



THE ENGLISH SCHOOL

Medical Policy (2024-2025)

School Clinic Health Services and Emergency Response.

Our School clinic is staffed with 2 full-time, qualified registered nurses, ensuring continuous professional medical care. Additionally, trained First Aiders are available to respond promptly in case of emergencies.

Health File - Clinic

As a general rule, every pupil must be seen and examined by a government physician at a local Health Clinic before he/she is admitted to The English School. The Government Clinic you should take your child to depends on the area in which you live. A pink coloured health card for girls and a blue coloured health card for boys, as provided by the government clinic, must be submitted to the School before a pupil is allowed to join his /her class. Pupils not vaccinated for tuberculosis at the age of 3 months will have a heaf test and BCG vaccine.

Medical Information Form

The School requires parents/guardians to complete a Medical Information Form notifying of any allergy, past and present medical conditions, and immunisation history of the pupil. The School also requires that consent be given for the administration of first aid and over-the-counter medicine. The parents are required to update the nurses of any changes in the medical condition or medications.

If a child has a medical condition, you must attach the supporting documents from the doctor as per the MOH guidelines.

Annual Health Checkup

The doctor from the Ministry of Health will visit the school for

- Checking the medically flagged pupils.
- Reception boys' testicular examination. (with parent consent).
- Examine Year 6 pupils for scoliosis (mandatory).
- General health examination, which includes auscultation of the chest, for Reception, Year 2 pupils, and medically flagged pupils.

Kindly note that the general examination and scoliosis screening are **mandatory** and not optional. Unlike the testicular test, which will be performed with the parents' consent.

TES nurse will be present with the pupil during the examination.

Findings are recorded in the pupil's notes, and parents will be informed of any abnormalities and referred to a health specialist as per MOH instructions.

Mandatory annual eye examinations for pupils in KG up to Year 3, along with the height and weight measurement for pupils of all year groups, are conducted by the school nurse.

Vaccinations in School for Years 5

The School follows the Immunisation program detailed by the Ministry of Public Health for school children in Kuwait. The program is as follows:

- Year 5: Tdap (Tetanus, Diphtheria, and Pertussis)

The school requires the Ministry School Vaccine Consent Form to be completed and returned to the School nurse.

Please also note that the Ministry for School Health will not vaccinate your child if you have not opened a Medical File.

If you give consent and your child is absent on the day the vaccination team visits the school, please note that you will have to make arrangements to attend a Government clinic with the referral form for the vaccine to be administered. The referral form will be given by the nurses from TES to parents.

Sickness while at School

Pupils who become ill while at school, eg, with a fever of 38 °C and above, diarrhoea, vomiting, persistent cough, and if not on treatment and other cases, other than an emergency case, should be taken home by a parent or a responsible adult. Parents will be informed if the medication should be administered at School (eg: Panadol, antihistamine).

The pupil is not allowed to wait more than an hour in the nurse's room for a parent to be collected. Children who normally take the bus, will not be allowed on the bus home.

The Nurse, in her normal course of duty, may come across specific health problems. Following consultation with the child's parents, the Nurse may refer such cases to a specialist/clinic and administer any necessary/appropriate follow-up treatment.

Children with fever or vomiting, or diarrhoea should be kept home. Please be aware that a child should only return to school if their temperature has decreased to within normal limits without the use of fever-reducing medicines.

This is to curb incidents of illness spreading to other pupils.

We request you to please send extra clothing, including undergarments, for pre-prep pupils.

Communication with parents about an injury at School

Unless underlying medical conditions make it necessary, parents **will not** be informed if their child has visited the school nurse for the following reasons:

- small bruises
- falls and trips resulting in no injury
- grazes requiring minimal treatment (ie, graze cleaned and plaster applied)
- small cuts to hands and knees, and other body parts, excluding the head
- temperature check with no fever recorded
- Visits to the nurses' room with no treatment necessary

Head Bumps

Written information or an email will be sent to the parents for a minor head injury. The Nurse will contact the parent by phone call should it be deemed necessary. In some cases, the child will be sent home with a parent if the head injury is associated with symptoms. The parents (or guardians) will be advised to seek a medical opinion as soon as possible.

Sick leaves / Medical Report for ailments, exemption from swimming and PE

The School requires a sick leave note from the doctor if a child is absent from school for **more than 2** consecutive days due to illness.

The School requires a medical report from the doctor if the child should be exempted from swimming or PE.

For any absence due to communicable medical conditions, a doctor's clearance note is required before returning to school. The child should be symptom-free before returning to school.

The school also requires a fit to return, a note from the doctor for any injury your child has sustained that requires medical attention.

A Child with a skin (body) rash should have a doctor's note to make sure that it is not contagious.

Pupils with medical conditions

A pupil's medical information form should be completed by the child's parents upon application to the school.

In addition, and in line with a new Ministry of Health regulation, you must attach supporting documents from the doctor, detailing the condition and any required treatment.

If there are any changes to the Medical Information Form completed at the start of your child's schooling, the school nurse must be notified by email.

The nurse will arrange a meeting with the class teacher and the parent to discuss the medical condition to help the child at school, should it be necessary.

Use of medical equipment like crutches and wheelchairs is not allowed at the School for health and safety reasons. If a child needs to minimise movement, it is advised to keep the child at home until fully recovered.

Administering medications/ medications in the nurse's room

Periodically, individually prescribed drugs may be required to be administered by the Nurse. This should only be done if there are clear, written instructions by parents giving the name/class of the child, name of medicine, dosage, date and time the medication is given, and the parent's signature.

Verbal instructions are insufficient; if a parent calls with instructions, they must send confirmation of all instructions via email.

Preparatory Pupils can provide the medicine to the nurse, who will return it at the end of the day.

Medicines provided by parents, e.g., inhalers, EpiPen, and antihistamines, are kept with the nurse in the medicine cupboard. A medication administration consent form is to be signed by the parent.

Pupils are not allowed to keep any medications with them in their bag except for an EpiPen (there should be one kept in School in the nurse's room) and an inhaler (for prep only)

Medications are labelled with the appropriate child's name, form, and picture. A log of the medicines and expiry dates will be maintained by the Nurse.

One month before the expiry of the medication provided by parents, the Nurse will call and send an email to parents requesting replacement medication.

The nurse will also advise that if the old medicine is not collected after the expiry date, she will dispose of the medication (including EpiPens).

The school Nurse will telephone and email the parents, alerting them to the protocols in place.

In the event of an allergic reaction and no EpiPen in school for that child, the ambulance service will be called and the child taken to Mubarak Hospital, TES is not accountable.

It is the parents' responsibility to provide the nurse's room with up-to-date medication and to act promptly when contacted by the school nurse.

Medications in the Nurse's room

- Panadol Tablets and Syrup
- Antihistamine syrup
- Fucidin and Mebo cream
- Reparil gel
- Antihistamine ointments

Medical Emergency

If an incident occurs when an ambulance is required, the parent/guardian will be informed that an ambulance has been called, and information will be given about the nature of the incident.

The Nurse will accompany the child to the hospital and await the arrival of the parents.

Parents should note that any attendance at a hospital requires the production of a Civil ID.

Nut-free zone

We are a **nut-free zone**, and children are not allowed any nut products in their snacks at any time, as we have children with severe allergies to nuts.

Reviewed: 02/04/2025
To be reviewed: Annually
Responsibility: School Nurses

Appendix: EYFS Cleaning and Hygiene Procedures

EYFS Cleaning and Hygiene Procedures

Please also refer to whole school policies:

[Cleaning Policy & Procedures](#)

[Health and Safety](#)

Maintenance procedures to ensure cleanliness and hygiene of EYFS classrooms, equipment and resources.

The classroom, equipment and teaching resources are checked at the beginning of every day by members of staff to prevent the spread of infection and to maintain the cleanliness of the premises so that children can play and learn in a clean and safe environment.

Cleaning duties take place at the beginning and the end of the day so that staff to pupil ratios remain unaffected, thereby ensuring that the children's activities are uninterrupted by cleaning requirements.

Resource	Procedure	Responsibility
Classroom including floors, carpets and mats/rugs	- Cleaner carries out cleaning jobs in the school at the end of every day. - After snack the Cleaner wipes all table tops and sweeps the floor.	Contracted cleaning company
Toilets and wash basin facilities	Cleaned at the beginning and end of day and before and after snack time	Contracted cleaning company
Outdoor play equipment	- Thoroughly cleaned with disinfectant every half-term and stored accordingly. - Spot check cleanliness of equipment as necessary (visual daily check when setting up) - Water tray is cleaned at the end of every day and every morning.	- Contracted cleaning company - All EYFS staff - Helpers

Shelves and equipment	• Equipment to be washed and sorted every half-term. • Shelves and apparatus checked every morning for general cleanliness.	• Helpers • All EYFS staff
Play equipment such as construction toys, counting objects and home-corner items	• All resources are deep cleaned with disinfectant on a half-termly basis. • All resources are also checked every morning for general cleanliness. • Resources used throughout the week are sprayed with anti bacterial spray weekly.	• Helpers • All EYFS Staff • Helpers
Art resources such as paint pots/brushes and glue pots/spatulas	• Sorted and washed every half-term and checked daily for general cleanliness.	• Helpers
Children's art aprons	• Washed at the end of each half term in the school washing machine.	• Helpers
Pillows/cushions/blankets/soft toys	• Washed weekly in the school washing machine.	• Helpers
School spare clothes	• Parents are responsible for washing and returning the clothes to the school.	• Parents
Children's own spare clothes	• Parents are responsible for keeping clothes clean and in good supply in their school bags.	• Parents
Water spills in the classroom	• Classroom staff and children lay absorbent kitchen roll on the spill to absorb the water. • Cleaners are called to assist with	• EYFS staff • Contracted cleaning company

	mopping if the spill is large.	
Sand spills in the classroom	Classroom staff and children share the task of sweeping up sand spills using a broom and dustpan/brush.	EYFS staff
Children's lunchboxes/water bottles	These are to be stored on easily accessible shelves labelled with the child's name to prevent dangers from tripping.	EYFS staff

Hand-washing and drying facilities

Children are encouraged to wash their hands with soap and water whenever possible. They are supervised in the bathrooms by EYFS staff linked to their own classroom. Hand washing takes place after trips to the toilet, pet handling, art activities and eating. Children have access to bathrooms (male and female) and a classroom sink (step provided).

Antibacterial handwash is also provided for children to clean their hands.

Paper towel dispensers are provided to ensure appropriate hygiene. Posters showing how to wash hands properly should be displayed near sinks, hand dryers and paper dispensers.

Dealing with toilet accidents

Please see guidance below

[Guidelines for the cleaning up of bodily fluids](#)

Appendix

Cleaning checklist (classroom use)

Duties	Daily	Weekly	Half termly	As required
Classroom floors	X			X
Classroom carpets	X			X
Classroom mats/rugs	X			X
Toilets and wash basin facilities	X			X
Outdoor play equipment			X	X
Shelves and equipment	X		X	
Play equipment such as construction toys, counting objects and home-corner items		X	X	X
Art resources such as paint pots/brushes and glue pots/spatulas			X	X
Children's art aprons			X	
Pillows/cushions/blankets/soft toys		X		
School spare clothes				
Children's own spare clothes				
Water spills in the classroom				X
Sand spills in the classroom				X
Children's lunchboxes/water bottles				