

Dear Parents and Guardians:

The following is important information regarding student health matters at DSC International School. Please read the school policy regarding student medications and illness very carefully.

Elementary Section Health Room

DSC has a Health Room which serves as a first aid station and a rest area for students feeling ill. You may reach the Health Room Team via email at health@dsc.edu.hk or direct line at **3658-0525**. The Health Room is located on the ground floor (Rm 112).

Parents are required to indicate/update any medical conditions, together with any medications their child takes, on the Medical Questionnaire. Throughout the year, if there are any revisions that need to be made to this information, parents are asked to update the Health Room Team immediately. This allows the School to provide the safest learning environment possible and provides vital information for health care providers in the unlikely event of a medical emergency. Please input the Health Room's main phone number (3658-0525) into your phone and be sure to answer any calls originating from this number promptly.

School Policy on Medication (Elementary Gr. PG1-6)

DSC has a strict policy regarding student medication (tablets, liquid, lozenges, ointments, creams or sprays) being brought to school. Any medication brought to school should be given to the Health Room in the morning for storage and administration. A student ***must never*** keep medication in the classroom or take it on his/her own.

Students taking medication at school is discouraged. Parents/guardians are encouraged to use, when practical, dosages that can be safely administered outside of school hours. If a student requires medication in school please adhere to the following guidelines:

1. A "Temporary Medication Request Form" **must** be received from a parent or guardian in writing. A form must be completed before the student can be assisted with his/her medication (***See Attached***- this form is attached and you may keep it for future use).
2. Any medications should be brought to school by a parent or parent's representative. The child can bring the medication with special permission and parents should contact the Health Room Supervisor. The medication should be delivered personally with the completed Medication Request Form to the Health Room in the morning before class.
3. Medications must be clearly labeled with contents, **student's name, dosage, time, and route.** The medication must be in its **original container** and, if prescribed, with the **prescription.**
4. If there is an excess of medication sent to school, it should be collected by the parent or parent representative. However, it may be sent home with the child after school if agreed upon by the parent and the Health Room.

If these guidelines are not followed then the medication **may not** be given. All parents/guardians will receive a letter and two request forms. Parents/guardians who do not understand the medication policy or have any questions/concerns are encouraged to contact the Health Room.

If a student requires daily long-term medication, or needs to keep emergency medication at school, the parent must contact the Health Room for further support and instruction.

A student may self-administer (i.e. epinephrine or prescribed inhalers) only if agreed upon in advance by the student's parents/guardians, the Health Room Supervisor and Deputy Principal.

Sorry for any inconvenience caused; however, the health and safety of all students must be our first priority.

School Fever and Illness Policy

At DSC it is our responsibility to be proactive against the spread of infection among staff, students, and families. If your child is ill (fever, chills, rash, sore throat, cough, headache, vomiting, and/or diarrhea) he/she should **not** be sent to school. If a student develops these symptoms at school, the parent/guardian will be asked to pick the student up from school and it is recommended that the student sees a doctor.

The school uses 38.0 °C (EAR) to determine "fever". Our fever policy states **a student must be fever free for 48 hours before returning to school**. When a student no longer has any fever (without the help of medicine), you can begin to count 48 hours (two complete days). When this 48 hours is up, your child can return to school. If your child returns to school before this time period, the student will be sent home.

For example, if your child has a fever on Monday and the fever stops on Tuesday evening, count 48 hours from Tuesday evening. That means student can return to school on Friday of that week.

Please follow the fever reference chart below, provided by the CHP (HK Department of Health).

Measuring Method	Celsius scale (°C) or higher is a <u>fever</u>	Fahrenheit scale (°F) or higher is a <u>fever</u>
Oral	37.5	99.5
Ear	38.0	100.4
Armpit	37.3	99.1

If a student is sick with a Communicable Disease (COVID-19, Influenza, Chicken Pox Mumps, Measles, Conjunctivitis or Hand, Foot and Mouth Disease, for example), or the student has an infestation such as Head Lice, he/she should not attend school until they are well and/or treated. Please notify the school if your child has contracted a communicable disease or has been admitted to hospital. Depending on the student's condition, the student may be asked to bring a doctor's note to school stating he/she is fit to attend school before returning to class.

At DSC, our policies are based on the guidelines and recommendations provided by the Centre for Health Protection (CHP) and the Education Bureau of Hong Kong (EDB). These policies are enforced to protect the health of the students and staff at DSC.

Please refer to the CHP and EDB websites for further information.

<http://www.chp.gov.hk>

<http://www.edb.gov.hk>

We sincerely thank you for your support and understanding,

Amy Walter, B. Sc. Nursing
Health Room Supervisor

DSC International School Temporary Medication Request Form

This form is used when your child needs to take medication at school for a short period of time (i.e. cold symptoms, antibiotics, allergies, injuries, insect bites). If your child requires daily long-term medication or emergency medication at school please contact the Health Room.

Student's Name: _____ Class: _____

1.

Name of Medication:	Dose: _____ tablets/ pills/ capsules or _____ mls/ drops/ spray	Time(s) During School Day: _____ For How Many Days: _____
Medical Condition/Why Needed?	Route: Oral/ Eye/ Ear/ Skin (cream/lotion)	Side Effects:

2.

Name of Medication:	Dose: _____ tablets/ pills/ capsules or _____ mls/ drops/ spray	Time(s) During School Day: _____ For How Many Days: _____
Medical Condition/Why Needed?	Route: Oral/ Eye/ Ear/ Skin (cream/lotion)	Side Effects:

3.

Name of Medication:	Dose: _____ tablets/ pills/ capsules or _____ mls/ drops/ spray	Time(s) During School Day: _____ For How Many Days: _____
Medical Condition/Why Needed?	Route: Oral/ Eye/ Ear/ Skin (cream/lotion)	Side Effects:

4.

Name of Medication:	Dose: _____ tablets/ pills/ capsules or _____ mls/ drops/ spray	Time(s) During School Day: _____ For How Many Days: _____
Medical Condition/Why Needed?	Route: Oral/ Eye/ Ear/ Skin (cream/lotion)	Side Effects:

* Please note that the **student's name** as well as the **name of the medication, prescription date, and dose/time and route of administration** all need to be clearly marked **IN ENGLISH on the original container**.

I, _____ (print your name), am the parent/guardian of
_____ (student's name) in _____ (grade/class), give
consent for the Health Room Staff to assist/supervise my child with his or her medication(s).

Parent/Guardian Signature: _____ Date: _____