



# Medical Policy

## *Procedures and guidance*

### **1. Purpose**

It is essential that a clear medical policy is available in the school to guide practice of staff and medical staff working in the school. This policy outlines the key Standard Operating Procedures (SOPs) and the roles of stakeholders.

### **2. Scope**

The policy / procedure applies to the Dyatmika community and contracted medical staff working in the school.

As part of the enrolment process when a child joins the school, parents complete a medical information form. Any medical information is entered onto the school information management system. It is the parents responsibility to ensure this information is kept updated.

All classroom teachers and sports teachers will be made aware of the limitations to activities of students with chronic illnesses by the Enrolment department.

### **3. Policy statement**

All staff have a duty of care at the school and may be expected to give a basic level of first aid or immediate care. However, given that we have qualified medical personnel on site, all incidents of a medical nature should be referred immediately to the School medical staff and Heads of School / Director informed if/as appropriate depending on the severity of the issue.

AIMS:

- To ensure a consistent approach to dealing with medical issues at Dyatmika
- To provide key information for medical staff working at the school
- To provide clarity on Standard Operating Procedures
- To provide information for all other staff working at Dyatmika
- To provide information to parents

### **4. Procedures**

- A. First Aid
- B. Responsibilities of the Nurse on site
- C. Guidelines and expectations of the school nurse
  - i. General competencies
  - ii. Record keeping
  - iii. Contact with blood/bodily fluids

- iv. Chronic medical conditions
- v. Medication
- vi. Food Allergies
- vii. Communicating with Parents
- viii. Sending students home

- D. The role of teachers & day-to-day routines
- E. Emergency Transportation
- F. Keeping Students at home
- G. General Information (emergency contacts, hospitals etc)

### **A) First Aid**

Dyatmika recognises its responsibility in maintaining a safe environment and ensuring that there are appropriately qualified medical staff present on the campus. A number of other staff, such as members of the PE Department may also have first aid qualifications, yet it is an expectation that the Nurse is informed of any incident in which First Aid is required.

### **B) Responsibilities of the onsite Nurse**

The school nurse will ensure that first aid cover is available throughout campus opening hours.

#### **The school nurse will:**

- Keep a record of each student visiting the medical room and the treatment given. Using Engage.
- Be familiar with how to access student records on Engage
- Always treat the injured person to the best of their ability, seeking support or advice from key staff at school as required.
- In the event of an accident or injury requiring external medical support, every effort will be made to contact parents of students before external medical help is sought. This may not be possible in the event of an emergency and parents have signed consent forms to this end.
- Accompany a person with a serious injury or illness to hospital by ambulance together with key Dyatmika staff.
- Be aware of specific medical details of students with medical needs.
- Submit incident reports to the appropriate members of the Leadership Team and the business manager who will then be shared with homeroom/class teachers
- Ensure the confidentiality of medical records on a 'need to know' basis.

### **C) Guidelines and general expectations for the School Nurse:**

**i) General Competencies:** the school nurse will be expected to perform normal day-to-day duties associated with a school nurse and these may include (but are not limited to) competencies such as:

1. Accurately document medical care given to students, including communication with staff, other students or parents.
2. Check temperature, pulse, respiration and blood pressure. Identify abnormal results, and contact parents to seek further evaluation and treatment from a doctor if a higher level of care is needed.
3. Examination of the eyes, ears, nose and throat for signs/symptoms of infection or injury, requiring further evaluation/treatment from a doctor.
4. General assessment of the respiratory, circulatory, nervous, digestive, integumentary and musculoskeletal systems. Report any abnormalities to parents and recommend if further medical evaluation is required.
5. Assess for fractures, sprains and strains following an accident. Provide appropriate first aid care and notify parents via school office if further medical evaluation and treatment is needed.
6. Treat nosebleeds, minor burns and insect bites/stings. Contact parents if further medical evaluation is needed.
7. Perform basic wound care using clean technique. Place a pressure bandage to bleeding wounds requiring further evaluation from a doctor and contact parents.
8. Administer nebulisers, inhalers, EpiPens, eye drops, nasal sprays, ear drops, topical and oral medication as requested by the student's parents or family doctor.
9. Perform basic neurological assessment to rule out concussion or other injuries resulting from trauma to the spine or head. Contact parents and in case further medical evaluation is needed.
10. Keep the medical room hygienically clean and tidy at all times.
11. Ensure that all supplies are well stocked, not damaged or expired. These include: medication, wound care and dressing items, creams and ointments, infection control and emergency contingency supplies, clinical instruments. Ensure that all diagnostic instruments and emergency response equipment are properly functioning.
12. Follow sensible practise related to Covid-19: For any student presenting with Covid-19 related symptoms such as fever, cough, difficulty

breathing etc . Permission must be obtained from parents to perform a Covid-19 Antigen Detection test.

## **ii) Record Keeping**

The nurse will keep a record of each student visiting the medical room and the treatment given. Using Engage.

In the event of a serious injury or accident an incident form will need to be completed.

## **iii) Contact with blood or other bodily fluids**

The following precautions should be taken by all medical staff/nurses to avoid risk of infection or transmission:

- Cover any cuts and grazes on their own skin with a waterproof dressing.
- Wear disposable gloves when dealing with blood or other bodily fluids.
- Use appropriate protective gear, when giving mouth to mouth resuscitation.
- Change gloves in between patients and wash hands after every procedure.

## **iv) Chronic medical conditions**

With the support of the nurse, the school is able to respond to the needs of chronic conditions which include but are not limited to asthma, diabetes, allergies and epilepsy. The nurse must work closely with the teaching staff to ensure these students are cared for appropriately e.g by administering an inhaler if required.

Dyatmika aims to ensure that students with chronic medical conditions, participate in all aspects of school life as much as possible including P.E, field trips and other out of school activities.

Assuming parents have shared this information, the school will keep a record of all students in this category and the medicines required and ensure that such students are able to have rapid access to reliever inhalers at all times, as appropriate.

## **v) Medication**

Dyatmika strongly recommends that students who are ill remain at home until they are well enough to return to school. At times, students attending school may need medication to control a health condition.

All medications (prescription as well as non-prescription medication) are to be administered by the nurse or other school personnel as is appropriate\*. Parents should inform the school of any medications and dosage required in writing - and should deposit this at the High School or Primary Office who will then take this to the Nurse.

Medication will only be administered with permission from parent or guardian, or in the case of an emergency, with permission of a medical practitioner. For those students requiring emergency medication or reliever medication, parents are

expected to liaise with the school to ensure appropriate medication is in school and it is the responsibility of parents to maintain the timely supply of this medication.

*\*Older students with asthma are encouraged to carry their reliever inhalers and manage this independently, seeking support as needed. The reliever inhalers of younger children are kept in the medical room with the school nurse who will administer when necessary.*

#### **vi) Food allergies**

Parents are expected to:

- Inform the school of food allergies during enrolment and provide information about the condition and medications to be administered.
- Provide labelled emergency medications to the school
- Provide appropriate food options as/if required for their child
- Assist school in planning and preparation for the student prior to school camps and day trips.
- Replace Epipens or medication before it expires
- Inform the HS/PS office of changes to the emergency contact number/address. Parents should also update this on the Engage Portal.
- Parents are also required to notify the school of any changes in their child's medical status, thus ensuring a continuation of optimal care.

#### **vii) Communicating with parents** (See section 5 for emergency situations).

If there is a need to communicate with parents, the nurse will go via the Primary or High School Office. This is especially important if a child needs to go home during the day.

Parents should be made aware of any injury that occurs in school (aside from day - to - day bumps and scrapes). To do this, the nurse should inform the Primary or High School office, who can then inform Class / Home room teachers.

*The class/home room teacher must then decide whether they themselves send an email/call home to inform parents, or whether this can be done by the office.*

#### **viii) Sending students home**

If a student falls ill during school hours, he/she is sent to the medical room to be evaluated by the nurse. If the child is deemed too ill to remain in school, parents will be contacted to take the child home immediately or to a doctor for further evaluation. The child should remain in the medical room under supervision. Office staff will assist parents/the nurse with the student collection, along with their personal belongings.

### **D) The role of teachers & day-to-day routines**

Teachers should be aware of any medical conditions of the students in their care. This information can be found on Engage. If a student sustains an injury or reports feeling unwell, teachers are asked to do a brief 'common sense' assessment as to

whether the symptoms appear valid and whether they need to be sent to the medical room.

If a Primary student needs to exit a lesson to visit the School Nurse during lesson time, a Medical Pass must be issued and worn around the student's neck (younger students will be accompanied by an adult). High School Students must go via the High School Office. It is advisable that any primary aged student exiting a lesson is escorted by an available adult or another student (High School).

Parents should inform the school nurse of any student with an infectious disease and the isolation periods for children suffering such illnesses should be followed (see section F). In such cases the School insists that the parents acquire a medical certificate from the doctor to confirm that the child is fit to return to school.

### **E) Medical emergency / Emergency Transportation**

In the event of any medical emergency requiring medical assistance or transportation to a medical facility, parents will be contacted immediately and kept fully informed. If parents are unable to be contacted, the school will act in the best interests of the student and ensure adequate treatment is obtained.

If transportation to an emergency treatment centre is required for students, parents will be informed and at least one member of the Dyatmika staff (together with the school nurse if appropriate) will always accompany the student in the ambulance/vehicle. The only exception to this is if the students' parents are present, in which case, they would accompany their child.

### **F) Keeping students at home**

The isolation periods for children suffering from such illnesses are given in the table below and should be followed in all cases. The School insists that the parents acquire a medical certificate from the doctor to confirm that the child is fit to return to school.

<b><u>ILLNESS</u></b>		<b><u>RECOMMENDED INCUBATION PERIOD</u></b>	<b><u>ISOLATION OF STUDENT</u></b>
Covid-19		<i>Since this is changeable, specific information will be shared by school on a needs basis</i>	
Chickenpox		10-21 days	Until all scabs are dry
Fifth Disease (slapped cheek)		4-12 days	Not infectious after appearance of rash
German Measles		14-21 days	4 days from the appearance of rash

Hand, Foot & Mouth Disease*		3-5 days	Refer to information below*
Measles		10-14 days	4 days from the appearance of rash
Mumps		12-25 days	Several days after the appearance of swelling

### G) Emergency Information

#### Emergency Phone Numbers:

- General emergency - 112
- Hospitals / clinics :
  - Surya Husadha - 0811-3833-334 : Jalan Pulau Serangan No.7 Denpasar
  - Kasih Ibu Saba - (0361) 3003030 - Jl. Pantai Saba No.9, Saba, Blahbatuh
  - Sanglah - (0361) 227911 : Jl. Pulau Nias, Denpasar
  - Bali Mandara - (0361) 4490566 : Jalan By Pass Ngurah Rai No.548 Denpasar
  - BROS Hospital - (0361) 247499 : Jalan Tantular No.6, Renon, Denpasar
  - SOS Medika Klinik - (0361) 720100 :Jl. Bypass Ngurah Rai No.505X,, Denpasar
  - BIMC Kuta - (0361) 761263 - Jl. Bypass Ngurah Rai No.100X, Kuta
  - Siloam - (0361) 779900 - Jl. Sunset Road No.818, Kuta
- Ambulances
  - 118
  - 119

### 5. Roles and responsibilities

The Director is to:	<ul style="list-style-type: none"> <li>● Review this policy on a regular basis to ensure medical provision at Dyatmika is of a high standard.</li> </ul>
The Business Manager is to:	<ul style="list-style-type: none"> <li>● Manage all contractual matters arising from the employment of the school nurse.</li> <li>● Work closely with the Director to ensure conditions and guidelines are in place to enable the successful deployment of the school nurse.</li> </ul>
Heads of School are to:	<ul style="list-style-type: none"> <li>● Monitor the success of the policy from a day to day perspective and bring any issues arising to the attention of the Director and Whole School Executive.</li> </ul>
Teachers are to:	<ul style="list-style-type: none"> <li>● Read, support and follow guidance in this policy</li> </ul>
Parents are to:	<ul style="list-style-type: none"> <li>● Read, support and follow guidance in this policy</li> </ul>

**6. Document history**

<b>Version</b>	<b>Developed by</b>	<b>Date of issue</b>
1	Director	October 2022-23