Newton International Academy, Barwa

School Clinic Policy

An International Community of Learners, Striving for Excellence and Celebrating Success

NEWTON
INTERNATIONAL
ACADEMY | BARWA

Overview

Newton International Academy has a fully equipped clinic staffed by qualified nurses. The nurses are responsible for administering any first aid or prescription medicines that a child may require during the school day.

Objectives

- To encourage personal health maintenance.
- To assure adequate medical care and rehabilitation of the ill and injured.
- To protect the school community against health hazards in the school environment.
- To facilitate the suitability of medically unfit students to resume classes, without putting at risk their own health and safety or that of other members of the school community.

Medical Care

Though students will normally obtain medical care from their family doctor, the school holds medical information on all pupils in order to ensure that we can provide appropriately for their needs, and look after them if they are injured or involved in an accident. Parents are requested to complete and return Medical Forms, which will be sent home with reports at the end of each session or enclosed with admission documents before the child joins the school.

Medical Examinations

The Supreme Council of Health has established certain programmes to help in your child's health and development. An email will be sent to parents regarding their consent for the following examinations:

- Annual Eye Screening
- BMI (Height and Weight) Monitoring

Newton Group Values:

Medical Reports

A medical report must be submitted to the school where there is any change in health condition or a new medical condition for a child. Changes in certain health conditions may impact on the well-being of the student and any treatment given by the clinic.

If your child has a pre-existing condition such as diabetes, asthma, and/or allergies, the school nurse must be notified.

Policy on Injury

The safety of our children is of utmost priority. However, sometimes accidents do happen and we follow the following procedures when dealing with such a situation:

-
- The nurse will assess the extent of injuries and will carry out the necessary first aid procedures.
- In case of injury, such as head trauma or a fall from a high place, the nurse will inform the parents or guardian after appropriate first-aid treatment has been given and provide them with an Accident Form. If necessary, the nurse will call for medical support or ambulance (999).

Off-Campus Injuries and Recurrent Complaints

- During school trips, a first aider is always present to provide care to students who require treatment.
- Injuries incurred after school hours can still be attended to if the school nurses are still in the clinic. Parents will be notified and the recommended action advised, when necessary.
- Students who present themselves with the same complaints for several days should be taken to their preferred physician for the required treatment. The school clinic is not a health centre or walk-in clinic, and we aim to provide optimal care within that scope.

Communication with Parents

When a child is unwell, they are given a 'Notification of Treatment' slip from the teacher in order to go to the nurse. After which, the nurse will give the necessary treatment and complete the slip. The slip will then be given to the child to be shown to their parents, in order to keep parents informed of any illness or health-related complaints their child is having while in school.

- Parents will be notified by telephone and/or email if needed.
- Clinic staff may contact parents if they need to obtain information about the child or inform parents about administering medication.
- Parents will be informed immediately if their child is unwell and needs to be collected from school at the earliest opportunity. A child who is ill or distressed will not be placed on a school bus. Parents must collect their child as a matter of priority.

Policy on Administering Medications to a Child

The school clinic has its own supply of medications that are recommended for First Aid only.

- Prior to administering any medication to an early-year and/or primary school child, parents will be notified and verbal consent will be obtained.
- Parents of secondary school students will be notified when a student visits the school clinic repeatedly with the same complaint.
- Analgesia (pain relief medicine) will not be administered to the same student more than two times a term without parental consent.
- Students may receive medications such as Paracetamol, Advil, etc. several times during a term if required.
- If a student needs a medication to be administered during school hours, a doctor's prescription must be obtained.

Medicines and Treatment Brought to School

- Parents or guardians must deliver medicine with a prescription to the school nurse, if necessary, and collect any leftover medication at home time. The parent or guardian must complete a Medication Consent Form upon giving the medicine (see Appendix A).
- If the student has a medical condition which necessitates regular access to medication, please inform the school nurses so that an appropriate regime can be devised.
- A special medication administration permit must be filled out by the parent/guardian before medications such as antibiotics, analgesics or any other such medication can be administered to a child. These forms are available in the school clinic. Any dosage changes must also have written instruction from a doctor (see Appendix A1).
- The first/starting dose of all medication must be administered at home. The school clinic will only administer continuation doses.
- Alternative medications such as herbal remedies can be administered, provided parental consent is given. The nurse has the right to decline administering alternative medication if she believes it may cause more harm to the child than good.
- No student is to have any medicine — including over-the-counter and prescription medicine — on their own at any time.

Policy on Illness

If your child is not feeling well before coming to school, it is highly recommended to let the child rest at home. A child who is unwell will not be able to concentrate and perform well in class activities.

Fever

- Pupils with a temperature above 37.7°C should be rested at home.
- If a child develops a fever during the school day, parents will be notified to collect their child as soon as possible. A child with a raised temperature will not be sent home on a school bus.
- During assessments, a child with fever is advised to have a check-up with their preferred doctor and stay at home until well. The child may return to school if they are afebrile (temperature not higher than 37.5°C) for 24 hours without using fever-reducing medications such as Calpol, Adol, Advil, Ibuprofen, etc.
- The child must have a medical certificate in order to take any missed assessment.
- In case of very high temperature or if the child has a history of febrile convulsions, the clinic staff will immediately render care and begin sponging or bathing the child to reduce the intensity of the fever. Parents will be asked to come to school immediately.

Contagious Illness

Guidelines for contagious conditions must be followed. These conditions include — but are not limited to — Conjunctivitis, Chickenpox, Gastroenteritis, and Hand, Foot and Mouth Disease.

- If a student develops vomiting and/or diarrhoea, he/she should be seen by a doctor and rest at home for the duration of illness (a minimum of 48 hours) or, if necessary, be admitted to hospital. The child should also be excluded from swimming activities for one week.
- The required isolation time varies per condition. We request that a child receives proper care at home for as long as needed. Upon returning to school, a medical certificate from the attending physician or paediatrician must be provided.
- If the child returns to school prior to completion of the recommended isolation time, parents will be requested to take their child home.

Diabetes

Diabetes is a chronic metabolic disorder in which the body has a deficiency in producing insulin or cannot use insulin properly. Insulin is a hormone needed to convert sugar and starches into energy required by cells. There are two main types of diabetes: Type 1 and Type 2.

- During the first term, the nurse will provide Individual Health Care Plan (IHCP) forms to students with diabetes. The doctor must complete the IHCP form and return it to the nurse. Each IHCP includes written orders from the student's physician outlining the dose and indications for insulin administration. Insulin administration will only be given to students with a completed IHCP form.
- Students with diabetes must check their blood glucose levels throughout the day using a glucometer. The items needed for diabetes management must be provided by parents.

According to Qatar Diabetes Association Guidelines, the usual timings for blood sugar monitoring are:

- Before all snacks and meals
- Before, during and after exercise
- 2 hours after a meal, if requested by the physician
- Upon symptoms of hypoglycaemia (low glucose level) and hyperglycaemia (high glucose level)

Routine blood glucose testing helps in avoiding emergency situations, as well as keeping the child alert and responsive to learning. The nurse will take part in blood glucose monitoring and management within school hours.

The diabetic child will be given a Diabetic Card from the nurse so that the teacher and/or teaching assistant is aware of the child's condition. The child will be given privileges to check their blood sugar level and go to the toilet when necessary (see Appendix B).

Asthma

Asthma is the most common chronic illness during childhood. The most common symptoms are coughing and wheezing. The school upholds a 'No Smoking Policy' in order to have a healthy learning environment for children with and without asthma. The school will, as far as possible, not use chemicals that are potential triggers for asthma.

The parents or guardians of students with asthma are responsible for:

- Providing the school with an inhaler to be kept in the school clinic.
- Ensuring children are aware of the timings of taking their inhaler or nebulizer.
- Ensuring inhalers are in date.

The nurse will be responsible for ensuring the inhaler/nebulizer is given on time with the right dose as prescribed by the physician. Parents/guardians will be contacted if necessary, for any concerns regarding the child with asthma.

Allergic Reactions / Anaphylaxis

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. Although life-threatening, anaphylaxis is manageable with sound precautionary measures from staff, allowing school life to continue as normally as possible for all those concerned.

Common causes include foods such as nuts, sesame, eggs, cow's milk, fish, shellfish, and certain fruits such as kiwi. Non-food causes include Penicillin or any other medication, latex (rubber), and the venom of stinging insects such as bees, wasps or hornets.

The school provides a nut-free menu at the canteen, which is beneficial for students with food allergies.

The parents or guardians of students with allergic reactions are responsible for:

- Providing the school with one (1) EpiPen to be kept in the school clinic.
- Ensuring children know their allergies and the required management.
- Ensuring EpiPens are in date and in good condition.

In the event of a severe allergic reaction, the EpiPen (adrenaline injection) should be administered into the muscle of the upper outer thigh. An ambulance must always be called after injection (999).

Policy Sign-Off	
Reviewed by:	School Nursing Team / Senior Leadership Team
Approved by:	Principal / Head of School
Date of Review:	May 2026
Next Review Date:	May 2027

Appendix A

Medication Consent Form

Policy Sign-Off	
Date	
Child's Name	
Class	
Name of Medicine	
Dose	
Timing	
Special Instructions	
Parent's / Guardian's Name	
Parent's / Guardian's Contact No.	

The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to the school nurse in administering the medication in accordance with school policy.

Parent's / Guardian's Signature: _____

Date: _____

Appendix A1

Special Medication Administration Permit

I authorise the school nurse to administer to my son/daughter the following medicines:

Student Name and Class: _____

1._____

2._____

Parent's Name: _____

Parent's Signature: _____

Contact No.: _____

Date: _____

Nurse's Name: _____

Nurse's Signature: _____

Appendix B

Emergency Procedures for Injury or Illness

Follow these steps in the event of any medical emergency involving a student:

- Remain calm and assess the situation. Be sure the situation is safe to approach. The following dangers will require caution: live electrical wires, gas leaks, chemical spills, building damage, fire, smoke, traffic or violence.
- A responsible adult should stay at the scene and give basic support until the person designated to handle emergencies arrives (medical or EMS personnel).
- Send word to the person designated to handle emergencies. This person will take charge of the emergency and provide instruction and further first aid as needed.
- Do NOT give medications unless there has been prior approval by the parent/guardian, and according to an individualised emergency action or healthcare plan.
- Do NOT move a severely injured or ill student unless absolutely necessary for immediate safety. If moving is necessary to prevent further injury, follow the guidelines for neck and back injuries.
- Call Emergency Medical Services (EMS — 999) and arrange for transportation of the ill or injured student, if necessary.
- An administrator or designated employee should notify the parent/guardian of the emergency as soon as possible to determine the appropriate course of action.
- If the parent/guardian cannot be reached, notify a parent/guardian substitute and call either the physician or the hospital designated on the Emergency Information Card.
- A responsible adult should stay with the injured or seriously ill student at all times.
- An incident report must be completed for all serious injuries, in accordance with school policy.