

Service Description and Scope of Services Policy – School Clinic

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1. Introduction

The clinic and medical team within German International School Dubai (DISD) play a critical role in the promotion of the health and wellbeing of students and staff within the school community.

The clinic will adhere Dubai Health Authority (DHA) regulations, federal and local laws at all times.

2. Purpose

The main **purpose** of **service description** is to outline the main duties and **responsibilities** that are involved in a particular **job**. Additional information is often requested in order that one document can fulfil the needs of several processes. Service descriptions should be based on a thorough job analysis and should in themselves be as brief and factual as possible.

3. Scope

The **job** function and **scope** are brief narrative pictures of the **job** that highlight its general characteristics. They should provide enough information to differentiate the major functions and activities of the **job** from those of other **jobs**.

4. Responsibility of School Doctor

a. Definition

The school doctor is in charge of providing medical care to pupils in accordance with medical science and experience. The main task of the school doctor's activities lies in preventive medical care. The activities of a school doctor require special medical and psycho-social knowledge, acquired by adequate training professional development.

The full time school physician should be the clinic in-charge and participate actively to ensure implementation of all mandated policies and protocols in collaboration with the school's administrative authorities and school personnel. He/she shall assure that all procedures are carried out by or under the direction of qualified, skilled and experienced licensed healthcare professionals.

b. Target groups of school doctors' activities

School doctors' activities mainly target pupils. Besides this group, the activities of a school doctor also address school principals, teachers, parents and persons in charge with child care, with whom the cooperation has to be sought for the welfare and benefit of the pupil. School doctors, for the protection of the pupils' health, aim to seek cooperation with the school governing body and all physical and legal persons providing services in school operation in matters which are likely to have direct or indirect effects on the state of health.

c. Objectives of the school doctor's activities

The school doctor lobbies for the health matters of pupils, as well as for the performance and safety at the pupils' workplace. The school doctor enhances the personal development of pupils from the medical point of view. In creating and consolidating health awareness, the school doctor empowers pupils to be committed to the maintenance and promotion of their

own health. In case of need, the school doctor procures (social-) medical assistance to pupils and coordinates them, if needed.

5. Tasks of the school doctor

This is the listing of the tasks of school doctors as per DHA Standards for Clinics in Educational and academic settings (2020):

The Physician shall:

- a. Not prescribe medication to students for use after school hours.
- b. Not prescribe Controlled Drugs (CD) and Semi Controlled Drugs (SCD) for students.
- c. Be responsible to develop Individualized Healthcare plan (IHP).
- d. Advise parents to keep the student at home during the communicable period of any disease.
- e. Assess, plan and implement Individualized Health Care Plan (IHCP) and Emergency Health Care Plan (EHCP) for children with chronic illnesses and children with of determination, including allergies.
- f. Maintain effective relationship with parents, families and local community.
- g. Refer, as appropriate, children assessed and found to have psychological or emotional disorders like anorexia, self-harm, addiction, abuse etc.
- h. Participate in planning and conducting health education activities in the school.
- i. Act as a counsellor in guiding the school administrators, teachers and parents to discuss any health problem of a student, as required.
- j. Submit reports to HRS and SHS, PHPD in a timely manner.
- k. Update knowledge, skills and practice related to school health.
- l. Draft the School Health Service Plan and review it annually, which could include the following:
 - a. The delivery and evaluation of health services in school environment, including screenings and vaccination programs.
 - b. Comprehensive medical examination of students at KG/Foundation 1, Grade one (1), Grade four (4), Grade seven (7), Grade ten (10) and at entry level in colleges and universities and for new admission at any grade in schools. The findings have to be documented in the school health record.
 - c. Medication management shall be the responsibility of the Physician.
 - d. Management of emergency reaction including anaphylaxis that might occur due to vaccination shall be the responsibility of the Physician.
 - e. Physician shall report all suspected or confirmed cases of communicable diseases to SHS and Preventive Medicine Section (PMS), PHPD, DHA; as per the list of Notifiable communicable diseases noted in Appendix 4.
- m. Schools are required to report any communicable diseases and the number of individuals affected (UAE Medical Liability Law 10/2008).

- n. Diseases under Category A1 in Appendix 4 should be notified immediately via telephone (by calling the 24/7 PMS hotline), within 4- 8 hrs of identification along with electronic notification.
- o. Diseases under Category A2 in Appendix 4 should be electronically notified within 24 hrs of identification.
- p. Diseases under Category B in Appendix 4 should be notified electronically within 5 working days from identification.
- q. Vaccine-preventable diseases should be reported immediately and appropriate action should be taken to ensure the protection of other children and adults in the school.
- r. School medical activities for the purpose of prevention and detection of disorders,
- s. Continuing care of pupils, backing pupils in crisis periods.
- t. Cooperation with other medical institutions in the education sector.
- u. Prevention of work-related hazards, maintenance and promoting the performance at the pupil's workplace.
- v. Information about hazardous substances in the area of the school and correct workplace ergonomics.
- w. Vaccinations and vaccination counseling at the request of the health authorities
- x. Health education
- y. First aid measures and information
- z. Dental prophylaxis
- aa. Notifications to the competent administrative authority in cases of suspected abuse, torture, negligence and sexual abuse
- bb. Social integration of discriminated groups
- cc. Cooperation in health-related projects
- dd. Documentation and statistics
- ee. Hours of duty and hours of consultation as agreed upon in the contract
- ff. Submission of Annual reports.

Being responsible for preventive care, the school doctor has to inform pupils, respectively parents on undesirable tendencies in physical and mental development, as well as on existing medical symptoms. The family doctor / general practitioner or the specialist doctor is responsible for providing further medical care to children or the youth.

6. Working conditions

The working conditions of school doctors have to be adapted to the methodic needs and the specific requirements of the respective school type, the following frame conditions being the prerequisites:

- The office of the school doctor (size, lighting, aeration and situation) has to provide the possibility to perform examinations and to have conversations in a discrete atmosphere
- Examination devices
- Medication stock for emergency medical care
- Adequate computer supply / assistance

The working conditions of school doctors have to allow them to practice in compliance with medical, scientific, legal and ethical standards.

7. Responsibility of School Nurse

a. What is a school nurse?

School nurses provide health services in schools and other educational settings. Their goal is to treat student injuries or illnesses and advise students, their parents or guardians, and staff on health issues.

b. What does a school nurse do?

Apart from injuries and sudden ailments, school nurses may also support students with chronic illnesses and disabilities – for example, by administering medication to them (e.g. insulin injections). School nurses also promote health-related habits (e.g. proper hand-washing) and ensure compliance with national and local health policies for schools.

This is the listing of the tasks of a school nurse as per DHA Standards for Clinics in Educational and academic settings (2020):

- a. Hold a DHA license as Registered Nurse (RN) and should have at least one (1) year experience of working with children in a school or pediatric setting.
- b. Liaise with and support the school staff in implementing the school health activities.
- c. Ensure that all medical supplies and equipment needed for first aid and emergency care are available and in working condition.
- d. Assess needs of students (examine/observe/measure vital signs) who require first aid care and administer appropriate care.
- e. Refer to the Physician for advice when needed.
- f. Inform parents, through the school authorities, about the student's condition.
- g. Transfer the student to the Emergency department of the nearest hospital as per the standard procedure in cases required.
- h. Provide privacy to the student during medical examination.
- i. Monitors students who are frequently absent from school due to health related problems.
- j. Coordinate with classroom teachers to:
 1. Observe and report student with unhealthy practices.
 2. Refer promptly student who are showing signs of visual, hearing and learning difficulties.
 3. Refer student with fever, rashes or unusual behaviour.
 4. Report presence of potential hazards in the classroom.
 5. Motivate student to enhance healthy practices.
 6. Report sanitary and safe environment deficits to the school administration.

- k. Measure height and weight of students and calculate BMI on an annual basis for all students.
- l. Refer to the school health physician, students whose growth and development measurement show deviations from normal.
- m. Plan and conduct health education sessions for parents of students with chronic illness to assist them to understand their child's disease and needs.
- n. Conduct health education sessions to meet the learning needs of students (e.g. topics on: personal hygiene, proper nutrition, accident prevention etc.).
- o. Plan the vaccination schedule of every student as per DHA Immunization Guidelines and conduct vaccinations under the supervision of the school health physician.
- p. Update knowledge, skills and practices related to school health requirements.

8. Cooperation with school doctor and school nurse

Both the school doctor and school nurse carry out their tasks in accordance with the DHA's guidelines and points 5 and 7 above.

Both work closely together as a team, coordinate regularly and exchange information on current topics.

The school doctor is superior to the nurse and can give her instructions. The full-time school doctor is listed in the clinic licence as medical director.

If 2 full-time nurses are employed, a separate agreement must specify which nurse is the head nurse.