



DELHI PRIVATE SCHOOL, AJMAN

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CLINIC POLICY

Reviewed & revised by

School Doctor, School Nurses & SLT

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(to be reviewed in the beginning of each academic year and whenever required)

OBJECTIVES

Concern with the health and well-being of all students and identify the health problems and needs of students by providing access to primary, preventive health care service in a school setting.

ROLE OF CLINIC

- Clinic is the first aid center for accidents and injuries that occur in school.
- Informing more serious/major incidents involving students to the parents, directly by telephone, as soon as possible.
- Providing the temporary resting place for ill or sick students or staff.
- Arrange immediate transfer to hospital for any student or member of staff who requires emergency medical attention.
- To ensure that the medicines are placed in a closed cabinet with an opening date clearly mentioned.
- Maintaining and encouraging good practices in hygiene and hand washing throughout the school, by conducting awareness sessions.
- To help and advise parents and staff regarding current health issues.
- Providing knowledge and information on health matters to students through health education programs.
- Conduct medical examination and maintain the personal health record like height, weight and vision checkup.
- Maintain required records and reports as per the MOH guidelines.
- To maintain records of all students visiting the clinic and follow the protocols in place as per guidance of health authorities.
- To maintain Immunization record of each student in a medical file and provide immunization to students as per the guidelines of the MOH.
- To take parent consent before giving any vaccination to students. However, in cases that parents prefer to have it done by their private doctor, an updated vaccination report must be submitted to the clinic.

ACCIDENT AND EMERGENCY PROCESS

- Inform the parent immediately.
- Transfer the sick and or injured student to the emergency care after taking consent from parents.
- An incidence report of serious illness or injury should be completed and keep as incident report document in the clinic.

ADMINISTRATION OF MEDICATION AND SICKNESS GUIDELINES

- School has its own supply of medicines as per the MOH guidelines.
- Students are not permitted to carry medicine to the school except inhalers for asthmatic students.
- The clinic staff should notify and receive the verbal consent before administering medications.
- In case the child is under medication, the parents are required to hand over the medication to the clinic with copy of prescription. Medicines should be in the original packing and label with name, time of dose and route of administration as prescribed by treating doctor.
- Store the emergency medicine sent by the parents for chronic illness, like diabetes type 1 and epilepsy. Medicine should be labelled with name of student, time route of administration, along with prescription paper.
- Parents should submit medical fitness certificate from the physician or pediatrician when student return to school after medical leave/sickness in case of infectious disease as per MoH guidelines (if required).