

Al Ittihad National Private School Khalifa



School Clinic Policy

AY 2025-2026

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I. Index

1.1 Part 1: Medical Record and Health Information

- Significant Information
 - The student's name, address, DOB
 - The medical history of the student
 - Informed consent with signature
 - Consent Form for Annual Health Screening
 - Medical Case/Condition
- Safe Keeping and Confidentiality
 - Storage
 - Privacy
- Nursing notes, Recordings, and Incident Reports
 - Nursing Notes
 - Recordings
 - Incident Reports
- Transferring Students and Removal of Medical Records
 - Transferring Students
 - Graduating Students
 - Request for obtaining a copy of the medical record
 - Staff Training

1.2 Part 2: Standard Operating Procedures

- Admitting Students to the Clinic
- The Rule of 5
- The Clinic Pass
- Daily Census and Recordings
- Students stay in the Clinic
- Clinical Treatment
- First Aid

- Administration of Oral Medicines
- Regular Medication
- Prescribed Medication
- Maintenance
 - Inventory, Storage, and Expiry Policies
 - Storage
 - Expiry and Disposal
 - Sending Students Home
- Non-urgent/Non-emergency case/Minor injuries
- Accident/Emergency case
- Emergency and Serious/Life threatening
- Anaphylactic Reaction
- Head Lice
- Health Education
- Reporting Communicable Diseases
- Annual Health Screening (BMI, Vision, and Blood Pressure)
- School Age Vaccination
- Hand Washing
- Medical Waste Management
- Waste Storage
 - Group B Waste (Sharp Objects)
 - Pharmaceutical Waste
 - Sharp Waste Management

II. Disclaimer

Disclaimer

This policy was developed by Al Ittihad National Private School-Khalifa. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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