



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Medical Practices

Updated September 2020

1. The nurse checks the pre-school pupils' temperature, hands and face skin every morning.
2. If the child has a fever over 37.3 degrees with diarrhoea or vomiting, he/she needs to go home. The child must then be taken by their parents to a recognised Covid testing facility. The child may not return to school until official results have been given to the school, and are negative.
3. The nurse uses the school ISAMs system to phone the parents; meanwhile the sick students should stay in the Covid isolation room until parents pick them up.
4. After the sick student leaves school, the nurse should email the teacher, bus monitor and canteen.
5. Before the new students enter the school, the nurse checks the students' files from the Admission Department to see if the parents have given school all the required health information/documents. The parents also should sign the school medical policy and communicate with the nurse before the student starts school.
6. If any student has allergy information, the nurse should record it in the ISAMs system, and inform the form tutor as well as the canteen manager.
7. The nurse updates and emails the latest students allergy form to all the teaching staff and the canteen manager.
8. If the pre-school and primary students get sick or injury during school hours, a TA or a teacher should bring the student to the clinic for the nurse to check and assess the sickness or injury. If the student has no sickness symptom like fever, diarrhoea, vomiting, asthma, high blood pressure, shock or dizzy, the students can return to the class.
9. If the student has medicine to take in the school, it should be given to the nurse and kept in the clinic, with the medicine forms filled by parents. Then the nurse gives the medicine to the student and records the details.
10. If the students get injured, the nurse cleans and dresses the cut; if it is an open wound with bleeding more than 100ml, the nurse should call the parents, covering the wound and wait for the parents.

11. If the student has low blood pressure (the systolic below 90mmHg, the diastolic below 60mmHg), dizzy, heart beat below 60/minute, or allergy symptoms like whole body skin rash, throat swelling, the nurse should call an ambulance and inform the parents.
12. If the student is in cardiac arrest, the nurse should perform CPR to the student, meanwhile the teacher should call the parents, and the receptionist should call the ambulance.
13. Every new term in August, a new list with the numbers of staff who have the CPR certification or the first-aid license will be updated.
14. The teachers should bring the first-aid bag from the nurse during the school trip.
15. Each school bus has one first-aid box, and the nurse update them every year during the summer holiday.
16. If a member of staff is sick during the work time, he/she should let the nurse check first. After the check, the nurse informs the HR regarding the illness. And the staff should report to the line leader and get the sick leave permission before leaving the premises.