مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

OOS School Clinic Policy

Implemented : April 2014

Reviewed : May 2026

Next Review : May 2027

Compiled by : SLT/SMT/MSO/Medical Team

Approved by: Ms. Asma Gilani, Principal & CEO

Purpose: The school clinic policy aims to provide accessible and comprehensive health services to students, promoting their physical, mental, and emotional well-being in a safe and supportive environment.

Scope: The policy applies to the operation, procedures, and services offered within the school's medical clinic.

Objectives:

Healthcare Services:

- Conduct National Immunization Program for all eligible students from Grade 1 to Grade 12.
- Provide primary healthcare services including basic medical care, first aid, health assessments, and referrals to specialized care when needed for students and staff.
- Offer counseling and support services for mental health concerns, ensuring confidentiality and empathy for students and staff.

Emergency Response:

- Maintain trained medical staff capable of responding to medical emergencies promptly and efficiently.
- Develop and rehearse emergency response protocols in collaboration with local emergency services.
- Prepare and maintain First Aid Boxes appropriately for the whole school.

Health Education:

- Conduct health education programs within the clinic to promote preventive care, healthy lifestyles, and disease prevention among students.
- Provide resources and information to students and families regarding various health topics.
- Conduct well being calls when infectious disease cases are identified and educate regarding the appropriate medical care.

Confidentiality and Privacy:

- Ensure the confidentiality of students' medical records and information in accordance with privacy laws and ethical standards.
- Obtain consent from students or their guardians before administering medical care, except in emergency situations.

Accessibility and Equity:

- Ensure the clinic's services are accessible to all students, regardless of their socio-economic status, ethnicity, gender, or ability.
- Provide language interpretation services or resources for students with diverse linguistic backgrounds.

Collaboration and Referrals:

- Collaborate with external healthcare providers, specialists, and community organizations to facilitate referrals and access to additional healthcare resources.

Documentation and Reporting:

- Maintain individual student health records for each student as directed by MOHAP.
- Periodic reporting of health screening results, positive cases and infectious disease cases identified.
- Daily record of medical consultations of students and staff.
- Maintain accurate records of medical visits, treatments, and referrals while adhering to confidentiality guidelines.
- Maintain Vaccination records of each student in accordance to the mandatory National Immunization Program of vaccinations conducted externally as well as internally during school immunization programs.
- Compile periodic reports on clinic utilization, health trends, and services provided for evaluation and improvement.
- Create Individualized Risk Assessment [RA] forms for newly identified pregnant staff and liaise with different departments to accommodate for medically appropriate work environment accommodations.
- Collaborate with the School Counselors to review, guide and modify Medical Accommodation Plans [MAPS] for students with Medical conditions requiring medical accommodations.
- Keep a record of Personal Emergency Evacuation Plan [PEEP] forms for students who require assistance to evacuate due to a medical condition.
- Collaborate with the Education staff to review and modify Risk Assessment [RA] forms for students going for excursions with extra precautions taken for students with medical conditions requiring additional medical accommodations.
- Maintenance records of school medical equipment calibration and medicine inventory along with daily charting of school clinic humidity, refrigerator temperature and oxygen tank volume.

- Record of AED equipment functionality checklist and Medical Waste disposal collection.
- Daily record of food samples of the school canteen.

Roles and Responsibilities:

- Medical Staff: Qualified healthcare professionals responsible for providing medical care, maintaining records, and ensuring a safe clinical environment.
- School Administration: Overseeing the clinic's operations, allocating resources, and supporting the medical staff in implementing policies.
- Students and Families: Responsible for seeking appropriate medical care, providing necessary medical information, and collaborating with clinic staff for better health outcomes.

Compliance and Review:

- Regularly review and update the clinic policy to align with best practices, legal requirements, and emerging health needs.
- Ensure compliance with local health regulations and guidelines while maintaining a commitment to ethical healthcare practices.

Communication:

- Clearly communicate the services offered by the clinic, operating hours, procedures for seeking medical assistance, and confidentiality policies to the school community.