

AL FAISAL INTERNATIONAL ACADMEY 2026/2027

SCHOOL NURSE POLICY

The health and safety of the students at AL Faisal International Academy is our prime concern.

AL Faisal International Academy reassures families, students, and school staff that safety and health protection measures are in place . There are clear guidelines laid down by the school for First Aid if required by Students and Staff.

AL Faisal International Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Our school nurses goal is to provide and maintain a quality service and holistic care to all our students and staff.

School nurse

The school nurses is responsible for caring for students who get sick or injured during school hours, taking vital signs, recording symptoms, and administering basic medical aid.

Emergency care and first aid treatment:

Proper management of students, chronic health problems (such as Diabetes, Asthma etc.)

Initiate health program to students adhered by Ministry of Health, Qatar:

Routine health screening for all students.

The school nurse also educates students on health care and growth development.

Clinic:

There is one nursing room equipped with all necessary equipment as per approved standard of Ministry of Health Qatar. The nurse is responsible to provide all first aid help to students and employees.

First aid:

It is policy to provide first aid support to someone if they are injured or become unwell in school, and to ensure that the school complies with the Occupational Health and Safety (First Aid) Regulations of the State of Qatar.

Accidents:

Whilst the Health and Safety policy aims to minimize any risk and safeguard all students, provision is made in the event of incidents. If incidents happen all staff must act appropriately by:

Referring for assistance immediately.

Ensuring the safety and well-being of all students.

Providing support in a calm and professional manner.

Treatment only be provided by an employed nurse or trained appropriate staff member unless in an emergency situation.

Contacting parent/guardian/next of kin if appropriate. (nurse or school secretary office)

Not taking a student to hospital for medical assistance in their own transport.

Not contacting private medical organizations, only Hamad medical Corporation-ambulance Services (999) when required.

If requested, accompany a student to Hamad Hospital and stay until the parent/guardian/next of kin arrives.

Collect any medical information provided by the hospital and pass it immediately to the parent/guardian/next of kin upon their arrival.

Al Faisal International Academy is responsible for ensuring that parent/guardian/next of kin is informed in an appropriate timeframe. They must ensure that any student who is sent to medical assistance (nurse/Hamad) must not be delayed waiting for parent/guardian/next of kin to attend. If a student is sent to Hamad, a member of staff must accompany them until a parent/guardian/next of kin arrives.

Staff should be directed not to make provide consent for any medical treatment unless it is specifically requested by a doctor, who should be asked to assume the responsibility

for this decision. In an emergency situation, however, consent should be given on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent or guardian, even if it is known that their consent might not have been given.

FIRST AID PROCEDURES

In the case of a graze or minor cut, the wounded part is to be cleaned With antiseptic wipes by the school nurse or a member of staff if not the nurse.

Surgical gloves should always be used in treatment of these Cuts/grazes. Surgical gloves are part of the First Aid Box equipment.

In the case of a more serious cut, the wound is to be cleaned by the school nurse or a member of staff (first Aider) and the principal informed. The parent is called. In the event of the parent being unavailable, the child is taken to a doctor or hospital. All injuries are to be reported to the principal and parents. Covered ice is to be applied to bumps and the child is to be constantly observed until the parent arrives

All first aid minor/Serious cuts and bumps are to be recorded by the Nurse on duty in student file.

First Aiders are not legally permitted to give any medication to students or staff.

When giving first aid to under 18s which involves physical contact, the first aider should first explain what they need to do and then ask the child's permission to go ahead before starting.

Parents are asked to sign a form giving permission to the school to have the child taken to hospital if the parent cannot be contacted.

First aid boxes/kits should be available in reception areas, school buses, nursing rooms, security guard rooms and all clinics.

First aid boxes (eye-cleaning) should be available in clinics.

Updating

All first aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will be appointed.

Incident record

1. All Incident of first aid, routine and special medication cases are recorded in concerned student file
2. All incidents of first aid and routine medication cases with respect to employees are recorded in the concerned employee file.

Procedure

Blood and other body fluid spillages

1. Blood and other body fluids are considered hazardous and should be dealt with immediately.
2. Education and training must be given to all staff members involved in the management of blood and body fluid spillages.
3. Appropriate personal protective equipment should be worn (medicated gloves and plastic bags) when dealing with above cases.

Disposal of Expired Medicine/Medical supplies

1. All medicine and medical supplies (expired) should be destroy as per standing procedure of Ministry of Health Qatar.
2. Whole procedure should be documented and kept in file under the signature of nurse in charge and head of school

ADMINISTRATION OF MEDICATION POLICY

A few children, whilst fit to attend school, may require medication during school hours. In addition, it may be necessary for children with long term medical complaints or chronic illness such as asthma or diabetes to receive medication. Students with medical needs have a right to a proper education and a right to proper care and support. The school will do everything

possible to ensure that any student with medical problems is given access to the curriculum and that they receive a full education.

Aims:

- To assist parents with the medical care of their child/children.
- To ensure safe procedures are in place for receipt, storage, administration and disposal of any medication.
- To liaise with medical services in support of students with medical needs when necessary.
- To ensure access to a broad and balanced curriculum for all students.
- To maintain appropriate medical records.
- To ensure medical information is confidential

Receipt, Storage and Disposal

- Any medication received by the school for administration requires a completed consent form from parents. The consent form must include contact details for parents and give clear instructions regarding the required dosage.
- The school will only accept medication that is essential to be taken during school hours. A doctor's note should also be provided to the effect that it is necessary for the medication to be administered during school hours.
- Medication will, in the first instance, be managed by the student themselves and if unable to do so due to age or infirmity at the time, will only be administered by medical staff.
- All medication should be stored safely in a locked cupboard in the nurse's medical room and students should know where this room can be found and be able to visit whenever needed. Any emergency medicines should not be locked away and a key to the medical room should be available to the Principal and Vice Principal.

Any stored medication must be labelled with the student's name, prescription and dosage, the name of the pharmacist and the expiry date. It must be kept in the original container, with the exception of insulin, which should be in a pen or pump.

- Any remaining medication at the end of term or the end of treatment will be handed over directly to the parent by the medical staff. If the parent fails to collect this medication, it will be destroyed and recorded on the school management system.
- Medical staff must ensure teaching staff responsible for the child as well as the Head of Section, Principal and Vice Principal are aware of their medical needs.
- Teaching staff must seek permission from both parents and the medical staff to take responsibility for medication on school trips and will follow the explicit instructions of the medical staff and administer. Students who do not complete a medical form for trips will be unable to attend. The designated person will only be able to administer medication explicitly consented to on the medical form.

Administration

- Medication will, in the first instance, be managed by the student themselves and if unable to do so due to age or infirmity at the time, will only be administered by medical staff. A child will not be forced to accept a medication. The school medical staff will assess and determine the child's ability to self-administer.
- Teaching staff are not allowed to administer or supervise student's medication unless in the case of an emergency or when other designated persons are unavailable, such as on trips. In this case, staff will follow the explicit directions and training of the medical staff and report back to medical staff with details of any medication administered.
- Medication should never be administered without checking the maximum dosage and when the previous dose was taken.
- Any administration of medication must be recorded on the school database, indicating the date and time, the amount administered and the designated person responsible.



Inhalers should be carried by students, wherever possible and spare inhalers should be left with the medical staff and clearly labelled with the student's name .

- Parents should always be informed if their child has been unwell at school.

Parental Responsibilities

- On admission to the school, parents are required to provide full details of a child's medical conditions, regular and emergency medication, emergency contact numbers, name of the family doctor, details of hospital consultants (if any), allergies, special dietary requirements etc.

- It is the parents' responsibility to ensure up-to-date record of home and work contact numbers are available to the school in an emergency.

- Parents must ensure adequate supplies of the medication are provided at all times.

Alfaisal Academy is committed to providing a safe environment but does recognize that there are occasions when medical attention will be required. LA employs trained nurses on site to care for staff, students and visitors (when required) and can be called directly to attend cases, or located in dedicated nurses' rooms.

ALFAISAL INTERNATIONAL ACADEMY ENSURES THAT;

- If a student requires medical attention it will be made available within an appropriate time period.
- Confidential records are kept of any student requiring medical attention.
- Referral in an appropriate timeframe will be made to an external agency if a Al Faisal Academy employed nurses assess the need.
- Student medical needs are prioritized above daily routine or contacting parent/guardian/next of kin.
- If required, contact will be made within an appropriate timeframe to parent/guardian or next of kin.
- Al Faisal Academy will contact parent/guardians of students to be sent home, who the nurse has assessed to be too unwell to stay at school.
- AL Faisal Academy will contact any parent/guardian of a student who has suffered any form of head injury to be sent home immediately.

Al Faisal Academy reserves the right not to treat any student (unless in life threatening situations) who acts in an inappropriate manner.

رؤية الأكاديمية:

الريادة في التعليم، بهوية إسلامية، وفق معايير معتمدة محلياً و دولياً

Leading in education, with an Islamic identity, according to locally and internationally approved standards.



- Student who is subject to these sanctions will be requested to seek medical attention from external agencies; parent/guardian contact will be made in an appropriate timeframe.
- Students who act in an inappropriate manner will be subject to the LA's Behavior, Discipline policies.

Illness

LA staff and students are liable for their own illness/medical needs; it is a parent/guardian's full responsible to inform the school of any absences or medical needs. According to LA's Attendance and Discipline policies any absences may be recorded as un-authorized and subject to possible sanctions unless an appointment letter/hospital (Hamad) documentation is provided.

Some diseases in Qatar are reportable to the Supreme Health Authority, such as H1N1 and Chickenpox. If a student is suspected of having such a disease or a temperature over 37.8 degrees Celsius (in the case of a student a parent/guardian is contacted) and immediately sent home. Following statutory guidelines, any student will be excluded from ALFaisal Academy until their symptoms have cleared and in the case of Chickenpox all lesions are scabbed over. There may be times when LA has to inform all families that a case of a contagious or reportable disease has been on the site. If this is the case appropriate methods of communication are used and the stakeholder's personal details remain confidential to only appropriate members of staff.

Head lice

LA recognizes that head lice can be a common occurrence in schools. However, it can be distressing and embarrassing for all students. If a student is observed to have head lice, parents are notified immediately and given guidance regarding treatment. Students would normally remain at home until the treatment has been applied and the student is free of lice.



POLICY NAME :- SCHOOL POLICY FOR NURSES CLINIC		
CREATED ON:28/08/2026	LAST REVIEW DATE :	NEXT REVIEW DATE:
APPROVED PRINCIPAL SIGNATURE		
SCHOOL STAMP		



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