



SWISS INTERNATIONAL SCHOOL
QATAR

MEDICAL SCHOOL POLICY & PROCEDURES

Staff Incharge	Nurse
Latest revision	August 2024
Approved by	Head of School
Next Revision	August 2025

ACADEMIC YEAR 2024-25



Our Vision

SISQ aims to develop learners who are
FULFILLED INSPIRED PREPARED

رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين
يتصفون بأنهم

مُسْتَعِدُونَ مُلْهِمُونَ مُشَبَّعُونَ

Notre Vision

SISQ encourage les apprenants à devenir

ACCOMPLIS INSPIRÉS PRÊTS

Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال المتعة والمشاركة، والتعاون، والشمولية والاهتمام، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين؛ إنهم فضوليون ومشاركون ومتحمسون للتعليم.
- مشبعون عاطفياً إنهم سعداء بأنفسهم، يتمتعون بصحة جيدة، ومتوازنون، وواقفون من أنفسهم.
- مشبعون اجتماعياً: يطورون علاقات ذات مغزى؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف والقائم على الاستقصاء، والتحدى والابتكار، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- ملهمون لمواصلة التعلم: فهم فضوليون ومتسائلون ومستعدون لتجربة أشياء جديدة؛ يتعلمون بدوافع ذاتية.
- ملهمون لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحياة الآخرين؛ ينقلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدى؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة.
- مستعدون لعيش حياة تنسم بالنزاهة: أصحاب مبادئ، أقوياء؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومفتحون ومتعددة الثقافات في نظرتهم؛ إنهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Emotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.



Introduction

Swiss International School is licensed to operate as a First Aid Unit. The license is renewed yearly by Ministry of Public Health (MOPH).

We have fully licensed and experienced school nurses on the premises during school hours. The nurses keep health records, supervise medical checks and keep Patient logs which are signed by the Senior Facilities and Procurement Officer on a weekly and monthly basis.

First Aid Unit Objective

Our First Aid Unit is focused on and committed to providing high standards of prevention and response protocols to keep our students and staff safe and healthy on campus.

Parents-School Relationship

Parents are asked to fill in a Medical Form for each student at the beginning of each academic year. This document is confidential and kept in the student file in the nurse rooms only. We comply with digital confidentiality best practices. Parents should ensure to indicate the correct contact number and not leaving blank OTHER TRUSTED PERSON'S name and contact details for emergency purposes.

Parents should contact the school nurses directly if specific medical arrangements are necessary (eg: EpiPen, insulin).

Parents should update immediately the school nurses in case of:

- New emergency phone number;
- Medical condition change or any other medical information provided in the medical form.

Sickness During the Day

Students who feel unwell during the day should go to the nurse room or be brought to the nurse room by their teacher or assistant. Secondary students must inform their class teacher when they will be going to visit the school nurse. They should not go between lessons without seeing a teacher.

If a student feels unwell during break or lunch they may go directly to the nurse, who will inform the student's teacher where they are. If the nurse decides that a student is not well enough to remain in school, parents will be contacted and the student may be collected to go home.

No student is to make the decision to go home themselves and parents are strongly discouraged to act against the advice of the school nurse.

If the student is not well enough to return to school the next day, parents should follow the school procedure for absences. Medical Certificate should be obtained in case of visiting the doctor and copy should be sent to school.

Parents are requested special attention if they suspect their child might have a contagious disease and visit a doctor for confirmation. In this case, medical certificate must be sent to



the school at soonest opportunity, so that we can start our precautionary measurements.

If the student is already sick at home and parents are aware, the student should not be sent to the school. Parents should take the student directly to the doctor instead and obtain a Medical Certificate if required to rest following school procedure for absence. The child has to visit the nurse room and hand over the Medical Certificate on the first day of return before joining their class.

To be able to assess how long your child needs to stay off school after being sick, the below chart state when should the student return to school information.

CHICKEN POX	When all spots have crusted over
CONJUNCTIVITIS	2 days (as per doctor's advice)
DIARRHEA & VOMITING	48 hours from last episode
GLANDULAR FEVER	None*
HAND, FOOT & MOUTH	When all blisters dry up
IMPETIGO	When lesions are crusted & healed or 48 hours after commencing antibiotics
MEASLES OR GERMAN MEASLES	4 days from onset of rash
MUMPS	5 days from onset of swelling
SCABIES	After first treatment
SCARLET FEVER	24 hours after commencing antibiotics
SLAPPED CHEEK	None*
WHOOPING COUGH	48 hours after commencing antibiotics
FLU	Until recovered
HEAD LICE	After starting antilice treatment
THREAD WORMS	None*
TONSILLITIS	None*

Medical Procedure

When a medical need is observed, the homeroom teacher/supervisor or tutor will direct the student to the First Aid Unit where the Nurse on duty will assist the student.

- EY / PYP students should be joined by the teacher or teaching assistant while going to the nurse
- Secondary student should inform their teacher before going to the nurse and can walk alone to the first aid unit

The nurse will perform a basic check of the student (eg temperature check, etc) and will assist the student in their need.



For cases that do not require immediate contact with parents, a First Aid Unit visit slip is filled in by the nurse and a yellow copy goes back to the class teacher who will notify the parents (on EY/PYP forms) and the original copy of the slip is sent back home with the student.

Secondary students will present the slip to their teacher as proof that they've been in the First Aid Unit and still keep the slip to show to Parents/Guardians.

When a student visits the nurse, parents will be contacted immediately via telephone in the following cases:

- Medication should be administered
- A head, eyes or teeth injury was sustained
- Fever (above T- 37.6C)
- Vomiting and diarrhea
- Unknown rashes
- Eye infection
- Any other kind of medical case, incident or injury judged important enough by the nurse to notify the parents immediately.

The nurse is the only one who should give students permission to go home based on medical status. The student shouldn't ring home and ask to be picked up themselves.

There are occasions when a student may present to the nurse with no medical need. In such instances a log is kept for future reference but there will be no parental notification unless a pattern develops.

Students who are overly tired and go to the nurse to sleep will be sent home so they can rest properly.

Emergency Procedures

An accident or medical emergency is a condition that involves the immediate onset of symptoms of severe injuries and immediate medical attention is needed to avoid serious impairment to bodily functions or the serious dysfunctions of bodily organs because there is a serious threat to the health of the individual.

Emergency procedures would normally await the arrival of a parent, unless the emergency is of a life-threatening nature which involves restrictions to airways, breathing and circulation, head and spinal injuries, others as identified by the nurse. An ambulance will be called and first aid will be initiated according to HMC Fundamental First Aid Basics.

<http://www.hamad.ga/EN/HosRitals-and-services/Ambulanee-Service/First%20Aid/Pages/default.aSRX>

This categorization respects the role of the ambulance crew whose prime function is to address vital signs of major organs or systems' failure. In these cases, the child will be accompanied by SISQ staff to the hospital and parents will be contacted as a second step.



In addition to the above, the school nurse will make the decision to call an ambulance if a child is showing evidence of remarkable pain or if for some reason a parent is not able to collect their child and take them to a doctor.

First Aid

SISQ is equipped with AED machines that are always available:

- In the reception area of the East building
- In the main hall of the West building

These are clearly visible and their use is restricted to emergency situations only.

Selected Staff at SISQ are trained as first aiders. A first aid kit is always available in the First Aid Unit in each building as well as in relevant spaces such as main halls, sports hall, science labs, art and design technology workshops.

For any school trips or events outside the school, travel first aid kit will be given to the teachers/teaching assistants accompanying the students.

Medication Administration While in School

Medicines should only be taken to school when essential. That is where it would be detrimental to a child's health.

To ensure the safety of your child, the school will not accept medicines that are not prescribed by the doctor and if it has been taken out of the container as originally dispensed. The school will not alter dosages on parental instructions. Alteration to the label is not acceptable. Any alteration to the dosage must be accompanied by written instructions provided by the doctor.

When a parent/guardian or another adult brings (short term) medicine to the first aid unit they must complete a Medication Authority Form for the student who requires medication while at school.

Asthma, Anaphylaxis and Diabetes medicines do not need to be accompanied by the Medication Authority Form as it is covered in the student's health plan.

When medicines are given from the First Aid Unit, especially orally (i.e. Paracetamol, Anti-allergy, etc), parents will be informed before administering.

Suspected Communicable Disease

If the school nurse is suspecting any signs and symptoms of communicable disease, the parents will be called and advised to take the students to the doctor and obtain a Medical Certificate.

If required by the doctor to stay at home for a few days, please don't send the student to the school during the prescribed days of sick leave for the safety of other students. It will be



according to the doctor's diagnosis if the students will be accepted to join the class again.

If Parents suspect the presence of a communicable disease at home, they should see a doctor and share the medical certificate with the school nurse.

If a teacher suspects the presence of a communicable disease, they should inform the nurse. School Nurse will initiate the precautionary measurements as deemed necessary.

Please consider the below mentioned communicable diseases:

- COVID-19
- Influenza
- Head Lice
- Measles, Mumps, Rubella
- Whooping Cough or Pertussis
- Hand, Foot and Mouth Disease
- Chicken Pox
- Shingles
- Sore Eyes/ Pink Eye
- Meningitis
- Scarlet Fever
- Malaria

These are the most common communicable disease and attention must be paid to the full list used by medical practitioners.

School Trips

On all educational visits staff take with them, the following items:

- Copies of the medical information and consent form for each child. Medical information form is completed and signed by a person with parental responsibilities at the beginning of the school year and trip consent forms to be completed and signed for each trip.
- At the time of each visit, the above person, is reminded in the letter giving details of the visit, about the need to update the medical questionnaire if they know of any changes to the information. The original Medical Form is kept in the First Aid Unit.
- A First Aid kit materials for sickness.
- The school and/or teacher's own mobile phones, which are switched on for the duration of the visit.
- Personal medical items for diabetes, asthma, nut allergy etc. The child is reminded and checked to see that the appropriate items are packed.
- Emergency contact and all medical details relating to adults on the visit.

Storage, Disposal and Upkeep of Medications

First Aid kits are kept equipped by the School Nurses and checked and replenished regularly.



All people who use any of the contents are asked to notify the Nurses that replenishments are needed or if any items have reached their expiry.

The contents of the kits are determined in Appendix 1. It is the responsibility of the nurses to check the contents of the First Aid kits and record findings on the First Aid Kit Checklist. Completed checklists are to be filed and stored in the First Aid Unit.

Staff Own Medication, Incidents and Accidents

All staff have access to the first aid equipment in school and are free to use it as needed. Advice on first aid procedures is sought from any of the First Aiders. Personal medication may be brought into the school by a member of staff. It is their personal responsibility and is not to be kept where it can be easily accessed by children.

Staff are asked to inform the school of any relevant own medical conditions.

An Accident and Incident Report Form must be completed by staff who sustain an injury whilst at work with the Ground Supervisor.

Training of School Staff

The Operation and Finance Manager will ensure that appropriate numbers of staff members have basic first aid training and are appointed as school first aiders. Training will be done by a qualified external party that will assess and certify the participants.

Training occurs in several ways:

- Most staff, (some teaching, all support and administration), undergo the basic first aid course, led by an accredited trainer. Training is updated at least every 2-3 years
- Refresher training and retesting of competence will be arranged in advance of the certificates expiring.

Additionally, teachers and teaching assistants with students who use EpiPen are briefed before the beginning of the academic year by the school nurse on how to administer EpiPen in case of an emergency.

Ministry of Public Health (MoPH) Campaigns

SISQ participate in the yearly campaigns of the Ministry of Public Health (MOPH) namely:

- Growth Monitoring (Height, Weight & BMI)
- Vision Screening Test
- Vaccination Campaign (TDaP)

School may participate in others that MOPH will might require in the due time.



Appendix 1

First Aid Box Content - GENERAL		
WOUND CLEANING & PRESSING EQUIPMENT	Gauze Swabs -10x10cm (5 pieces/pack) - 5x5cm (individual pack)	2 5
	Sterile Saline Ampules (0.9%NaCl)	3
	Gloves	2
	Sterile wound dressing with absorbent pad; 6x7cm & 9X10cm	5+2
	Plasters/ Spot Band-aid for smaller cuts and grazes	10+5
	Steri-strips/wound closures for holding deep cuts together	1
	Adhesive tape for attaching dressings: 2.5cm	1
	Sterile eye pads Individually packed	1
	Povidone Iodine Swabs	10
	Alcohol Swabs	10
	Paraffin Gauze	1
BANDAGES	Triangular bandages for Immobilizing injured limbs	1
	Crepe Bandage: 5cm & 10cm	1+1
	Heavy elastic bandage for pressure immobilization bandage technique	1
INJURY TREATMENT EQUIPMENT	Stainless steel scissors (medium size)	1
	Disposable tweezers	1
	Disposable ice packs	2
	Disposable hot pack	1
	Flexible "SAM" splints	1
DOCUMENTATION	Notepad and pen	1
MISCELLANEOUS	Hard candy	10
	Mouth cover for BLS	1
	Emergency blanket	1
	Face Mask	1
	Plastic Bag for vomiting	1
	Tongue Depressor	2
MEDICINES	Coollex Spray	1
	Ventolin Puff/Inhaler	1



Appendix 1

First Aid Box Content - LAB and ARTS		
WOUND CLEANING & DRESSING EQUIPMENT	Gauze Swabs -10x10cm (5 piece/pack) - 5x5cm (individual pack)	2 5
	Sterile Saline Ampoules of Sterile Wound Cleansing	3
	Wipes NaCl	2
	Gloves (pair)	2+2
	Sterile wound dressing with absorbent pad; 6x7cm and 9X10cm	20
	Plasters/ Band Aids for smaller cuts and grazes	1
	Adhesive for attaching dressings(2.5cm)	10
	Povidone Swabs and Sterile Wound Cleansing Wipes	10
	Alcohol Swabs	1
	Paraffin Gauze	1
INJURY & BANDAGES	Triangular bandages for Sling and Immobilizing injured limbs	
	SAM's Splint	1
	Crepe bandage or dressing bandage 5cm and 10cm	1+1
	Stainless steel scissors (medium size)	1
	Disposable ice packs	2
MISCELLANEOUS/ MEDICINE	Small Packet Tissue	1
	Face Mask	1
	Bepanthen wound healing cream or Burn Soothe cooling gel/ Coolex)	1
	Plastic bags (for vomiting)	2



Appendix 1

First Aid Box Content - TRAVEL			
SN	ITEMS	QTY	REMARKS
MEDICINES			
1	Loratadine tablet 10mg, Antihistamine/allergy	3	1 tablet
2	Coolex Spray/Burn Gel	1	For BURN relief
3	Fenistil/Eurax/Hydrocortisone Cream	1	Insect Bite/Allergy
4	Sterile eye wash/ Normal Saline 10cc	3	For eye wash
5	Paracetamol tablet 500mg	6	1-2 Tablet
6	Strepsils Lozenges	5	For Sore throat
7	Ventolin Puff	1	2 puffs
8	Voltaren/Reparil Gel	1	For Pain & Swelling
9	Zyrtec/Aerius Syrup (bottle)	1	2-6yr: 2.5ml 6-12yr: 5ml
10	Hard Candy	10	
CONSUMABLES			
1	Adhesive Tapes	1	
2	Alcohol Swab	10	
3	Betadine Swab	10	
4	Chilean Gloves (per pair)	2	
5	Crepe Bandage 2" & 4"(1 each)	2	
6	Eye Pad	1	
7	Face Mask	1	
8	Gauze Swab (Sterile) 5X5 & 10 X10	5+2	
9	Hot Pack	1	
10	Ice Pack	2	
11	Plaster Bandage	10	
12	Self Adhesive Wound dressing	5	
13	Sick Plastic Bag	2	
14	Spot Bandage	5	
15	Steri-strips	1	
16	Triangular Bandage (Arm Sling)	1	
INSTRUMENTS			
1	Safety Pins	2	
2	Scissor (Medical)	1	
3	Tweezers	1	