 (at least two doses), except for those exempted from vaccination with an approved medical report. Those exempted from vaccination are obligated to perform a PCR examination on a weekly basis**

Precautionary measures to reopen schools in light of the Covid-19 pandemic

- ▶ **Examination of school staff and students before joining school**
- ▶ A COVID-19 examination will be conducted for all students, teachers and staff in the school before actually joining the school, in cooperation with the health authorities in the Emirate of Sharjah, and this very important initiative undertaken by the UAE government to ensure the safety of students and school staff may continue at different times.
- ▶ During the period For the remainder of the school year, regular examinations will be conducted for students, teachers and other school staff.
- ▶ The Sharjah Private Education Authority will communicate with all private schools about any other relevant developments that they receive from the concerned health authorities in Sharjah.

Precautionary measures to reopen schools in light of the Covid-19 pandemic

▶ Vaccination of school cadres before joining school:-

School are committed to ensuring that all staff working there are fully vaccinated against COVID-19 (at least two doses), except for those exempted from vaccination with an approved medical report. Those exempted from vaccination are obligated to perform a PCR examination on a weekly basis

▶ School hygiene and safety procedures

Physical distancing measures

safety distance of one meter is applied between student seats

Physical distancing in pre-primary and kindergarten It should be in “fixed” groups of fifteen (15) students / children and

under Physical distancing in the area of canteens and dining halls

Safety signs shall be placed throughout the corridors, whereby the signs shall specify safe distances of one meter (1 meter).

Seats in the canteens and dining halls are clearly marked, provided that the physical distance of one meter is applied.

Use of chapels :A safe distance of one (1) meter should be maintained in the prayer area.

Teachers and staff offices and common areas

ensure that a safe distance of one (1) meter is maintained between teachers and cadres in shared offices and common rooms between cadres

the physical distance at the coffee serving stations must be maintained at a distance of one meter (1), and queues should be avoided. Water coolers are allowed.

School staff members are allowed to leave the school during working hours and are allowed to re-enter it after confirming the result of the temperature test before entering

Precautionary measures to reopen schools in light of the Covid-19 pandemic

▶ **Use of other school facilities**

- ▶ It is allowed to reopen some types of play areas (such as dressing areas, indoor play areas, and reading corners that include soft types of furniture), taking into account the commitment to cleaning and sanitizing periodically.
- ▶ Strict physical distancing of one meter (1) should be adhered to, and continuous sterilization, while allowing the use of outdoor equipment
- ▶ In office classes and reading places, the physical distance of one meter (1) between students should be maintained
- ▶ Specific areas and times must be allocated for families to deliver and receive their children, so that there is no interaction among them within the school, and there should be no possibility for any members of these families or visitors to enter the rest of the school facilities, and the period granted to families should not exceed in the delivery and receiving area more than 15 minutes, in order to avoid crowding, and to maintain a physical distance of one (1) meter, while wearing masks all the time

▶ **school transportation .**

- ▶ The instructions of the government agencies concerned with transportation should be adhered to regarding placing / installing hand sanitizers on school buses
- ▶ All drivers and supervisors of school buses should have taken the full vaccination against Covid-19 (at least two doses), except for those who are exempted from vaccination by performing a PCR examination on a weekly basis
- ▶ It is necessary to mark specific points for the entrances of school buses and private cars.
- ▶ School buses should be used with a capacity of not more than 75%, with the safe distances for physical distancing determined by placing stickers on the seats.

Precautionary measures to reopen schools in light of the Covid-19 pandemic

Food and Nutrition

- ▶ Vending machines are allowed provided that they are sterilized every hour, and that students maintain a physical distance of one meter (1) while waiting in line .
- ▶ School staff can order their food and drink from suppliers during school hours, while adhering to the conditions of security, health and safety, and not allowing suppliers to enter the school campus
- ▶ It is allowed to use water coolers, with full commitment to continuous cleaning and sterilization procedures. The school can provide sterile water bottles as it deems appropriate.

materials and equipment

- ▶ Toys that are soft / stuffed or have complex parts that are difficult to clean should be avoided

Precautionary measures to reopen schools in light of the Covid-19 pandemic

general precautions

- ▶ In the case of travel in the summer, all teachers and administrative staff of the school must be committed to returning to the Emirates according to the period determined by the competent authorities, if any, and according to the developments in the country. Please see the quarantine decisions issued by the competent authorities from time.
- ▶ The School offer school tours to prospective students and their families according to precautionary conditions, preferably by default to time
- ▶ The school conducts continuous awareness sessions for all students to ensure that they are aware of all school health and safety protocols and procedures and the importance of vaccination for students .
- ▶ Allow group activities such as school trips, celebrations, sports and student camps, while fully adhering to the security, health and safety conditions and the approved precautionary measures.
- ▶ . Some extra-curricular activities may be conducted online as the school deems appropriate



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.

SPECIFIC OBJECTIVES

- ▶ To organize and manage the school clinic according to moh and Municipality directives.
- ▶ To follow the guidelines set out in the 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.

SPECIFIC OBJECTIVES

- ▶ To ensure clinic medicines are placed in a cupboard, which is locked all the times.
- ▶ • 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 Department of Health and the World Health Organization for infectious diseases/ epidemics that might affect the students and staff of the school.
- ▶ • To follow all Dubai Health Authority 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.

General Information

Administration of Medicines

- ▶ 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)

- ▶ A Medicine Authorization 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.

General Information

For regular medication in school – (e.g. For Asthma, Allergy, Diabetics)

- ▶ A Medicine 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.

General Information

Stock Medicines

- ▶ Minimal supplies of medicines and creams are kept in school for general use. 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. Year 7 and above will be given analgesics if they have a signed “parental consent for Paracetamol” and have not taken any before school. Parents will only be contacted if it is thought necessary by the nurse. The nurse will notify the parents through phone.
- ▶ . In the event that the parent cannot be contacted, the school doctor or nurse will use her discretion to administer the appropriate medicine for the student present 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

Every student that attends the clinic will be listed in the daily census 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. If there is a need for the student to stay in the clinic for observation, the nurse will inform the teacher in charge 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.
- ▶ If a student requires the use of the clinic beds, to rest or recover, the attending medical professional will put up signage outside the patient's room alerting the rest of the medical team that a student is present in that room.
- ▶ 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.

Accidents and Emergencies

Minor incidents / injuries are treated in the School clinic.

- ▶ 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
- ▶ 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 on 999.

Accident/Incident Form

- ▶ All serious injuries are recorded on an accident/incident form, Documentation is kept in the clinic folder. All dangerous occurrences are recorded even if they do not result in serious injury. Any recommendations/actions will be recorded as a Health and Safety report.

Health and Safety Reports

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.

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.

Transfer and Send Home Procedure

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

A) *Non-emergency cases:*

After assessment by the doctor/nurse, if the student is not fit enough to remain in school, then:

1. Parents/Guardians will be informed via telephone or e-mail and asked to collect their child from the clinic
2. An e-mail will be sent to the teacher in charged to inform her/his that the student will be going home
3. An e-mail will be sent to the reception stating the student name and class as well as the person who will pick up the student
4. Parent/Guardian who will pick up the student, will sign the Send Home logbook in the clinic and the early departure book in the reception.

Transfer and Send Home Procedure

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

B) 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:

1. Parents/Guardians will be contacted by the nurse/doctor immediately and will be advised to collect student as soon as possible
2. A referral note will be given to the parents/guardians to be presented to their clinic/hospital of choice
3. E-mail will be sent to the teacher in charge and in the reception to inform them that the student will be going home
4. Parents/Guardians who will pick up the student will sign the Send Home logbook in the clinic and early departure book in the reception
5. An incident report will be filed

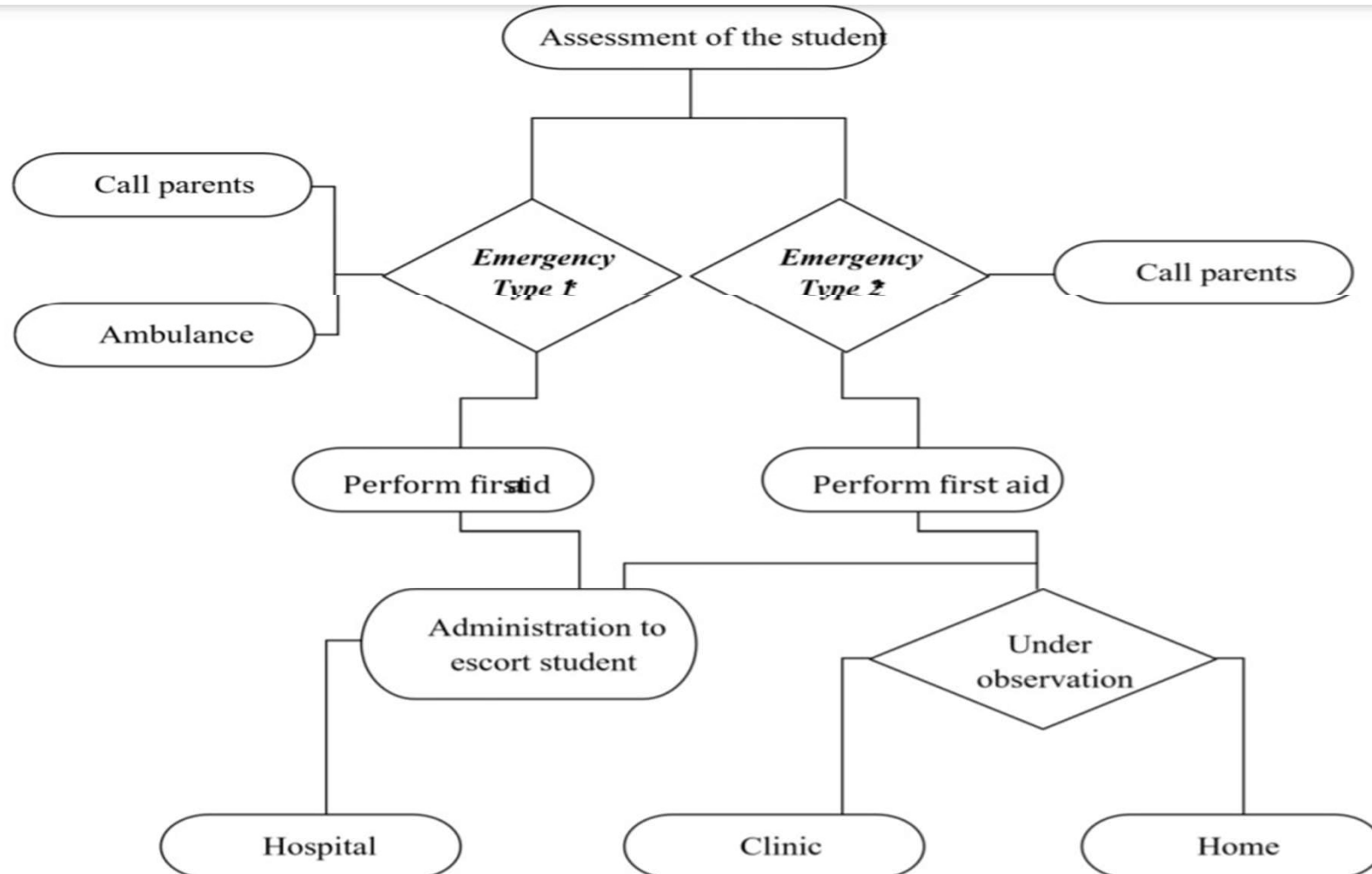
Transfer and Send Home Procedure

C) Life threatening Accidents/Emergencies (Serious)

After assessment by the doctor/nurse, then:

- ▶ **1. Nurse will immediately call EMS or 998 and she will give the details regarding the accident**
- ▶ **2. 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**
- ▶ **3. Student will be transported immediately to the hospital where the school has an affiliation**
- ▶ **4. School nurse or other available school personnel will accompany the student to the hospital and wait for the parents/guardians to arrive**
- ▶ **5. An incident report will be filed in the Phoenix HSE.**

Emergency Protocol Flow Chart



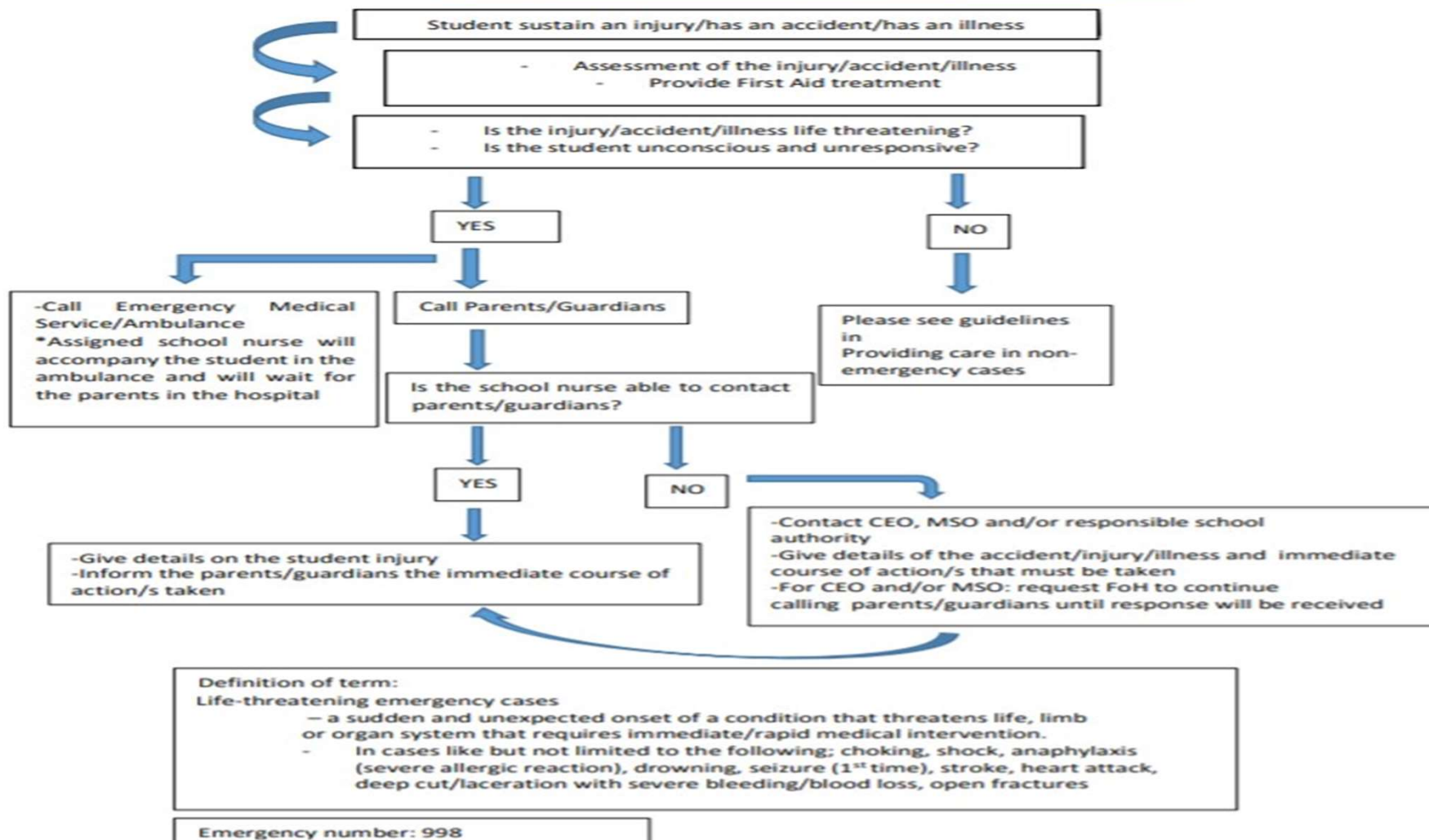
Emergency Protocol Flow Chart

- ▶ ***Emergency Type 1:** High level of emergency which needs referring to secondary care

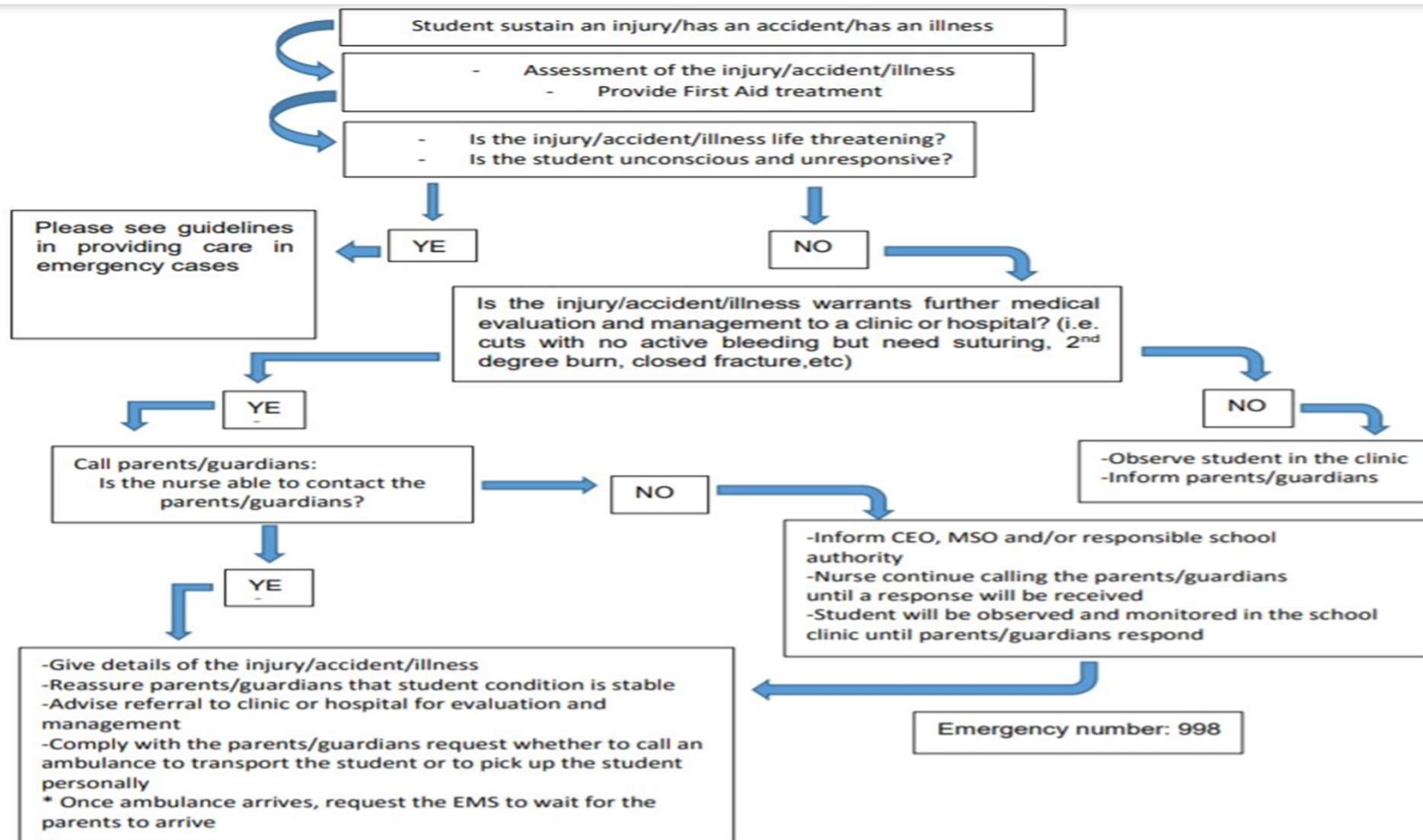
level (hospital or health center)

- ▶ ***Emergency Type 2:** Low level of emergency which can be managed at school with parent/s consent.

GUIDELINES (FLOWCHART) IN PROVIDING CARE IN EMERGENCY CASES



GUIDELINES (FLOWCHART) IN PROVIDING CARE IN NON-EMERGENCY CASES



EMERGENCY PROCEDURES FOR INJURY OR ILLNESS

- ▶ - Remain calm and communicate a calm, supportive attitude to the ill or injured individual
- ▶ - Never leave an ill or injured individual unattended. Have someone else call emergency assistance and the parent
- ▶ - Do not move an injured individual or allow the person to walk (bring help and supplies to the individual). Other school staff or responsible adults should be enlisted to help clear the area of students who may congregate following an injury or other emergency situation
- ▶ - If trained and if necessary, initiate Cardiopulmonary Resuscitation (CPR)
- ▶ - Do not use treatment methods beyond your skill level or scope of practice. All persons working with students are encouraged to obtain training in CPR/First Aid training through DHA PHC.

EMERGENCY PROCEDURES FOR INJURY OR ILLNESS

- ▶ - **Call emergency assistance immediately for:**
- ▶ - anaphylactic reaction
- ▶ - amputation
- ▶ - bleeding (severe)
- ▶ - breathing difficulty (persistent)
- ▶ - broken bone
- ▶ - burns (chemical, electrical, third degree)
- ▶ - chest pain (severe)
- ▶ - choking
- ▶ - electrical shock
- ▶ - frostbite
- ▶ - head, neck or back injury (severe)- heat stroke
- ▶ - poisoning
- ▶ - seizure (if no history of seizure)- shock- unconsciousness
- ▶ - wound (deep/extensive)

Dealing with a suspected case of COVID-19 at school

- ▶ If the student/teacher/school staff begins to show any of the following
- ▶ **symptoms of COVID-19** (such as fever (37.5°C and above), cough, body aches or fatigue, shortness of breath, sore throat, runny nose, diarrhea, nausea or headache or loss of sense of smell or taste),
- ▶ the case must be isolated immediately, notify the guardian and refer the patient to the hospital to take the necessary action

Dealing with a suspected case of COVID-19 at school

- ▶ The suspected case of Covid-19 is isolated in the isolation room, and only the medical staff in the school is allowed to enter the work room while they are wearing all personal protective equipment.
- ▶ • The guardian of the suspect (if he is a student) or someone responsible for him (if he is an adult) is contacted directly by the medical staff at the school clinic, and the concerned authorities are also notified through official channels.
- ▶ • The school is fully committed to the requirements of health authorities to deal with any suspected cases of Covid 19 and take what is necessary to ensure their transfer within a maximum of one hour.
- ▶ • Close all areas in which the suspected case may have been present after its discovery, until the completion of the cleaning, sterilization and disinfection operations.
- ▶ It is not permissible to return the case to school except after obtaining a negative PCR test result and the disappearance of pathological symptoms with a clinical evaluation that denies the infection with Covid 19.

Dealing with a positive case

- ▶ Upon receiving a notification of a confirmed positive case inside the school, the case must be isolated immediately and contact the guardian and the concerned health authority. The period of sanitary isolation is determined starting from the date of the onset of symptoms or the positive result of the examination (PCR).
- ▶ • If it is necessary to transfer positive cases to the home or to the hospital, the health and safety official must ensure that the positive case is accompanied by an adult who wears full personal protective equipment when transporting.
- ▶ • The school conducts procedures for tracing contacts with all persons, including teachers, students, administrators, and others, who were in contact with the positive case during the presence of the positive case in the school or on the way to/from the school. The school is obligated to keep data and information in a database/records and provide this information to the competent authorities upon request for the purpose of verification and verification.

Dealing with a positive case

- ▶ The contact is either close (meaning any person who spent fifteen (15) minutes or more with the positive case at a distance of no more than one and a half meters (1.5) or from a distance) or remotely, meaning the presence of the other person in the same place at a further distance From one and a half meters (1.5) for a period not exceeding fifteen (15) minutes
- ▶ • After identifying the contacts, they must all adhere to the quarantine for a period of ten (10) days at least, to be counted from the date of contact with the positive case. And he led the quarantine material to change from time to time according to developments in the country.
- ▶ • Parents should be informed by the school team to deal with COVID-19 and provide them with information and instructions on home quarantine procedures for the specified quarantine period and distance learning plans.

Dealing with a positive case

- ▶ Sterilization and disinfection measures must be taken in accordance with the instructions for classrooms, facilities, and school buses that were used by the positive case according to the tracing procedures, in addition to the work room in which the positive case was present in the waiting period until transportation to the house or hospital
- ▶ .• The school should keep accurate records and information about visitors, which may be used in tracing contacts, including their names, phone numbers, dates and times of the visit, people who were with him during the visit, etc.
- ▶ • The policy of “stay at home if you are not well” should be applied to students, teachers or staff who show symptoms of illness.
- ▶ • In the event of a COVID-19 emergency, the school must follow its approved emergency guidelines by a qualified doctor/nurse working in the school, and wear appropriate personal protective equipment.
- ▶ • If two or more cases are confirmed in a specific school facility, this may result in the suspension of direct learning/work and a diversion to distance learning/work for all those in that facility. Additional guidance in this regard will be provided by the Sharjah Private Education Authority from time to time, according to developments.

Main Focus

- ▶ **No person with a positive test result will be allowed to return to school without first providing evidence of a negative test result, in line with the requirements of the competent authorities**

Scheduled Physical Examination

- ▶ The doctor/or nurse will schedule the physical examination of the students enrolled. A consent form will be sent to the parents through an e-mail informing the latter of the physical examination to be conducted two days before the schedule. If there is no signed consent, the parents will be contacted. If the parents will not sign the consent, then they must inform the nurse and they will be advised to submit a medical report from their attending physician,
- ▶ **physical examination will be done for the following student groups:**
 - a) *New admissions*
 - b) *kg1*
 - c) *Year 1*
 - d) *Year 5*
 - e) *Year 9*

Immunizations

- ▶ A record of each student's immunization is kept in a medical file.
- ▶ Original vaccination records are required to be submitted to the clinic.
- ▶ The vaccinations received by the student will be checked to ensure they are in accordance with the MOH immunization schedule.
- ▶ The parents will be advised regarding the outstanding vaccines required by the MOH if their child is unable to comply with it.
- ▶ **ALRUSHED AMERICAN SCHOOL CLINIC** is a Vaccination Qualified Clinic, thus immunization can be given in the school clinic. However, in cases that parents prefer to have it done by their private doctor, an updated vaccination report must be submitted to the clinic.
- ▶ A Vaccination Register is maintained and submitted to the MOH as requested.

Health related absentees

- ▶ **All health related absences should be reported to the doctor or nurse. When students return to school after being absent due to health reasons for more than two days they must first visit the clinic to ensure they are fit to attend their class, and/or submit a medical certificate from their doctor stating that they are fit to return to school**

Head Lice

- ▶ **Pediculosis 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.**
- ▶ **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 The student will be re-admitted to the class once he/she is head lice free, as determined by the school doctor or school nurse.**
- ▶ **Screening of the rest of the students in the class of the affected child will be performed**
- ▶ **such that early detection and intervention will be done to prevent a Pediculosis outbreak**

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)
- ▶ Children need a healthy, balanced diet which is rich in fruits, vegetables and starchy foods such as bread, pasta and cereals. 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.
- ▶ 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.

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

Health Education

- ▶ **School health professionals will conduct health education sessions with students in order for them**

to be informed, and gain knowledge on, healthy behaviors that will help in improving their health.

- ▶ **The school nurse will coordinate with the respective classes for the health education schedules.**
- ▶ **The topics to be discussed will be based on the MOH mandatory health education topics.**

Infection Prevention and Control

- ▶ The students and staff are informed of the infection prevention and control procedures written in the school health and safety policy manual.

Universal/Standard Precautions is an approach used by the school to reduce the risk of transmission of a disease through direct contact with contaminated blood and body fluids. The following are being implemented in the school

a) Hand hygiene technique

- ▶ 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.

b) Personal Protective Equipment (PPE)

Wearing of PPE will be based on the risk assessment before doing any health care activity. Staff must assess the risk of exposure or contact of body to contaminated

surfaces, blood or body fluids before selecting the proper PPE.

c) Respiratory Hygiene and Cough Etiquette

- ▶ Staff and students who are sneezing and coughing must cover their nose and mouth with tissue or mask. Dispose the used mask and tissue properly and do
- ▶ handwashing after contact with respiratory secretions. Students with respiratory symptoms associated with fever will be sent home as stated in the resigned school clinic infection control policy form.

Diabetes Mellitus Care Management

- ▶ The school aims to ensure that student diagnosed with Diabetes Mellitus, will participate and benefit fully to the educational opportunities offered by the school. The effective way to achieve this goal is for the parents/guardians to fill up completely the Diabetes Care Plan of their child.
- ▶ The school medical team will ensure:
 - ▶ All students with Diabetes Mellitus have complete, accurate and updated documents.
 - ▶ All those involved in the care of student while in school is made aware of the child condition
 - ▶ All medications received for the student should be clearly labelled with the child name, class year and section, should be in original container as dispensed by the pharmacist with expiry date and instructions The following supplies will be in the premises at all times
 - ▶ For blood glucose level checking : Glucometer, test strips and lancets
 - ▶ Medicine of the student (with signed Medicine Authorization Consent)
 - ▶ Juice-containing sugar
 - ▶ Insulin
 - ▶ Glucagon kit

Diabetes Mellitus Care Management

- ▶ **In the event of Hyperglycemic/Hypoglycemic Emergency:**
- ▶ Blood glucose level will be checked
- ▶ Appropriate first aid treatment will be provided by the school medical team as deemed necessary
- ▶ Parents/Guardians will be notified
- ▶ Parents/Guardians may opt to collect the child or the school may arrange for transport to hospital of choice as deemed necessary by the School medical team
- ▶ The Diabetes Care Plan will contain the following:
 - ▶ Date of Plan
 - ▶ Student name, class year and section
 - ▶ Type of Diabetes and date of diagnosis
 - ▶ Name and contact numbers of parents/guardians and attending physician
 - ▶ Level of independency of the student to check and manage his/her blood glucose level
 - ▶ Guidelines for need to check blood glucose in the school
 - ▶ Guidelines for Insulin therapy
 - ▶ Guidelines for Glucagon therapy
 - ▶ Signed consent for information sharing and emergency treatment
- ▶ This information is documented as part of the child school medical record.

Medical and Hazardous Waste Management

- ▶ The school clinic generates different types of waste products. Each waste material has its own designated, colored garbage bag and bin which is properly labeled. Waste contaminated with blood or other bodily fluids and expired, unused or contaminated drugs are placed in yellow-colored plastic bags and labeled as infectious materials. The general waste (non-infectious) will be thrown into the black-colored plastic bags. All bags will be tied, labeled and secured before they are removed from the clinic daily. These plastic waste bags will be brought to the waste storage area located on the school premises. Every week a company specializing in collecting, transporting and discarding medical waste will collect these waste materials.
- ▶ Syringes, needles, blades and scalpels will be disposed in the sharps container placed above the ground. Disposal of the sharp container will be done every after 3 months from the time it is open or if it is 2/3 filled up.

School Health Records

- ▶ • Each student has a medical file in school.
- ▶ • If the student is new the appropriate file will be opened. This is then completed with Medical consent forms and immunization records.
- ▶ • If the student has transferred from another school, the medical file has to be collected from the previous school clinic.
- ▶ • When a student transfers to another school, the medical file will be given to the parent or to the new school on request. Any transfer of files should be recorded and signed for in the clinic's file transfer register.

Reviewed on : Aug 2022