SCHOLARS
INDIAN SCHOOL

SCHOOL CLINIC POLICY

SCHOOL CLINIC GENERAL FACTS

School clinic is a health care facility within school intended to provide basic health care for students and /or refer them to the specialist/primary health center if required. It is the responsibility of the healthcare facility to insure their compliance with all documents submitted to and approved by the Ministry of Health. Security and safety of students and staff should be insured at all time and stages according to the existent rules and regulations of the concerned Federal and Local Authorities in conjunction with present MOH regulations. The facilities need to maintain adequate lighting and utilities, including temperature controls, water taps, sinks, drains and sufficient number of toilets. The facilities should insure secured electrical outlets and communication system. The facilities should be clean and properly maintained and have adequate lighting and ventilation. Slip -resistant flooring products shall be considered for flooring surfaces whenever required for safety consideration. The space allocated for a particular function or service should be adequate for the activities performed. The school has appropriate fire-fighting equipment, signage, emergency power capabilities, lighting and an evacuation plan. Hazards that might lead to slipping, falling, electrical shock, burns, poisoning, or other trauma should be eliminated.

THE CLINIC AMENITIES

General Design- School clinic shall comprise at least of the following:

1. Doctor room/clinic has adequate size (at least 14 square meters) to accommodate standard furniture, fixtures, medical equipment and supplies with sufficient ventilation and lighting.
2. Washbasin and water taps available in the clinic.
3. Treatment area is less than 6 square meters, depending on school population and number of students.
4. An additional area for sick student's observation made available.
5. Separate designated waiting area to accommodate at least five students.
6. Corridors and doors are wide and permits wheelchair and trolleys (at least 110 cm for doors and 150 cm for corridors width)
7. Clinic floors is made of easily washable material e.g. ceramic tiles or special medical floors.
8. Designated secure files area for maintaining students records.

ADMINISTRATION OF SCHOOL CLINIC

School clinic is administered in a manner to ensure high-quality health services while recognizing basic patient rights. Usually School clinic are solo practice clinic with one nurse, if more than one physician is there, the facility should have policies describing organizational structure, including lines of authority, responsibilities, accountability and supervision of personnel. All such practices should have a Medical Director that establishes policies and is responsible for the activities of the facility and its staff. He/she shall assure that all procedures are carried out by or under the direction of qualified, skilled and experienced licensed professionals. Administrative policies should be implemented so as to provide quality healthcare in a safe environment and ensure that the facility and personnel are adequate and appropriate for the type of procedures performed. Policies and

procedures governing the orderly conduct of the facility should be in writing and should be reviewed annually. All applicable regulations must be observed.

MEDICATION POLICY AND PROCEDURE

1. Only minimum amount of medicines is stored as school has a doctor on call.
2. School doctor's instructions is followed on the storage and delivery procedures of medications regarding expire date, temperature control and other pharmaceutical issues.
3. Maintaining cold chain and handling vaccines in School Setting. Refer to MOH guidelines.

INFECTION CONTROL

1. Special attention is given to implement a comprehensive and up to date infection control standards.
2. Procedures are implemented to minimize the sources and transmission of infections and maintain a sanitary environment.
3. The system is in place to identify, manage, handle, transport, treat, and dispose of hazardous materials and wastes whether solid, liquid, or gas.
4. There is an active program for the prevention, control, and investigation of infections and communicable diseases. The infection control program may include, but is not limited to:
   a. A system for identifying, reporting, investigating, and controlling infections and communicable diseases of patients and staff
   b. Schools will report of communicable diseases and the number of individuals affected. (UAE Medical Liability Law 10/2008).
   c. Vaccine-preventable diseases is reported immediately and appropriate action taken to ensure the protection of other children and adults in the school.

STUDENT MEDICAL RECORDS

1. The facilities maintain health records and reports in a manner to ensure accuracy and easy retrieval. Data collection is structured in a manner to consistently encourage a free flow of information
2. Health records is maintained in the custody of the health facility and shall be available to a patient or his/her designated representative through the attending healthcare professional at reasonable times and upon reasonable notice.
3. Reporting requirements is consistent with relevant patient confidentiality regulations implemented by MOH
4. Discussions with student/patients concerning the necessity, appropriateness of treatment, as well as discussion of treatment alternatives, is incorporated into a patient's medical record as well as documentation of executed informed consent.
5. Specific policies are established to address retention of active records, retirement of inactive records, timely entry of data in records, and release of information contained in records.
6. Only health practitioners in the school clinic directly involved in a student's care has access to that student's health records and related information.
7. The School clinic is equipped with the appropriate medical equipment, supplies, and pharmacological agents which are required in order to provide cardiopulmonary resuscitation, and other emergency services.
8. There is written policy that ensure the availability of necessary personnel, equipment, and procedures to handle medical and other emergencies that may arise in connection with services provided.

9. There are written protocols for handling emergency situations, including medical emergencies and internal disasters.
10. Student are treated with respect, consideration, and dignity.
11. Student or his/her guardian are given the opportunity to participate in decisions involving the healthcare provided when such participation is not contraindicated.

FACILITY PHYSICAL ENVIRONMENT

The facilities are clean and properly maintained and have adequate lighting and ventilation. The space allocated for a particular function or service is adequate for the activities performed. The Health Facility Guidelines: Planning, Design Construction and Commissioning, which is available in MOH website www.moh.gov.ae, is adopted by the MOH for evaluating design submissions for new and renovated healthcare facilities including School clinics. For general specification of the school clinic see appendix 1

HANDICAPPED ACCESSIBILITY

In compliance with the federal law number 29 for 2006 regarding Special Needs Rights, each healthcare facility is made accessible to accommodate disabled individuals. The following handicapped requirements are followed:

- Handicapped parking within or near the school premises
- Wheelchair ramps within the school building
- Accessible physical examination room
- Handicapped-accessible rest room within the school building

All equipment used in patient care, testing, or emergency situations are inspected, maintained, and tested on a regular basis and according to manufacturers' specifications. The facility has appropriate fire-fighting equipment, signage, emergency power capabilities, lighting, and an evacuation plan. The facilities have the necessary personnel, equipment, and procedures to handle medical and other emergencies that may arise in connection with services provided. Appropriate emergency equipment and supplies are readily accessible to all patient service areas. Hazards that might lead to slipping, falling, electrical shock, burns, poisoning, or other trauma are eliminated to the maximum. The facilities comply with the Dubai Municipality (DM) regulations regarding protection of the health and safety of employees.

CLINIC MODIFICATION DURING COVID PANDEMIC

The school clinic has been modified to meet the requirements to accommodate cases during Face to Face classes. A separate Isolation room is set up with attached washroom to isolate students who show symptoms. The room is in a secluded area, away from the common passage and has met the necessary guidelines. The general clinic will function as normal for others. We have kept sanitizers and other requirements at various points in the campus for maintaining personal hygiene. A separate trained squad is formed to help in cases of emergencies.

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Hameed Ali Yahya K. M.
Principal