



JEDDAH PREP AND GRAMMAR SCHOOL

Nurse Clinic Guidelines and Procedures Policy

This policy has been written in conjunction with the Headmaster and the School Nurse, the following general guidelines and procedures have been formulated.

1.1.1 General Health Information

Each new student must submit a completed [Relevant Medical History Form](#)

1. Before the first day of attendance for the initial evaluation by the School Nurse.
2. Any specific medical problems noted will be evaluated by the School Nurse to include contact with parents to determine the prescriptive treatment required by any specific circumstances, i.e. allergic reactions, disability-related activities, etc. This evaluation should also be completed for any student or staff member who develops a serious medical problem during attendance.
3. Any student with a life-threatening medical problem must have [Individual Health Care](#) plan filled by the parent, a meeting should be arranged at the beginning of the year with the head of school and school nurse to discuss the health plan in school, medication to give in case of emergency, medical report.
 - The student is to be listed on the Medical alert list for school with an individual health care plan that is attached to pupil profile in SIMS and [School Disk](#).
4. Any member of staff that receives any information concerning the health of any individual student shall pass that information to the School Nurse.
5. Any medication required by any student at any time is to be dispensed by the School Nurse and will be left in the school clinic along with a written description of dosage, frequency and written permission from parents to administer the medication.
6. Students participating in inter-school athletic activities should have a medical information form on file with the School Nurse. Staff responsible should send a list of names, forms, and medical concerns to the School Nurse for cross-checking and methods of treatment.

1.1.2 Illness/Minor Injuries at School

1. In the event of the onset of illness or a minor injury at school, the student/staff member should be referred immediately to the School Nurse. A Nurses Pass to attend the clinic must always accompany with grammar school student.
2. The School Nurse will treat the immediate problem and then make the determination if the student/staff member can continue in attendance and, if necessary, notify the family to collect the student/staff member from school.

Staff should inform the school nurse as soon as possible about any incident or accident happen to any pupil during the school day¹

- (i) For **behavioral related injury** within the classroom, the teacher should send the child to the clinic for examination, once medically free class teacher should be the one to inform the parents about the nature of the incident. Parent medical notes should be given and ensure that the teacher will inform the parent.
 - a. Neither students nor staff members should continue school day with a temperature over 38, proper vomiting g, diarrhea, inflammation of the eye or another communicable disease.
 - II. Medication for Fever will be given to the pupil if the parent has permitted for in Pupil Medical Form.
 - (a) Nurse procedure to send a sick pupil home :
 - III. For Prep school pupils: after contact the parent using 'SIMS contact numbers' and get their confirmation to collect their sick child from school an email will be sent to the pupil-teacher, receptionists, security and Cc the Head of Prep PA
 - IV. For grammar school pupils: after contact the parent using 'SIMS contact numbers' and get their confirmation to collect their sick child from school, an email will be sent to the grammar school teachers, receptionist, security and Cc the head of Grammar PA.
 - (b) In the event of the School Nurse sending a staff member home, the Head Master's PA and Admin Assistant in the Prep or Grammar School as appropriate must be notified by the School Nurse. The staff member must
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notify his/her line manager to ensure that work and cover are arranged for their lessons and must sign out at Reception.

- (c) Students with temporary disabilities (i.e. in Cast, ear infections, muscular or sports injuries) need to be written permission from parents/doctors before they can participate in either curricular or extra-curricular sports.

1.1.3 Accident/Emergency Medical Procedure

Qualified first aider / senior member of staff at the incident location will be in charge of the situation and should take on or delegate action as appropriate.

1. The **School Nurse** should be immediately notified at extension 123, in person or by phone (**Ayah**). **0595 997 738, (Mirasol) 058 3486 591.**
2. Notification should include the seriousness of the situation, location and brief description of the condition.
3. The School Nurse will then make the determination if the student or the staff member should be treated onsite or can be safely moved to the Clinic for treatment.
4. Only in cases of life-sustaining action and only by qualified staff, should any treatment, other than the stoppage of bleeding be given, before the arrival of the Nurse.
5. **In the event of an incident that results in an actual or suspected head, Neck or spinal injury or loss of consciousness, the student or staff Members should NOT be moved.**
6. In the event of a life-threatening situation, First-Aid or CPR trained personnel may treat the student according to their training. The Nurse must be called immediately.
7. First-Aid kits are located at the Main Pool Office, Science Lab Prep. Room, Nursery (on the wall in the main room) and the Sports Hall office in addition to the Nurse's office.
8. A backboard and oxygen tank are located in plain sight at the main pool. There are also suppliers of ice and bags in the refrigerator in the clinic for immediate treatment of sports injuries that occur. Ice is also available in the refectory for clubs that extend beyond 3:30 pm. The School Nurse will make any decision regarding treatment and her decisions are to be adhered to.
9. Parent/Guardian/Spouse is to be contacted by the Nurse. In the event that no contact with the family is possible, GNP Hospital or Saudi German hospital or Dr.Erfan hospital will be consulted regarding the injured student or staff

member.

10. For an incident that requires reporting such as major injuries like; **suspected bone fracture, cut wound, head injury, eye injury, genital area injury and others that require a prompt visit to the hospital.** The Head of the Department and Health and Safety Officer should be notified first, before calling the parents for them to assess the incident, in case the parents want to talk to them regarding the incident.
11. Incident Report should be completed on the same day of the incident or within 24 hours maximum.
12. After the immediate resolution of the incident, it will then be the School Nurse's responsibility to compile the incident report with input from staff members present - either supervisory staff or person responsible for lesson/playground duty/game supervisor. This report will be filed in the student's permanent file. The Incident report form can be found on the School Clinic System.
13. If the incident takes place after 3:30 pm, the senior staff member present should record all the details so that a proper Incident report ([see Form C](#)) can be compiled with the help of the School Nurse for the records. The Senior Staff person should also contact the family at the time of the incident.
14. It is highly recommended for a qualified lifeguard to be present at any water-based activity at the swimming pool.

Dealing with genital area injury

1. Prompt assessment and intervention in case of an emergency.
2. Child safety and privacy is the most priority
3. For minor injury call the parents first for permission before exposing the genital area.
4. In-case of child refusal, informed the parent and document.
5. Ask the on-duty teacher about the nature and reason of injury.
6. Report to the child protection officer if suspected child abuse.
7. Inform (verbal or e-mail) the class teacher and the head of the department as soon as possible about the incident.
8. Incident report to be filled and send to the teacher who is involved if needed.

Daily Routine

The School Clinic is open from 7.30am until 3.30pm throughout the school term and is staffed by two qualified nurses. The school day starts at 7.40am and

finishes at 2.30pm, followed by 1 hour of enrichment. Busy periods are during the break times which are as follows -

Prep School	1 st break – 9:50 till 10:10
	2 nd break – 12:00 till 12:40
Grammar School	1 st break – 10:45 till 11:05
	2 nd break – 12:55 till 13:35

Occasionally the PE department will request a nurse be on duty for sports tournaments at weekends or evenings if needed.

Access to the Clinic

- The school nurse holds the main set of keys for the clinic. Spare keys for the clinic are held by security at the main gate. Spare keys for the white medicine cupboards are kept in the top drawer of the nurse's desk. There is no spare key for the brown store cupboard.
- The AED machine is kept in the School clinic and can be accessed with the spare keys from the security office if needed out of school hours.
- Medical items, except for the AED machine in case of emergency, should not be removed from the School clinic without the permission of the School Nurse.

Security

- The clinic door should **always be locked** when there is no nurse in the clinic. Should the nurse need to leave the clinic during school hours in case of an emergency a message can be left in the box outside the clinic with emergency mobile phone numbers for the nurse or nominated person.
- Pupils should never be left unattended in the School clinic.
- Medication and medical equipment are kept in locked cupboards in the clinic.

Using the Telephone

- The school phone number is 654 2354 and the clinic extension is 123.

- To use the phone dial 9 for an outside line before dialing the number you require. The clinic phone is not authorized to make international calls.
- A list of current staff and their phone numbers are available at the start of the school year and a printed copy is kept on the notice board.
- Frequently used telephone numbers –

Mohammed (maintenance)	050 934 1384
Reception	Ext 110
Head’s PA	Ext 125
Head of Prep school	Ext 179
Head of Grammar school	Ext 234

Using the Computer

- Computer Login **nursejpps**
- Username **jpgs**
- Password *********
- SIMS Login **snurse**
- Password *********

Using SIMS

Information for all pupils and staff are recorded on SIMS. To access personal information search using -

- Name of the pupil – the simplest way to find a pupil/staff is to type in the initial letters of their name, this limits spelling errors.
- Class or Form of the pupil – If you know the class or form the pupil is in you can select this from the drop-down box, this will produce a list of the whole class. You can change the list from ‘details’ to ‘photographs’ if you are trying to find a pupil whose name you don’t know.
- Year or School of the pupil – Searches can be limited to Grammar or Prep School or the year of the pupil if you know it.
- The status box should always be on ‘current’ if trying to locate a pupil in a school or this can be left of ‘all’ which will also show pupils who have left school.

Training or assistance with SIMS use can be requested from the IT on Ext 163.

Any personal information was given to the School Nurse by pupils or parents, additional or new phone numbers, are forwarded to the Registrar for including in the appropriate record.

The School Nurse has access to the Medical section on SIMS. Information on medical conditions or allergies is added in this section, along with the consent to give medication or get emergency medical treatment or individual health care plans.

Clinic Log

The clinic log is a daily record of pupils visiting the school nurse. A new excel sheet is opened at the beginning of each week, one for Prep School and one for Grammar School and these are emailed to the appropriate Head of school at the end of each half term.

The information recorded in the Clinic log can be a useful record if a member of staff is asking about the whereabouts of a pupil or if a parent asks if their child has attended a clinic with an injury or illness.

Pupil's visit during lesson time

Grammar school Pupil's attending the clinic during lesson time must have a nurse pass "[Form D](#)" or email from their teacher unless it is an emergency or the pupil has come from PE. Grammar Pupils who do not have a nurse pass should be returned to class unless they are in need of urgent medical treatment. The nurse pass should state the time of leaving the lesson and this will be returned with the time they left the clinic and signed by the School Nurse.

Pupils coming to the clinic between lessons need a nurse pass signed by either the class they are leaving or the class they are going to.

Grammar Pupils who come into the nurse clinic at the end of break times should first attend their next lesson to inform their teacher and obtain a nurse pass unless their injury prevents them from doing so.

Nurse passes are available for teachers to collect from Staff room or the School Clinic

Nurse passes are not given to pupils who request them on behalf of a teacher or other member of staff.

- [Check First aid-Clinic visit procedure for more information.](#)

Medical Records and Administration

Every pupil must complete a Medical history form on enrolment and these are securely kept in the School clinic. This form gives information on any chronic Medical condition or allergy and any other conditions which may affect the child's participation in school. Any information given in medical forms is treated as confidential and is only shared on a need to know basis.

Parents or guardians must sign the Medical history form and indicate whether they give consent for the School Nurse to administer over the counter medication or seek further medical help in an emergency situation. If a pupil does not have signed consent from a parent or guardian to administer medication or seek emergency help, consent can be given verbally on contacting a parent or guardian by phone.

Medical Alert List

The [Medical Alert List](#) contains a list of all pupils with an existing medical condition or allergy and is completed and distributed at the start of the school year. A complete copy of the Medical alert list is available on school disk and all staff should regularly access since constant change for medical condition within the school year is expected. Emailed to Health & Safety Officer at the beginning of each term. A booklet of medical alert list with managing emergency procedures are available in the staff room with the pictures of pupil with life threatening cases this is a health and safety matter and every staff should be accessed and be familiarised with. All members of staff should understand what constitutes an emergency for an individual child and is aware of what procedures to follow.

Any staff who require more information or advice on managing a medical condition or allergy can contact the School nurse on extension 123 or call into the School clinic to discuss.

Medication

Over the counter medication may be administered by the school nurse or other qualified members of staff, such as trained first aiders. This school will not give medication (prescription or non-prescription) without a parent's written consent, except in exceptional circumstances. In the event that parents have not given written consent for the school nurse to administer medication, permission to do so can be given by parents verbally over the phone.

When administering medication, the school nurse will check:-

- Pupil's name and date of birth
- Any allergies the pupil may have
- Medication is to be given is correct and in its original container
- Strength, correct dosage and method of administration
- The expiry date of the medication
- Time pupil last was given a dose of medication
- Any possible side effects of medication

An accurate record of all medication administered or treatment given in the nurse clinic is recorded in the pupils' medical progress notes, detailing the medication given, date, time and dose of medication. The clinical decision to administer medication is also recorded. Notification of medication administration is given to the pupils of Prep school for their parents.

Current Medications

Medication	Reason for Use
Fevadol (160mgs/5mls)	Fever, headache, abdominal pains, toothache, minor head injury, or other reasons where appropriate.
Nurofen (100mgs/5mls)	Fever, headache, sporting injuries, muscle pain.
Claritine (anti-histamine)	Hay fever or allergies

Rennie (pupils over 12 years)	Heartburn, upset stomach, nausea, gastric pain
Strepsils	A sore throat
Topical creams <ul style="list-style-type: none"> • Fentisil (anti-histamine cream) • Fucidin (anti-bacterial cream) • Volterol/Joint Flex • Mebo 	Bites or allergic rash Skin infection Sports injuries, muscle or joint pain Burns
Panadol '500mg of paracetamol'	Headache, Fever, abdominal pains, toothache, minor head injury, or other reasons where appropriate.
Ventolin (Salbutamol) Inhaler	For emergency use only in case of an asthma attack

Regular or Prescription Medication

If a pupil takes regular medication the parents should provide the school with authorization and written instructions about how and when to administer the medication. The school nurse will supervise the student taking the medication. Any medication brought into school should be kept in the School clinic and the school nurse should make sure that the medication was accessible for the pupil when they need it.

Recording of regular or prescription medication is for non-prescription medication. Should the medication not be administered for any reason, parents are to be informed.

Parents are responsible for supplying information about the medicines their child needs to take at school. They are responsible for informing the school in writing of any changes to the prescription or medical needs of their child. Parents or the pupils' own doctor should provide written details to include:-

- The name of the medication to be administered
- Required dose
- Method of administration
- Time and frequency of administration
- Length of time treatment and termination date (if applicable)
- Any possible side effects of medication
- Any other treatments required

All pupils with a medical condition should have an [Individual Health Care Plan](#) (IHP) with details of exactly what care the pupil needs in school, when they need it and who is going to give it. The IHP should explain what help the pupil needs in the case of an emergency and who should be contacted. The IHP should be completed with input from the parents and include any medical or professional healthcare advice.

Pupils with chronic medical needs who carry their own medication and self-medicate should be encouraged to take ownership of their medication and safely administer their medication. No students will be allowed to share medication and should be encouraged to act responsibly to safeguard their own health and that of other pupils.

Any medication without written permission from a doctor or parents will not be given by the school nurse and will be returned home and parents informed that written permission must always be given.

Storage of Medication

Medication is stored safely in the School clinic and is kept in locked cupboards. Any medication provided by parents for individual use must have administration instructions and it is parents' responsibility to ensure that medication is in date.

The school will store medication that is in date and labeled in its original container where possible and in accordance with its instructions. Medications are stored in a locked medicine cupboard and the nurse clinic is never left open and unattended by a member of staff.

Information Files

The first aid file contains information on how to administer first aid in common situations for staff reference. These can be included in the first aid kit on request by staff. First aid information is also available in the *BLS and First Aid Folder* on the computer desktop.

Information on current evidence-based practice and communicable diseases can be found in the *Medical Information Folder* on the computer desktop.

- We have collated up to date information and advice leaflets on head lice, along with a head lice policy, which is based on information from the CDC. A hard copy is available for reference and for giving advice to staff or parents, there is also information and a copy of the policy on the computer desktop.

Routine head lice inspections are not carried out in school. If a member of staff suspects that a pupil has head lice they can discreetly bring them to the school nurse for checking. If head lice or nits are found in a pupil's hair, the school nurse will:

- Phone the parents advising to check and treat their child as appropriate. Pupils are not sent home from school unless the parent requests to collect their child.
- Distribute head lice notification approved letter to the classes of the relevant school year to inform parents and advise on checking their child for possible head lice.

The school nurse does not share information with staff if head lice are found on a pupil for reasons of confidentiality. Staff is also encouraged not to inspect pupil hair in the classroom or to identify a child in the class if they suspect they have head lice, for more information you can read the school head lice policy.

Nurse Clinic Forms

- Medication and treatment record
- Medication administration forms
- Head injury precautions letters
- Individual Healthcare plans
- Daily clinic log
- Medical history forms
- Nurse pass
- Incident report

There are hard copies of the above forms/letters in the filing cabinet and are copies are also kept on the computer.

It is also the responsibility of the school nurse to ensure that there are adequate copies of nurse passes for teaching staff. Copies of nurse passes are kept in the staff room and in the nurses' office for collection by staff.

Letters Home to Parents

- Medication Administration Notes – Always given to Prep school pupils when any medication is given. Given to Grammar school pupils if they need it.
 - Minor Injury/Accident form – Given to pupils in the Foundation classes following a minor injury. They are not generally used for minor grazes, but can sometimes be requested by teaching staff.
 - Head Injury Information – All pupils **MUST** be given a letter informing parents of incident and treatment in the clinic, also precautions and signs and symptoms which may occur following a head injury.
 - Head Lice Notification – Letters are given to the whole year group where head lice are suspected. If possible letters are given on the day of notification.
 - Letters are on the computer to inform parents of various health issues or notifications of current concern in the school, i.e. Head Lice, chickenpox, and flu. These can be found in the Documents folder on the computer.
- **ALL LETTERS MUST HAVE THE APPROVAL from THE HEADMASTER PRIOR TO DISTRIBUTION**

Staff Medical History

At the start of every school year, a [Medical History Form](#) should be completed by new members of staff and these are kept in the bottom drawer of the large filing cabinet. The information contained in staff medical history forms is confidential and not to be shared with other members of staff, except in exceptional circumstances.

Safeguarding

If you have any concerns about the safeguard of a pupil attending the school clinic you should inform the Designated Safeguarding Lead, the Head, immediately (within 24 hours). Should a child express any details to the school nurse of any alleged abuse, a written record should be made and where possible using the pupil's own words. This should be completed in your own handwriting and should be signed and dated.

Follow the guidance in the Safeguarding Policy on the School Disk.

School Thermometer

The school weather thermometer is located in the nurse's office. The detector is around the corner from the clinic on the wall, out of direct sunlight.

1.2 Extreme Weather Policy & Guidelines *Health & Safety Handbook 2021-2022*

To protect pupils and staff from the extreme weather conditions of heat, sandstorms, rain, and humidity.

During extremely high temperatures, people may not be able to produce enough sweat to aid cooling. With the addition of high humidity, this prevents the evaporation of sweat.

Recommendations

- Wear loose-fitting, lightweight, light-colored clothing. Dark or tight clothing holds heat and does not allow the body to cool properly, because it inhibits evaporation.
- Avoid getting sunburned, as sunburn reduces the body's ability to cool down.
- Being in an air-conditioned building is one of the ways to avoid heat exhaustion. Fans alone are not adequate to counter high humidity or temperature.
- To protect people from and limit the exposure to ultraviolet light. Exposure to intense ultraviolet light increases the risk of Cataract in later life.
- To encourage sensible behavior in adverse conditions.
- To reduce intense activity such as football and basketball to avoid overheating the body.
- Drink plenty of fluids - staying hydrated helps the body sweat, therefore, maintaining body temperature.

1.3 Procedure if the temperature is over 45°C and/or high humidity

Prep School

The School Nurse will inform the Headmaster at 11 am (or earlier if necessary) of the outdoor temperature and humidity on extreme conditions days only. Head of Prep will inform the Prep School of the arrangements for the remainder of the day.

Grammar School

The School Nurse will inform the Head Master at 11 am (or earlier if necessary) of the outdoor temperature and humidity on extreme conditions days only. The Head of Grammar will inform the Grammar School of the arrangements for the remainder of the day.

Role of Students in Indoor Breaks

1. Show respect for supervising staff
2. To make minimal noise and movement.
3. Ensure the room is tidied at the end of the break.

General Procedure for Outdoor Activity in Extreme Weather.

1. Encourage the use of hats in Prep School
2. Students to play/stay in covered or shade as much as possible.
3. To drink water regularly.
4. To remove dark colored pullovers.

Sandstorms and Rain

- Depending on the severity of the situation, the Head Master will make the decision as to when the pupils leave the School premises.
- During sandstorms, the indoor breaks roles and responsibilities will take effect.

Fire/PEC Alarm

In the event of the fire or PEC alarm, the nurses will assemble in the Prep schoolyard. The nurse on duty will take the first aid kit, defibrillator machine and Ventolin inhaler with them.

If Grammar or Prep pupil is already in the clinic at Fire or PEC alarm the nurse should inform the Head of Grammar and Prep PA.

Medical Equipment

The clinic has a thermometer, blood pressure monitor, blood glucose monitor and pulse oximeter, these are kept in a locked cupboard when the clinic is not in use and should not be removed from the clinic unless the School nurse has given permission.

AED

The school has one AED which is kept in the school clinic. This is a Defib tech DDU-100 semi-automatic defibrillator and the instruction manual can be found on the desktop of the computer. The AED has voice instruction for the user.

Approval for purchase of replacement pads is emailed to the Business and Operation Officer .

First Aid Kits

First aid kits are available for sporting events and school trips and should be requested at least 24 hours prior to their trip. If possible the first aid should be collected by a member of staff at the end or beginning of the school day. This avoids busy periods in the clinic and gives the School nurse time to familiarize staff with the contents of the first aid kit and use of items.

Spinal Board

A spinal board is located in the office of the large swimming pool. (Purchased 2000).

Oxygen Cylinders

The school has two oxygen cylinders - one in the School clinic and one in the office of the large swimming pool. It is the school nurse's responsibility to ensure that the oxygen cylinders are replaced every 3 months. This is done during a school holiday and an email is sent to maintenance requesting a replacement.

Wheelchair

One adult size wheelchair is kept in the School clinic. This wheelchair is not suitable for use with very small children. Any member of staff using the wheelchair should accept responsibility for using it and ensure that it is used correctly to prevent injury to any other person.

Maintenance

For routine maintenance of the clinic lighting needs replacing, email Maintenance department with a request. It is helpful to Maintenance if you mark whether a job is urgent or not. Replacement of the oxygen cylinder or laundry of the bed linen is requested, where possible, during the school holidays.

Any urgent repairs or maintenance jobs, such as replacing the water bottle, urgent repairs or cleaning of spills or accidents, contact Mohammed on his mobile phone.

Maintenance also supplies replacement batteries for equipment in the clinic.

Stationery and Printing

Stationery and printing can be requested either on the form outside the reprographics office or by email. The printer in the clinic is only used for one-off copies and not for large quantities of forms or letters.

Spare Uniform

The school uniform might supply spare uniforms for use in an emergency . Parents should be asked before supply the pupil with the uniform .

4	<p>Does your child have a hearing impairment? If yes, is the problem:</p> <p>a) Permanent e.g. congenital <input type="checkbox"/> or</p> <p>b) Temporary e.g. from injury or grommets <input type="checkbox"/></p> <p>What is the percentage and range of hearing loss?</p> <p>_____</p> <p>Is there a requirement for a hearing aid, if yes, please describe:</p> <p>_____</p> <p>Please give us the date and results of any auditory testing</p> <p>_____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5	<p>Does your child suffer from any co-ordination problems?</p> <p>If yes, please describe and attach copies of any relevant medical reports.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6	<p>Does your child suffer from any skin disorders?</p> <p>If yes, please detail and also describe any current treatment and/or regular medication.</p> <p>Please attach copies of any relevant medical reports.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
7	<p>Does your child suffer from any speech difficulties? <i>Unrelated to language competency</i></p> <p>If yes, please describe and attach copies of any relevant medical reports.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

8	<p>Please supply a photocopy of your child's vaccination records and indicate below what has been administered:</p> <p>Usually given in the 1st yr. Diphtheria Whooping Cough Tetanus Polio</p> <p>Usually given in the 2nd yr. Measles Mumps Rubella</p> <p>Usually given between 3-5 yrs. Diphtheria Tetanus Polio</p> <p>Other Vaccinations: BCG Vaccination Haemophilus Influenza type B (HIB) Meningococcal A & C Hepatitis B Hepatitis A (Harvix) Tuberculosis Varicella (Chickenpox) Rotavirus</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
9	<p>Does your child have any special needs, educational or medical? If yes, please detail.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
10	<p>Is your child able to participate fully in physical education and swimming classes? If no, please describe restrictions.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
11	<p>Do you give permission for the School Nurse to administer oral Panadol/Fevadol (paracetamol) or Junifen (ibuprofen) for pain relief and/or fever? Strepsil lozenges for sore throats, Rennie for stomach upsets and Fenistil (antihistamine cream) for insect bites or a rash? Disinfectant cream for wound</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
12	<p>In a SERIOUS MEDICAL EMERGENCY, I give consent for my child to be taken to the nearest hospital (GNP) for emergency treatment. Do you give permission to the school nurse/first aider in school to initiate an emergency intervention for your child?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

This form is confidential. For your child's safety, the medical records or other medical information submitted to the school will be shared with school nurses, teachers and other relevant staff.

If your child has a medical condition then an Individual Health Care Plan needs to be discussed please contact the School to make an appointment for this at an early stage.

Please notify the school of any changes in this information throughout the school year:

For any concerns or more information please contact the School Nurse during regular School hours, 7.30am to 3.30pm:

Telephone: Ext 123

Email: nurse@jpgs.org

Please Note: If any medical information is withheld at the time of registration, this could result in the removal of your child from the School as per the Admission Regulations.

Parents/GuardiansName(PleasePrint):_____

Parents/Guardians Signature:_____

Date:_____

Medical Notes:

If your child requires medications, inhalers, nebulizers, Epi-Pen, or any medical procedure at school, you must provide the school with a physician's order.

If your child requires medication to be administered during school hours parent / legal guardian you must submit to the nurse the medication and appropriately signed paperwork and ensure it is in the original prescription container. **Do Not** send medication to school with your child.

Medication without written permission from a doctor or parents will not be given by the medical staff, it will be returned home and parents informed that written permission must always be given.

Please note that nurses will send home a paper slip containing information about any treatment your child has received during the school day if:

- is in the Foundation class
- in case of major injuries, (they are not generally used for minor grazes)
- medication administration for Prep School and upon request from Grammar student

WHEN TO KEEP A CHILD HOME WITH ILLNESS

It can be hard to know when to send children to school if they do not feel well. Usually, the best place for them is in school, but there are medical conditions when keeping them home to rest or call for an appointment with your health care provider is recommended.

Please keep your child home and/or contact your child's doctor for:

Fever greater than 38°C
A severe sore throat along with fever and feeling ill for more than 48 hours
Vomiting and/or diarrhea within the last 24 hours
Head Lice: Children with head lice should be treated with a recommended treatment and can return to school after their first treatment. Parents should inform the school nurse or teacher as soon as possible after the detection of head lice.

<p>Pink Eye/ Conjunctivitis: Children, whose eyes are red or pink, have reddened eyelids, white or yellow eye discharge with eyelids often matted after sleep, and eye pain. They should not be in school until they have been examined and treated by a doctor. A Medical Note is required to return to school. Children with a pink eye, clear drainage, and no fever do not need to be kept out of school.</p>
<p>Skin Rashes: Take your child to the doctor if they have an unexplained rashes/spots/hives/skin irritation keep your child at home until they have been examined and treated by a doctor, a medical note is required on return to school.</p>
<p>Scabies: Children with Scabies should be out of school until treatment/medication is applied. A Medical Note is required to return to school.</p>
<p>Honey-crusted sores around the nose or mouth or rash on other body parts.</p>
<p>Large amounts of mucus (liquid) from their nose, with facial pain or a headache.</p>
<p>Severe ear pain or fluid coming from the ear.</p>
<p>Hand Foot and Mouth Disease, the medical report is required upon returning the child back to school.</p>

- ❖ **If your child has a fever, it is not a good idea to give them medicine like Fevadol or Ibuprofen and then send them to school because as soon as the medicine wears off, the fever may return and you will be called to come and pick up your child.**
- ❖ *Please keep children home for 24 hours after the fever ends or they have completed 24 hours of medication if prescribed by your health care provider.*

If you find your child is frequently asking to stay home from school, if they are falling behind or appear anxious about school, or if there does not appear to be any physical symptoms, contact your school nurse and your health care provider to discuss your concerns.

School Nurse

Jeddah Prep and Grammar School

Email: nurse@jpgs.org

Form B

INDIVIDUAL HEALTH CARE PLAN

Name	
Date of Birth	
Class / Form	
Medical Condition	

Family Contact 1		Family Contact 2	
Name		Name	
Tel No		Tel No	
Relationship		Relationship	

Hospital or Clinic you wish to use in an emergency

Hospital/Clinic		Doctor	
Phone No		Phone No	
File No			

Pupils' Individual Symptoms

Describe what an emergency is for the pupil and actions to be taken

Responsible first aiders in an emergency

Daily Care Requirements (before sporting activities/lunchtime)

Triggers to be avoided

List of regular medication and side effects

Signed		Signed	
Date		Date	



Form C

Incident Report Form

Name of injured person	Class / Form
Where did the incident take place? Time?	
Name of person in charge or on duty	Date

Where and how did the incident/accident happen?

Details of injury <i>(to be completed by School Nurse)</i>

First aid treatment given

What happened to the injured person following the incident/accident?

Name of person reporting incident/accident	Date
Name of Nurse or First Aider attending	Date

Medication Slip

MEDICATION ADMINISTERED IN SCHOOL

Name _____

Date _____ **Class/Form** _____

Medication is given _____

Dose _____

Time _____

Reason _____

School Nurse _____

Form D

NURSE PASS	
Name	Class/Tutor Group
Date	Time
Reason for visit to clinic	
Lesson sent from	Teacher
Nurse Comments	
Returned to Class	Signed (Nurse)

Staff Medical History Form



STAFF MEDICAL HISTORY

Name				Male <input type="checkbox"/>		Female <input type="checkbox"/>	
Contact in emergency				Telephone			
COVID-19 Vaccine							
First Dose		Yes	No	Dose date :			
Second Dose		Yes	No	Dose date :			
Booster Dose		Yes	No	Dose date :			
Medical History							
Asthma		Yes	No	Diabetes		Yes	No
Hypertension/Heart problems		Yes	No	Epilepsy		Yes	No
Allergies				Signs and symptoms			
Current Medication							
Any other conditions not mentioned above:							
Notes:							
Name				Date			
Signature							

Please, could you complete the following giving brief details of any current medical conditions and allergies you may have, also any current medication you may take. This information is kept securely in the nurse clinic and will remain confidential



MEDICATION ADMINISTRATION CONSENT

Name	
Date of Birth	
Class / Form	
Medical Condition	

I HEREBY GIVE MY CONSENT FOR: _____ TO
ADMINISTER THE FOLLOWING PRESCRIBED MEDICATION TO MY
CHILD _____

THE MEDICINE IS: _____

DOSE: _____

TIMES TO BE GIVEN: _____

POSSIBLE SIDE EFFECTS

PRESCRIBED BY: _____

NAME OF PARENT _____ SIGN _____

- THE CONTAINER OF MEDICINE IS THE ORIGINAL ONE; IT IS CLEARLY MARKED WITH MY CHILDS NAME AND THE DETAILS OF DOSAGE TO BE ADMINISTERED.

Date of issue: March 2022	Reviewer: Interim Headmaster, School Nurses
Date of Review: March 2024	Approved: Board of Governors