



Health File / Record Policy – School Clinic

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1. Students and Kindergarten Children Health Records

- 1.1. The clinic must maintain health records and reports in a manner to ensure accuracy and easy retrieval. Data collection should be structured in a manner to consistently encourage a free flow of information.
- 1.2. Health records shall be maintained in the custody of the health facility and shall be available to a patient or his/her designated representative through the attending healthcare professional at reasonable times and upon reasonable notice.
- 1.3. The facility shall ensure that each student is allocated a specific unique identifier, and where multiple records for the same student exist they are cross referenced.
- 1.4. Records should be organized in a consistent manner that facilitates continuity of care.
- 1.5. A record should include a recent history, physical examination, any pertinent progress notes, laboratory reports, imaging reports as well as communication with other student/patient personnel.
- 1.6. The following information/documents will be documented/filed:
 - Accident Report
 - Injuries
 - Emergencies
 - All types of Allergies
 - Chronic disease
 - Administered medication
 - BMI
 - Basic school Eye Screening Form



- Individual action plan if allergies or chronic disease
- Medical certificates
- Family History
- Immunization
- School medical Exam
- Verbal consent from parents regarding administer medication
- Parents are not contactable
- School clinic visit repeatedly with the same complain
- Referral via e-mail or parents informed
- Parents informed for pick up
- Refused school immunization
- Refused treatment, medication, medical examination
- Any state of health of the student; if the student cannot stay in school and the parents are notified to pick the child up

1.7. The Health Record for each student and kindergarten child is regularly updated.

2. Parents Obligations

- 2.1. Parents have to provide for each child in the School and Kindergarten:
- Document of Medical Record
 - Student Medical Form
 - Copy of Vaccination Record
 - Update of Vaccination Record
 - Medical certificates of Chron. Diseases and Allergies
 - Medical History
 - Medical Family History
 - Update changes of health condition
 - Consent for the Administration of Medications and Emergency Treatment
 - If your child requires regular medication a Consent for Prescription Medication during the School Day or Related School Activities form must be completed, signed and stamped by Licensed Physician and parent or guardian
 - If your child has a chronic medical condition (i.e. Asthma, Diabetes, Emergency Allergy/Anaphylaxis or Seizures) a Completed Individual Care Plan must be completed
 - parental consent – for supply of non-prescription medicines.
- 2.2. A medical certificate must be submitted to the school clinic if there is any change in health condition or a new medical condition for a child. Changes in certain health conditions may impact the wellbeing of the student and any treatment given by the clinic.
- 2.3. If a child has a pre-existing condition, the school clinic needs to be notified in advance.
- 2.4. Regarding chronical diseases, allergies and food allergies, a medical certificate by a family Physician or Pediatrician is required.

3. Physical Examination

- 3.1. As part of the Dubai Health Authority's regulations the school doctor is required to conduct a mandatory non-invasive comprehensive medical examination that includes BMI, screening of eye vision, ear nose throat, skin, chest, heart,



abdomen, musculoskeletal, neurological and developmental, and endocrinological systems of students in the following grade levels:

- KG/Foundation 1
- Grade one (1)
- Grade four (4)
- Grade seven (7)
- Grade ten (10)
- new admission at any grade

- 3.2. The findings have to be documented in the school health record.
- 3.3. BMI and Eye vision test is mandatory for all students and Kindergarten children age 5 and above as per Dubai Health Authority regulation.
- 3.4. Parents will be notified about any noticeable findings during medical screening.
- 3.5. Communication with parents will be documented.

4. Purposes of Maintaining School Health Records

- 4.1. To facilitate communication among care providers
- 4.2. To provide continuity and evaluation of care
- 4.3. For medico-legal purposes
- 4.4. To provide statistical data
- 4.5. For research and education

5. Maintenance and Storage of School Health Records

- 5.1. Be maintained (the original/copy of the health record) for a minimum of five (5) years after the student turns eighteen (18) years of age, or five (5) years after the student leaves the educational or academic institution.
- 5.2. Only health practitioners in the school clinic directly involved in a student's care must have access to that student's health records and related information.
- 5.3. Authorized school personnel, including healthcare providers, who release confidential healthcare information from school health records, shall document each such release in the applicable cumulative school health records by indicating the following:
 - Date of release.
 - Description of the information released.
 - Name(s) of the person(s) to whom the information was released.
 - Reason for the release of information.
- 5.4. Handwritten or hard copy of health records and information must be stored in a locked cabinet or cupboard and in a safe monitorable location and only school health practitioners must have access to these storage facilities.
- 5.5. Records in the school nurses' office, whether they are paper or electronic need to be secured when not in use.
- 5.6. Only Official School forms, which have been approved for use, will be filed with other school health records.
- 5.7. Password to computers should not be shared
- 5.8. Check and ensure that every student have their duly filled up school health record.
- 5.9. Document all attendance of the student to the school clinic



- 5.10. For those students who do not avail immunization in the school, open their school health record just the same. Attach the copy of their immunization record in the page provided for, in the school health record.

6. Transferring School Health Record

- 6.1. When a student is transferred to another school, send the student's school health record to the school clinic of that school.
- 6.2. When a student leaves Dubai permanently, hand over the school health record to parents