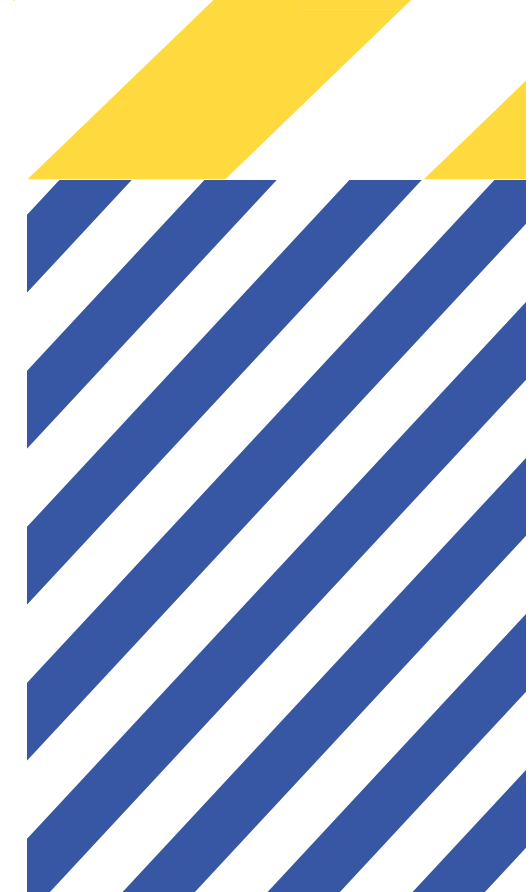


WHOLE SCHOOL

MEDICAL POLICY



Rationale and Scope of the policy

In accordance with our core values, LIS embraces diversity, upholds the principle of equal opportunity, and welcomes students with medical needs. Our aim is to provide a safe and supportive environment for all, to ensure that everyone has the opportunity to achieve her/his full potential. We work towards the shared goal of fully supporting all individuals and have developed this policy for the whole school community, with 'school' encompassing Kindergarten, Primary and Secondary.

The aims of this policy are to ensure that members of staff:

- Understand their duty of care to the children and young people at the school;
- Understand the importance of managing the medical conditions that affect our students;
- Know how to access the information they need to safeguard the health of the children and young people in their care.

The aims of this policy are to ensure that Parents/Guardians:

- Understand how they can support the school, in caring for the medical needs of their child;
- Understand which medical information is necessary, with whom it will be shared, on a confidential basis, and why.

The sharing of information is vital in safeguarding students and promoting their continuing health and welfare. It enables students to receive the most appropriate care, at the right time. However, medical information is confidential and will only be shared on a "need-to-know" basis, if there is an emergency and/or to ensure the health and safety of the child or young person. The school receives permission to share information, on this basis, through parental signature of the "Student Health Record" (see [Appendix A](#) and [Appendix B](#)).

Health Room Protocol

- The health room should only be accessed in case of **emergencies** requiring **emergency medication**.
- Only the **Nurse** is allowed to give out non-prescription medication. This includes topical creams and oral medication. Medication administration requires knowledge of individual allergies as well as parent permission.
- Only the **Nurse** is allowed to take internal temperatures, this includes ear and mouth. These "invasive" techniques also require parent permission.
- If a student is ill with other symptoms and a temperature check is required, you may check their temperature using the no-touch, forehead thermometer.
- If students suffer minor injuries while the Nurse is unavailable, they should be encouraged to self-soothe, use a cold compress (a wet paper towel will suffice), and/or supplies including plasters from the Nurse Kit in your classroom.
- Additional **First Aid Kits** are located at the **Reception Desk, 1y Office, 2y Office, and Sports Department**.

Student health examinations

All children in Saxony are required by law to undergo a compulsory health examination ("Einschulungsuntersuchung") prior to the start of Grade 1, with the aim of identifying and treating any health or developmental issues at an early stage. Parents are required to share with the school any health information that may affect their child at school. Further health screening examinations are recommended during the 2nd or 3rd and 6th Grade.

Procedures in the case of short-term illness/injury

All children are likely to experience illness at some point in the course of their school lives. If a child becomes ill at school during the day, they will be sent, or accompanied, to the school nurse who will make an assessment of their condition and care for the child. If deemed necessary, parents/guardians will be contacted and asked to collect their child. In Kindergarten, there is no provision to care for unwell children and parents will be required to pick up their child as soon as possible.

Please note that children who are clearly unwell should be kept at home until they are well enough to participate fully in all activities, including Physical Education and outside play. Children must be fever free without the use of medications for 48 hours before returning to school, and after having vomiting and/or diarrhoea must be kept at home until 48 hours after the symptoms have cleared. Advice should be sought from a doctor if there is any uncertainty.

As a guideline, children should not attend school if they have any of the following symptoms:

- Fever/temperature of 37.5°C or higher
- Vomiting or diarrhoea in the last 48 hours
- Severe cough, cold symptoms, or sore throat
- Eye redness, irritation, swelling, or discharge
- Unexplained skin rash
- Suspicion of contagious infection (COVID-19, chicken pox, scarlet fever, fifth disease etc.)
- Suspicion of head lice, if not treated

While we regret any inconvenience that this may cause, keeping sick children at home means fewer lost work days/school days for parents, teachers, and/or children as well as less illness for everyone.

Most injuries at school are minor and require little attention. However, in the event of an accident/injury, staff will follow standard first aid procedures, including calling an ambulance if necessary, and will contact the parents/guardians by telephone in the first instance. Please inform the reception promptly about any changes to your emergency contact information. An Incident Report Form (see [Appendix E](#)) should be completed by the first aider or first responder to the incident.

If a student has to visit the hospital/physician, due to an injury sustained during school time, parents/guardians must inform the school nurse and complete an Accident Notification Form/Unfallmeldung (see [Appendix C](#) and [Appendix D](#)) so that the relevant insurance documentation can be processed.

Home-school communication and collaboration

Parents/guardians should telephone reception before 8.15am on the first day of a student's absence. **For absences of more than 3 days, a doctor's certificate (Krankenschein) will be required on returning to school.** In some cases, following an extended period of absence, students may return to school on a reduced programme, with prior agreement with the nurse, counsellor as appropriate, principal and approval by the managing health care professional.

Students with plaster casts, crutches, or otherwise impaired mobility can attend school with the approval of the consulting doctor or hospital clinician. Some restrictions on normal activity and relaxation of rules in relation to attendance and/or movement around the school may be made, in the interests of safety.

The Infection Protection Act law (Infektionsschutzgesetz - IfSG §34) stipulates that in the case of certain "Communicable Diseases" (see [Appendix F](#)) a child must not attend school. **In addition, parents/guardians are required to report any cases of contagious illnesses to the school.**

The website containing a list of the communicable diseases can be found at: https://www.gesetze-im-internet.de/ifsg/_34.html

Parents/guardians will be informed by letter, e-mail, or the parent portal if there is a case of communicable illness in the class of their child, while the identity of the infected child will remain anonymous. The school must be informed promptly about the diagnosis of any transmittable illness so that we, together with the local Health Office, can take all required measures to prevent the further spread of the infectious disease.

If a student is returning to school after a hospital admission, arrangements should be made in advance to ensure a smooth reintegration process. If possible and appropriate, a transition meeting with the nurse and class teacher/form tutor should be held in advance, to develop a support plan and coordinate arrangements for a smooth transition back to school.

Special arrangements will be necessary before a student returns to school having been absent or in hospital, due to an emotional/psychological/mental health difficulty or condition. In order that the school is able to provide appropriate support, more detailed information from the external managing health care professional will be required as well as the involvement of one of our school counsellors.

A collaborative relationship between students, parents/guardians and the school is of the utmost importance. Therefore, we continue to communicate and collaborate with parents/guardians, on medical issues, after students have reached the age of 18.

Examinations and coursework missed, due to short-term illness

Should a student or a close family member of a student become ill in the immediate lead-up to, or during, external examinations (IB, IGCSE and Checkpoint), parents/guardians should telephone the relevant Programme Coordinator as soon as possible, and a doctor's certificate (Krankenschein) will be required. The Coordinator will explain to parents/guardians how an application for "special consideration" to the relevant examination board will be made.

There are special requirements, if a student misses an internal deadline for IGCSE coursework, for IB "Internally Assessed" assignments (IAs) or "Externally Assessed" assignments (EAs) due to absence. A doctor's certificate (Krankenschein) is required on the first day of the student's return to school. A new deadline will be arranged and the doctor's certificate should then be passed to the form tutor for safe-keeping. If appropriate, the relevant Programme Coordinator will be involved. Students who have missed internal end-of-year examinations or class assessments (tests) due to illness will generally be required to catch up when they return to school.

Management of long-term conditions

Long-term medical conditions should not be a barrier to students participating in school activities. The school aims to provide all children with the same opportunities by providing a safe and welcoming environment for all. Where possible and appropriate, children who have medical conditions will be encouraged to take control of the management of their own needs, and will be supported by teachers and support staff under the guidance of the school nurse and parents/guardians. The use of Individual Health Plans will assist in the support of this practice.

Individual Health Plans (IHPs) will be developed by the school nurse in collaboration with the parent/guardian (and student where appropriate) for children with complex health needs. These plans give details of the individual's medical needs at school, to be shared with the appropriate teachers and support staff. The plan will be reviewed and updated at least once per year and if there is any change in symptoms, treatment etc. Therefore, it is very important that parents/guardians communicate any changes with the school. Examples of conditions that may require an IHP include:

- Diabetes;
- Severe asthma;
- Epilepsy with rescue medication;
- Severe allergies (anaphylaxis).

Examination access/inclusion arrangements

Students who have a longer-term medical condition are eligible for access/inclusion arrangements if the condition could place them at a disadvantage in examinations. Access/inclusion arrangements seek to redress disadvantages. Applications for these arrangements will require a doctor's report including the diagnosis, as well as specific recommendations for examinations (e.g. 25% additional time, rest breaks).

Medications

Medication is generally the responsibility of parents/guardians and should, wherever possible, be administered outside school time. There are occasions when children need to take medication while in school, in which case the following guidelines should be followed:

Short term medications

Kindergarten and Primary (up to end of Grade 5):

- Students are not permitted to carry medication unless prior agreement has been reached between the school nurse, teacher/educator and parent/guardian;
- Medication must be brought to school by the parent/guardian in the original packaging, and clearly labelled with the child's name, administration instructions/guidelines and date of expiry;
- The parent/guardian must complete a "Medication Authorisation Form", available at reception, or from the school nurse (see [Appendix G](#));
- The medication will be safely stored, and administered by the nurse/designated person at the agreed time;
- The administration of the medication will be documented, and kept on record, in the student's individual medical file;
- The medication should be collected at the end of the school-day, or when no longer required, and taken home.

Secondary (Grades 6-12)

- Responsibility rests with parents/guardians;
- Students may be permitted to carry and administer their own medication with permission from the parent/guardian and nurse.

Long term/ongoing medications

Students with long-term conditions (e.g. asthma, diabetes) should be encouraged to take responsibility for managing their own condition, including administering medication, as soon as they are deemed old/mature enough; we will fully support this practice.

- Kindergarten children are not deemed old enough to be responsible for medications;
- Primary students, with long-term conditions, will be assessed to ensure they are safe to handle their own medication with explanation to this effect on the Individual Health Plan (IHP);
- For serious conditions that require prescribed emergency medicine (e.g. Epi-pens for anaphylaxis), the medicine must be provided and accompanied by a doctor's note, stating the exact instructions (dose, route etc.) for administration;
- Emergency medications will be stored securely, but will be accessible to students at any time.

There is a limited supply of non-prescription medicines kept in the school health office for Primary and Secondary only, which may be administered by the school nurse if deemed necessary. These include Paracetamol, Ibuprofen, throat lozenges etc. and will only be given if the permission slip on the "Student Health Record" has been signed by the parent/guardian. Please note that aspirin preparations will never be given due to the association with Reye's syndrome, and Ibuprofen will not be administered to any student diagnosed with asthma.

There is no requirement for teachers or support staff to administer medication unless prior agreement with parents/guardians has been reached and written consent has been provided. However, in an emergency it is the duty of care of any adult to assist with the administration of emergency medication. If a student misuses medication, either her/his own or that of another student, parents/guardians will be informed and the student will be subject to the school's disciplinary procedures.

Storage and disposal

Unless otherwise agreed, individuals' personal medications will be securely stored in a lockable cabinet. Medicines should be clearly labelled with the student's name and date of birth, and kept in the original packaging with clear administration guidelines. Expiry dates will be checked regularly, and parents/guardians will be notified and asked to replace medications when the medication is due to expire. Medications that are no longer required should be collected and may be taken to a pharmacy for disposal if necessary. Sharps containers are to be provided by the parents/guardians of those requiring needle usage.

Vaccinations

On 1 March 2020, the German government implemented a new mandatory measles vaccination. The "**Measles Protection Act**" (Masernschutzgesetz) is essentially a change to the existing Infection Protection Act of July 20, 2000 (IfSG) which stipulates that all children and staff in kindergartens and schools must be vaccinated against measles. Parents will have to provide evidence of their children's measles immunity before their children can attend school, kindergarten or nursery.

Proof of immunity must be provided in the form of the original vaccination pass (Impfausweis) or a medical letter from your doctor (see [Appendix I](#)). The parents/guardians should provide this during the admission process or 4 weeks from the first day of school. This information will be stored with the Student Health Record and recorded onto the school's electronic information system.

Kindergartens in Germany will not be allowed to accept children who have not provided evidence of immunity (§ 34 IfSG). Kindergartens and schools are legally obligated (§ 33 IfSG) to notify the local public health department (Gesundheitsamt) of any cases of non-compliance (see [Appendix J](#)).

Record keeping

At the admissions stage, parents/guardians are asked to complete a "Student Health Record" (see [Appendix A](#) and [Appendix B](#)), which should highlight any health conditions. Any ongoing or serious health issues will be followed up by the school nurse, and parents/guardians may be asked to provide further details to assist in the development of an Individual Health Plan.

Student Health Records, together with all other medical documentation, are stored securely, and are accessible only by the appropriate personnel. All incidents at school requiring medical treatment will be recorded. Basic student health information is stored in the school's electronic information system, accessible to the student's teachers/educators, the relevant principal and members of the Student Support Services team.

A central register of children with medical needs is maintained by the school nurses and is accessible only to the Student Support Services department. Individual Health Plans will be shared with specified members of staff, in agreement with parents/guardians. All members of staff are required to protect the student's right to confidentiality.

It is the responsibility of parents/guardians to ensure that any changes to address or contact details are updated through the Parent Portal.

Nurse Visits

In order to maintain accountability and transparency, a nurse pass is required for students to visit the nurse's office. General tasks that the nurse can perform include, but are not limited to:

- Measure temperature
- Provide tea/snack for students experiencing nausea
- Provide first aid for minor injuries

- Provide over-the-counter medication for students with parental permission
- Assess possible concussion
- Assess other injuries
- Provide splint or bandage for sprains
- Provide temporary safe space for students who are experiencing anxiety or panic attacks