

## MEDICAL POLICY

For school year 2018-2019  
Date of approval: 20.08.2018

### 1. Purpose

The purpose of this medical policy is to provide clear guidelines to follow in situations related to the medical health and safety of students both at school and away on school trips.

### 2. Overview

This policy includes the following information:

- The medical procedure related to new students joining Avenor;
- The storage and administering of both prescription and non-prescription medicine;
- The procedure to follow when a child in the care of Avenor staff feels unwell;
- Minor first aid accident procedure [Refer First Aid Policy];
- Serious Accident Procedure [Refer First Aid Policy];
- Suspected and Confirmed Contagious Disease Procedure;
- The procedure for recording all students' medical information;
- Form to complete to allow Avenor College to administer medicine to a student;
- Accident/Incident Report Log procedure;
- Location and contents of Medic First Aid Boxes on Avenor College;
- Standard letters to be sent out relating to the above;

### 3. School Attendance

At the start of the academic year, it is mandatory for each student to bring to school the forms that we send by email, according to the Health Minister and the Romanian laws.

From your doctor:

- An **Epidemiological certificate** ("Aviz Epidemiologic" ) that attests the student is not contagious and is fit to enter the Avenor community ;
- **Medical certificate for joining community** ("Adeverinta medicala pentru inscrierea in colectivitate") that includes your child's medical history and a full paediatric check-up. This will be brought **only** at the start of the academic year;
- Make sure that the **vaccination form** we provide is filled in by your paediatrician.

From parents:

- **Medical record** that will be filled and signed by parents at registration only;

**New child in school**

- Parents should notify the medical team and the class teachers about any allergies or other medical conditions (chronicle illnesses such as epilepsy, asthma, etc.) bringing medical documents from the doctor;
- These documents need to be provided by all students attending courses, nursery, primary, secondary, and high school. If the child has a medical condition, the parents have to present a medical note, signed and stamped by the child’s doctor, containing the name of the illness/disease and the emergency medication needed if necessary;
- The Office Manager informs the school doctor and the teacher before the child’s first day of school.

School, High - School		Nursery	
Medical tests and documents		Medical tests and documents	
<ul style="list-style-type: none"> <li>• Medical certificate for joining community</li> <li>• Epidemiological certificate</li> <li>• Vaccination document</li> <li>• Medical Record (at registration only)</li> </ul>	<p>First week of school <b>(September)</b></p>	<ul style="list-style-type: none"> <li>• Medical certificate for joining community</li> <li>• Epidemiological certificate</li> <li>• Vaccination form</li> <li>• Medical Record (at registration only )</li> </ul>	<p>First day of school <b>September</b></p>

**Medical tests are no longer necessary for joining community; we will let you know when there is a situation requesting that (by e.g. scarlet fever, streptococcal pharyngitis, etc.)**

**4. Medication**

**4.1 Storage**

- All medicine is to be kept in the Medical Office in a safe and lockable cupboard. (First Aid Kits are to be kept in secure locations with one on each level of the school buildings);
- First Aid Boxes are to be found on every floor of the Avenor buildings:

**Avenor College:**

- Junior School: 2<sup>nd</sup> and 3<sup>rd</sup> floor;
- Senior School: ground floor and 1<sup>st</sup> floor;

c) Clubs: ground floor and 1<sup>st</sup> floor.

**Avenor Nursery:** 1<sup>st</sup> floor and 2<sup>nd</sup> floor.

- Any staff member using supplies from a Medical First Aid box should inform the Medical Office immediately, in order to ensure that MFA are restocked immediately after use;
- The nurse is responsible for checking and replacing any missing items from the First Aid Boxes;
- First Aid Boxes are available for all staff to use and to give first aid for small accidents when the nurse is not available;
- Teachers must ask the nurse to prepare a Travelling First Aid Kit when going on a trip;
- The Travelling First Aid Kits are located in the Medical Office and contents are valid and fully stocked by the nurse.

#### **4.2. Administration of medicine**

- **We do not administer any medicine to children at school** (except in circumstances when there is a special situation, **chronic illness** (non-contagious) or for any emergency medication for a student);
- Any medication for chronic illnesses (non-contagious) must be provided by the parents and accompanied by a letter from the child's paediatrician stating exactly how and when they are to be administered. All parents should fill in a consent form. The medication will be labelled with the child's name on it and be kept in the Medical Office. The parents should send the original medication form. This is kept in the child's file. Prescribed medication can only be administered by the medical staff if the parent has filled in and signed a Medication Form.
- Any **emergency medication** will be provided by the Medical Staff, after the parent's consent. In case the parents and the emergency contact are not reachable the medical staff will provide the medical care needed for the situation. All medication is written in the Medical Register.
- Sun lotions can be administered to children by any member of staff.

#### **4.3. Child refusal to take medication**

In the case of a child refusing to take medication, the family should immediately be informed by the Medical Office, by phone.

### **5. Sickness**

- If a child is feeling sick during class or playtime, the student will go to visit the Medical Office or he/she will be accompanied by a teacher; the school nurse will contact the parents so that the child can be picked up earlier;
- The school nurse will inform the teachers about the state of the child;
- If a child arrives at school and appears sick, he/she will be sent home and recommended for a paediatric check-up and **the child will need a medical certificate from the doctor to re-join the school activities;**

- If the child is missing from school for sickness (e.g. fever) the parents are obliged to inform the medical office **ASAP**; at re-joining community a medical certificate might be asked from the medical team, no matter how many days of absence.

After 3 days of missing school it **is mandatory** that the child brings a medical certificate to re-join the school activities, according to the Minister of Health Orders, No. 1002/5057/2015. Please be sure that the certificate is released **no longer** than 48 hours before the child starts attending school again.

## **6. Accidents [Refer First Aid Policy]**

### **6.1. Small accidents (cuts and bruises)**

Cuts and bruises:

- All students with cuts and bruises should be taken to the school Medical Office to receive proper treatment as required;
- In the case of a head injury, a call will be made by the Medical Team (or in the absence of the Medical Team, by the teacher/coordinator) to inform the parents. As a concussion can reveal itself later, any serious bump to the head should be communicated to the parents;
- In case of small accidents, the parents will be informed by the teacher.

### **6.2 Serious Accidents or emergencies**

- In case of serious accidents, the teacher in charge/member of the staff present to the scene of the accident will call for the Medical Team/first-aiders to come to the place of accident and offer first aid using the nearest first aid boxes;
- The teacher in charge/member of the staff present to the scene of the accident also needs to inform the School Office;
- The School Office will reassure that the Medical Team/First Aiders are informed and already present at the place of the accident;
- The School Office will call an ambulance (if necessary);
- The Medical Team will contact the student's parents by phone and inform them about the situation;
- The School Office will inform the teacher and the Head Office in writing (the entire Management Team including the Compliance Responsible) about the situation;
- The School Office will ensure that an injured child who goes to hospital by ambulance will be accompanied by the person who was present at the accident, who knows the relevant details of the child;
- The accident will be noted in the Medical Register (by the Medical Team) and the Accident Form will be filled in by the teacher/witness of the accident.

## **7. Contagious health problems/diseases**

### **7.1. Head lice**

- The Medical Staff have to check all children for head lice at the beginning of each term;
- The School nurse has to carry out class checks for head lice. This check should be completed within two weeks of term starting as the school doctor must send a health declaration form to DSP (Public Health Department) within 10 working days from the school opening;
- If a case of head lice is found in one class and the child has siblings in school, the following classes to be checked are the ones of the siblings. Random checks should also take place in other classes over the following two weeks;
- The classroom will be sanitised with professional products;
- The Medical Team has to inform the parents of any confirmed cases of head lice. Parents are asked to collect their child and to treat them before they return to school;
- Where there is a confirmed case, the entire class will receive an email to inform them of the situation, asking them to check their children daily;
- The Medical Team also needs to contact the coordinator to inform her/him of the confirmed case of head lice, and the class teacher to inform them about the case and to ask them to send the child to the school nurse on their first day back at school. Following the phone conversation or if the parent was not contactable, an email will be sent to parents asking them to treat their child before returning them to school;
- The class teacher must ask the student who had head lice, on returning to school, to visit the school nurse for a check **before** their first class;
- If the child has not been treated, the parents will be contacted and asked to collect their child from school in order to be taken home for treatment.

### **7.2. Chicken Pox (steps to be taken after a confirmed diagnosis is sent by email by parent)**

- Parents of suspected chicken pox cases will be asked to provide a medical note confirming the case;
- Medical Team must check all children in a class where a chicken pox case was reported and also check children from other classes;
- In a confirmed case of chicken pox in the school, the first step is to send an email to parents of the affected classes describing the symptoms;
- The classroom will be sanitised with professional disinfection products;
- **Children will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

### **7.3. Scarlet Fever - Group A streptococcus (steps to be taken after a confirmed diagnosis is sent by e-mail by parent)**

- Parents of suspected scarlet fever cases will be asked to provide a medical note confirming the case. The medical note is to be given by an infectious diseases' doctor;
- Medical Team will check all pupils in a class where a suspected scarlet fever case has been reported and also check children from other classes. If a child has brothers or sisters, the siblings' class should also be checked;
- An email will be sent to parents of affected classes describing the symptoms of scarlet fever;
- All children from the affected class need to take a pharyngeal exudate;

- Depending on the epidemiological impact, the pharyngeal exudate will be required of other groups also;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with Scarlet Fever will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

#### **7.4. Rubella (steps to be taken after a confirmed diagnosis is sent by email by parent)**

- Parents of suspected rubella cases will be asked to provide a medical note confirming the case;
- The Medical Team must check all children in a class where a suspected rubella case has been reported. If a child has brothers or sisters, the siblings' class should be also checked;
- An email is sent to parents of affected classes describing the symptoms of rubella;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with rubella will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

#### **7.5. Measles (steps to be taken after a confirmed diagnosis is sent by email by parent)**

- Parents of suspected measles cases will be asked to provide a medical note confirming the case;
- The Medical Team must check all pupils in a class where a suspected measles case has been reported. If a child has brothers or sisters, the siblings' class should be also checked;
- An email is sent to parents of affected classes describing the symptoms of the measles;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with measles will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

#### **7.6. Mumps (steps to be taken after a confirmed diagnosis is sent by e-mail by parent)**

- Parents of suspected mumps cases will be asked to provide a medical note confirming the case;
- The Medical Team must check all pupils in a class where a suspected mumps case has been reported. If a child has brothers or sisters, the siblings' class should be also checked;
- An email is sent to parents of affected classes describing the symptoms of mumps;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with mumps will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

#### **7.7. Mononucleosis (steps to be taken after a confirmed diagnosis is sent by e-mail by parent)**

- Parents of suspected mononucleosis cases will be asked to provide a medical note confirming the case;

- The Medical Team must check all pupils in a class where a mononucleosis case has been reported. If a child has brothers or sisters, the siblings' class should be also checked;
- An email is sent to parents of affected classes describing the symptoms of mononucleosis;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with mononucleosis will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

#### 7.8. Intestinal worms

- An email, informing parents of a case of intestinal worms in the school and describing symptoms, is sent to parents of affected classes by the Medical Team;
- All children from the affected classes must take a coproculture test;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with intestinal worms will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

#### 7.9. Diarrhoea (Infectious) - (Steps to be taken after a confirmed diagnosis is sent by email by parent)

- Parents of suspected diarrhoea (infectious) cases will be asked to provide a medical note confirming the case;
- The Medical Team must check all pupils in a class where a diarrhoea (infectious) case has been reported. If a child has brothers or sisters, the siblings' class should be also checked;
- An email is sent to parents of affected classes describing the symptoms of diarrhoea;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with diarrhoea (infectious) will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

#### 7.10. Hand, foot and mouth disease/ Herpangina (steps to be taken after a confirmed diagnosis is sent by email by parent)

- Parents of suspected hand, foot and mouth disease cases will be asked to provide a medical note confirming the case;
- The Medical Team must check all children in a class where a hand, foot and mouth disease case has been reported. If a child has brothers or sisters, the siblings' class should also be checked;
- An email is sent to parents of affected classes describing the symptoms of the hand, foot and mouth disease;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with hand, foot and mouth disease will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

### **7.11. Streptococcal infection (Group A Streptococcal Pharyngitis - GAS) - (steps to be taken after a confirmed diagnosis is sent by email by parent)**

- Parents of suspected streptococcal infection cases will be asked to provide a medical note confirming the case;
- The Medical Team must check all children in a class where a streptococcal case has been reported. If a child has brothers or sisters, the siblings' class should be also checked;
- An email is sent to parents of affected classes describing the symptoms of the streptococcal infection;
- A pharyngeal exudate culture might be required of all children from the affected class;
- The classroom will be sanitised with professional disinfection products;
- Children diagnosed with streptococcal infection/Streptococcal Pharyngitis will be allowed to join the class again only after they have been consulted by the treating physician and after bringing a note from the doctor stating:

1. The treatment they followed;
2. The child is able to join community

If a child is diagnosed with "Healthy Strep Carrier" should bring a medical certificate stating the treatment that they followed and that that they are able to re-join collectivity.

### **7.12. Conjunctivitis**

- Parents of suspected conjunctivitis disease cases will be asked to provide a medical note confirming the case of contagious conjunctivitis;
- The Medical Team must check all children in a class where a conjunctivitis case has been reported. If a child has brothers or sisters, the siblings' class should also be checked;
- An email is sent to parents of affected classes describing the symptoms of conjunctivitis;
- The classroom will be sanitised with professional disinfection products;
- **Children diagnosed with conjunctivitis will be allowed to join the class again only after they are treated and after bringing a note from the doctor stating that they are healthy enough to return to school.**

## **8. Chronic illness**

- The parents and the child's doctor are asked to complete a medical form for asthma, food allergy or any chronic illness at the beginning of the school year. This medical form contains child-specific emergency measures of an individual child's condition;
- This medical form must be signed and stamped by the child's doctor;
- The medical form will be kept in the child's file in the Medical Office.

## **9. Medical Records**

- All children's medical records (vaccination records, notes from doctors) are to be kept with the children's files in the Medical Office;
- A Medical Register is kept by the Medical Team. This contains an entry with date, name, classroom, symptoms and action taken for every child who visits the Medical Office;
- The accidents will be noted in the Medical Register by the Medical Team;