

NEWTON INTERNATIONAL ACADEMY SMASH



SCHOOL CLINIC POLICY

POLICY REVIEWED

July 2026

POLICY TO BE REVIEWED

July 2027





School Clinic Policy

Policy Reviewed June 2026

Reviewed by School Nurse Gabby

Review Due June 2027

We have an equipped clinic at Newton International Academy – SMASH which is staffed by Nurses. The Nurses are responsible for administering any first aid or prescription medicines that children may require during the school day.

The school clinic is committed to promoting student wellbeing and mental health as integral components of academic and personal success. Our clinic provides a safe, supportive space for students to seek help. By fostering a culture of care and open communication, we aim to reduce stigma, encourage self-care, and ensure every student feels valued and supported.

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 sustainability of medically unfit students to resume classes, without putting at risk their own health and safety or that of the other members of the school community.

Medical Care:

Though your son/daughter will normally obtain medical care from your family doctor, we hold medical information of all our pupils in order to ensure that we can provide appropriately for their needs, and look after them if they are injured or if they had an accident. We would therefore be grateful if you can complete and return any medical form that sent home or enclosed with other admission documents before he/she joins the school.

- *Medical forms*
 - Medical forms are also sent to all parents at every start of the term to be completed and returned as soon as possible. It will contain information regarding the student's medical history (allergies, medical conditions, etc.) and precautions needed to be done.
 - The collected medical forms will be kept in the school clinic files for record. The nurses will then be preparing a Medical File Alert document every school year for students with medical conditions and will be shared to class teachers and staffs for awareness.
- *Complete vaccination records*
 - To comply with the Ministry of Public Health, it is essential to submit complete vaccination records with admission documents and a copy will be given to be kept in the school clinic files.

Medical Examinations:

The Ministry of Public Health established certain programs that will help in your child's health and development. An e-mail is sent to parents regarding their consent for these examinations.

- *Annual vision screening*
- *Growth Monitoring (Height and Weight)*

Medical Reports:

A medical report must be submitted to the school where there is any change in the health condition or a new medical condition for your 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 utmost priority, however sometimes accidents do happen and we follow the following procedures when dealing with such situation:

- The nurse will assess the extent of injuries and will carry out the necessary first aid procedures. A health clinic slip is sent home with all children treated at the clinic.
- In case of injury, examples being head trauma or a fall, the nurse will call for guardian after appropriate first-aid treatment were given. If necessary, the nurse will call for medical support or ambulance (999)

Off-Campus Injuries and re-current complaints

During school trips, a first aider/s is/are always present to give care to students that require treatment. Every excursion is accompanied by a medical kit provided by the Clinic.

Injuries incurred after school hours will not be attended at the school clinic. Parents will be notified and the recommended action advised, when necessary.

Students often present themselves with the same complaints for several days. We aim to provide the optimal care; however, it is to be notified that we are not a health center or a walk-in clinic. Students should be taken to their preferred physician for the required treatment to be done.

Communication with Parents:

- When a child is unwell, he/she is given a "Clinic Pass" slip from the teacher in order to let the child go to the nurse. After which, the nurse will give the necessary treatment and completely fill-up the slip. The slip will be given to the child to be shown to their parents, in order to let the parents be aware of any illness/health complaints that the child is having while in school.
- Parents will be notified by telephone and/or email if only necessary.
- Clinic staff may contact the parents if they need to obtain some information about the child or inform child's parents about administering medication.
- Parents will be informed immediately if their child is unwell and needs to be collected from the school at the earliest. We will not put a child who is ill or distressed on a school bus. The parents must come and take the child as a matter of priority.

Policy on Medication Administration

The school clinic has its own supply of medications that are recommended for first-aid only. Prior to administering of any medication to an early-year and/or primary school child, parents will be notified and verbal consent will be obtained. 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 would need medication/s to be administered during the school hours, a doctor's prescription needs to be obtained.

Medicines and Treatment brought to the School

- Parents or Guardian must deliver medicine with a prescription to the school nurse, if necessary, and pick up any leftover medication at home time. The parent or guardian must fill up the "Medication Authorization" form upon giving the medicine.
- The "Medication Authorization" form contains all the student's details (full name, class name) along with the correct dosage, correct timing to be given, side effects that comes along with the medication. If it is filled out by a guardian, the nurses will confirm all details with the parents through a phone call.
- 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. Our policy concerning medication must be followed for the protection of all our students.
- A special medication administration permit must be filled out by parent/guardian before administering any kind of medication during school hours. These forms are readily available in the school clinic. Any dosage change/s must have a written instruction by a Doctor.
- The first/starting dose of all medication must be administered at home. The school clinic will only administer the continuation dose.
- Alternative medications such as herbal remedies can be administered with the written consent from the parents. The nurse has the right to disagree in administering the alternative medication if she thinks it will cause more harm to the child than good.
- No student is to have any medicine (this includes over-the-counter and prescription medicine) on their own at any time.

Policy on Illness

A gentle reminder for parents, if your child is not feeling well before coming to the school, it is highly recommended to let the child rest at home. The child will not be able to concentrate and perform very well in activities in class, if he/she is unwell.

Fever

Pupils with a temperature above 37.7 degree Celsius 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.

During assessments, any child with fever, is advised to have a check-up with their preferred doctor and the child should stay at home until he/she is well. The child may return to the school if he/she is afebrile (a temperature <37.5) 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 let the child, take the missed assessment. Certain parents who instruct the child to take an assessment and then have an early leave from the school, please note, this is not encouraged by the school management.

In case of a 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 him/her to reduce the intensity of fever. Parents will be told to come into the school immediately.

Injuries

All health concerns, injuries and treatment provided are recorded in the clinic log book. A health clinic slip is given to a student for teacher's reference before sending it to parents. This will include the cause of visit, treatment and recommendation for the student. Minor injuries in this category include but is not limited to: superficial injuries;

scratch, fingertip cuts not more than 1 cm, bump/hit something without bruising/lump, mild pain, minimal swelling and is self-limiting.

Significant minor injuries such as severe abrasions with bleeding, cuts and bruises, swelling, lump, dislocation, strain/sprain. The school nurse will thoroughly assess, take necessary interventions as per scope of practice, and take action on the situation. A call will be made to parents if there are any concerns, any visible sign of injury to the face no matter how small it is, considering necessary for student's condition.

Head Injury

Minor head injuries are common in children and do not usually cause any serious problems. Very rarely children can suffer a serious head injury and do require medical assessment.

If a child sustains a head injury while at school, an ice pack should be applied immediately to any bump or bruise. The school nurses will assess and observe the student for at least 30 minutes. If the school nurse has no concerns with child's health, parents will be notified through phone and will be advised to monitor child at home and to look out for symptoms such as vomiting or dizziness along with a Head Injury Information slip.

If there are any concerns from the teacher after the student has returned to class, they must be brought back to the clinic for further observations. The school nurses will notify the parents for any concerns after re-assessment. All head injuries are recorded in the clinic log.

Contagious Illness

Guidelines for the unusual conditions should be followed. These conditions are: Conjunctivitis, Chickenpox, Gastroenteritis, Hand Foot and Mouth Disease. However, the list is not limited to the above mentioned conditions.

If a student develops vomiting/diarrhea, he/she should be seen by a doctor and rest at home for the duration of illness (48 hours) or if necessary admitted to the hospital.

The time period for each condition varies, so we request that a child receives proper care at home as long as it is needed, upon returning to school, a medical certificate from the attending physician or pediatrician must be provided. If the child returns to school prior to the completion of the recommended isolation time, parents will be requested to take their child home.

Covid-19

Covid-19 is one of the most contagious disease from corona virus. The symptoms include: Fever, chills, vomiting, diarrhea, muscle/body pain, loss of taste/smell.

The child with covid-19 symptoms in the school will be transferred to the isolation room immediately and parents will be called to take the child from the school. Children with covid-19 symptoms from the home are not allowed to come to the school to prevent further transmission of infection.

Upon reporting back to school:

The parent/guardian should submit the covid-19 negative test result and should present a sick note of medical certificate fit to return to the school from the health center or doctor.

Asthma

Asthma is the most common chronic illness during childhood. The most common symptoms of childhood asthma are coughing and wheezing. The school upholds "No Smoking" policy in order to have a healthy learning

environment to children with/without asthma. The school will as far as possible not use chemicals that are potential triggers for asthma.

The parent/guardian of students with asthma are responsible for:

- Providing the school with two (2) inhalers: one will be given to the child's class and the other will be kept in the school clinic.
- Children must be aware of the timings of taking their inhaler.
- Ensuring the inhalers are in date.
- The nurse will be responsible for the inhaler to be given on time, with the right dose as prescribed by the physician. The parent/guardian will be contacted if necessary, for any concerns regarding the child with asthma.

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 that is needed to convert sugar and starches into energy needed by the cells.

The causes for Diabetes are unknown, but it appears to be a combination of genetics and environmental factors. There are two main types of diabetes. Type 1 and Type 2.

During the first term, the nurse will give an Individual Health Care Plan (IHP) forms to a student with diabetes. He or she must let his or her doctor fill-up the forms and give to the nurse once completed. Each IHP include written orders from the student's physician outlining the dose and indications for insulin administration that are necessary in managing the student's condition. Insulin administration will only be given to those students with a completed IHP form, he or she will be sent home by the nurse, if necessary.

Students with diabetes must check (or test) their blood glucose levels throughout the day using a glucometer. The items needed for diabetes management should be provided by the 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 the meal, if requested by the physician
- Upon symptoms of hypoglycemia (low glucose level) and hyperglycemia (high glucose level)

Routine blood glucose testing helps to avoid 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's information will be shared with the class teacher/teacher assistant so that they are aware of the child's condition. He/she will be given privileges to check his/her blood sugar level, go to the toilet, etc., when necessary.

Allergic Reaction/Anaphylaxis

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. Although life-threatening, anaphylaxis is manageable, with sound precautionary measures from the staff. School life can continue as normal for all those concerned.

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

The parents/guardian of the student with allergic reactions are responsible for:

- Providing the school with two (2) EpiPens: one will be given to the child's class and the other will be kept in the school clinic as a back-up. It should be properly labeled with the child's name and class.
- Children must know their allergies and the needed management.
- Ensuring that the EpiPen are in date and in good condition.

In an event of a severe allergic reaction, the EpiPen (Adrenaline injection) should be administered into the muscle of the upper outer thigh. An Ambulance (999) should always be called after injection. Parents will immediately be notified as well.

Hand Foot and Mouth Disease

Hand foot and mouth disease is a mild, contagious, viral infect that is commonly found in children. Symptoms usually begins with a fever, reduced appetite, sore throat, and a feeling of being unwell. A skin rash with flat red spots (blister-like rashes) on a child's palm of the hands, sole of the feet, and painful sores in the mouth.

These symptoms usually appear 3-7 days after initial exposure to infection. The illness is typically mild, and nearly all patients recover within 7 to 10 days without any medical treatment.

Upon reporting back to school:

- Children can return to school when their fever goes away and their mouth and skin sores have healed.
- The parent/guardian should also submit a sick note and/or a medical certificate fit to return to the school from the health center or physician.

Head Lice

Head lice are tiny insects that feed on the blood from the human scalp. Head lice are common in school-aged children and do not discriminate based on cleanliness or personal hygiene. It is important for the school nurses, school staffs and parents to work together to prevent and manage cases as they arise.

- Routine hair check will be done by the school nurses as a precautionary measure
- Parents will be informed in case head lice will be found in a student and should be sent home
- It is vital to take necessary treatment at home before students can return back to school. Students can return back to school if it has been treated and all the lice/eggs have been removed