

INFIRMARY POLICY

VISION

Our vision is to be a globally renowned academia fostering excellence in future – ready robust pedagogy and profound learning environment to disseminate values of academics freedom and the spirit of collaboration and innovation. To develop an ethos of entrepreneurship and build ethical future enterprise leaders who add value to society, spearhead in nation building.

MISSION

Our mission is to impart quality value based education of international standard and focus on holistic development of the students imbibing skills for solving real life problems. Along with our clean and green campus – our infrastructure offers homey stay, hygienic food. It's our priority to engage all our staff from ground level to top management as a family to ensure that all students make a smooth transition to our institution and do not feel alone.

OBJECTIVES

1. **Promotion of value education and community service** : to impart values such as resilience, determination, confidence, and creative & critical thinking, to develop good social skills and the ability to form good relationships, to promote participation in community life and fulfilment of civic and social responsibility.
2. **Instilling cultural, linguistic diversity and heritage** : to instil the importance of inclusion within society of different groups and persons with different personal characteristics, the diversity of society, cultural knowledge, various languages, India's cultural values, history and its rich heritage, yoga, Ayurveda and holistic living, to implant cross cultural dexterity.
3. **Cognitive Acceleration Program** : To encourage schema (class preparedness), cognitive conflicts (make the children face challenges and to solve problems in collaboration), social learning, meta cognition (knowing about knowing), bridging (transferability of knowledge), teacher mediation to master learning.
4. **Internationalism and Entrepreneurship**: To promote global citizenship, globalization and sustainable future, physical & psychological health, inter personal skills to enhance employability skills.

5. **Nurturing Leaders:** To instil leadership qualities, to foster the physical, intellectual, technological, social, emotional, and artistic development of the students, develop self-discipline and personal responsibility, to promote creativity, effective communication, and critical thinking skills, to have a strong student leadership program with active involvement of students of all age groups.
6. **Multi literacy:** To develop the ability to interpret, identify, create and communicate meaning across a variety of visual, oral, musical and alphabetical forms of communication.
7. **Curriculum and learning atmosphere :** To build a curriculum leading to experiential learning and to have multiple curricula, to provide clear learning outcome, detailed instructions and assessment for all courses to ensure course mastery, student success, to offer a dynamic, interactive educational environment that engages students in the learning process, to promote inter-disciplinary learning, to review and update curriculum, instruction, and assessment in a regular cycle.
8. **Assessment practices:** To support every child's individual strength, Self-assessment, Peer assessment, learning how to give feedback.
9. **Teach less and learn more strategy:** To reduce lecturing from podium, to increase quality of education not quantity.
10. **Technology and digitalization:** To use technology to create effective modes and means of instruction and expand access to learning, to educate the students in futuristic technologies, to have robust digital infrastructure.
11. **Safe campus:** To be a residential school of international standard providing safety and security, in a healthy and hygienic atmosphere.
12. **Community partnership:** Cultivating the educational partnership among home, school, and community, nurturing a culture of collaboration, collegiality, and mutual respect
13. **Professional Development:** Implementing professional development for the staff that is essential for effective instruction and improved student learning.

14. CORE VALUES (SPIRIT OF PSSEMRS)

1. **Metacognition** –
 - a) Knowing about knowing
 - b) Learn until perfection is achieved.
2. **Growth mindset**
 - a) Understand that we are continually learning
 - b) Helping each other learn and succeed
 - c) Healthy competition.
3. **Pursuit of excellence**
 - a) Resilience in every action
 - b) Greatest involvement to pioneer
 - c) Act with responsibility and compassion
4. **Uncompromising integrity**
 - a) Act with fairness
 - b) Maintain transparency
 - c) Unyielding integrity

INFIRMARY POLICY

There is a School Nurse & Block warden on duty in the Boarding School after the end of the school day to provide medical cover to boarders.

Aims

The Nurse and all Boarding Staff work together to achieve the aims and objectives as follows:

1. Provide a professional nursing service of the highest quality in a caring, supportive and confidential atmosphere.
2. Provide a system to support health promotion, providing knowledge and guidance, to ensure a healthy school community, influencing physical, social and mental wellbeing.

Confidentiality

In accordance with the Nurse's professional obligations, medical information about boarders, regardless of their age, will remain confidential. However, in providing nursing care for a boarder, it is recognized that on occasions the Nurse may liaise with the Warden and other Boarding Staff and parents/guardians, and that information, ideally with the boarder's prior consent, will be passed on as necessary. With all nursing matters, the Nurse will respect a boarder's confidence. However on very rare occasions when, having failed to persuade that boarder to give consent to divulgence, the Nurse considers that it is in the boarder's best interests or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

Medical Record

It is important that all medical details be submitted to the Nurse and Boarding Staff before moving in to the Boarding School. Parents should advise the school if their ward has any allergies and should contact the Nurse if there is any new medical information that the school should be aware of. The parent must submit the duly filled hospital form attached in the application form. The investigations sought through the application form must be conducted before the child arrives at the school. Details about anything (such as psychological counselling or prescription medication) that could affect or influence:

- The way in which the individual adjusts to boarding; and/or
- The individual's relationship with others in the Boarding School.

The non-disclosure of this information has the potential to be detrimental to the well-being of other boarders, with whose welfare we are also concerned.

Medications

It is important for parents to realize that where possible we encourage students to self-medicate (regular medication prescribed by doctor) under staff supervision. However, the Boarding School discourages self-purchase medication over-the-counter. If a boarder is required to take medication during boarding, the completed "Medication Authorization Form" together with the medication should be delivered to the Nurse. If the Nurse is required to administer prescribed medication then it should be sent to the Nurse in a sealed envelope and be accompanied by the doctor's dosage requirement and a completed Medication Authorization Form.

The Medication Authorization Form is available at the end of this policy. The parent/guardian is responsible for submitting a new form each time there is a change in dosage or a change in time which medication is to be administered.

Non-prescribed oral medications (e.g.: head-ache tablets) will not be administered by Nurse or Boarding Staff, except when a boarder is having a fever.

Medical Examination

It is a legal requirement for all boarders to have at least one Medical Examination every year. This is usually conducted at the start of School Year.

The School does not cover the Medical Examination fees.

Frequently asked Questions

1. What should I do if my son has been ill over the weekend?

If your son is ill e.g. fever, vomit or diarrhoea at the weekend, they should be kept at home until they feel better. It is our experience that children recover more quickly and are happier at home when unwell. If flu like symptoms appear, we advise the child to stay at home. If you do keep your son at home please inform the class teacher or write an email to request for authorized leave. A doctor's certificate and parent's letter should be presented to the Class teacher on the first day your ward returns school. If your ward recovers part way through a week please try to make arrangements to return them to school and boarding.

2. **What happens if my son has a prolonged illness at school?**

A boarder who is ill or injured can be admitted to the Nursing station. Parents will be notified if their son is injured or taken ill. In order to avoid panic, if the injury is small or if the ward suffers from seasonal flu or mild illness the same may not be informed to the parents. A boarder who is unwell should inform a member of staff who will notify the Nurse and arrange for someone to accompany him to the nursing station. Follow hospital SOP described in Hostel SOP.

The School has its own nursing station with 4 beds for any boarder who might be ill. Any boarder who is not feeling well can report to the Nurse or any member of the Boarding Staff for treatment. No-one may medicate himself or any other person in the School. All medication must be taken under medical prescription. No visiting is allowed in the Nursing station unless it is granted by the Nurse. No boarder may book himself out of nursing station without the permission of the Nurse.

If a boarder is likely to be ill e.g. fever, he will be contacted so that arrangements can be made to get them home; in the absence of parents or guardians, the boarder will be isolated in the Nursing station under the supervision of the Nurse or Boarding Staff.

3. **What happens if my son has a medical emergency at school?**

In the event of any medical emergency, parents will be contacted as soon as possible - you may need to make arrangements to travel to hospital or medical centre. In the absence of parents, the Nurse or Staff will accompany the injured to the hospital and parents may meet them there. The nearest hospital to PSSEMRS is SSIMS and Bapuji Hospital. Parents, however, may request the School to take the injured to other hospitals. But the right of determination of hospital destination belongs to the school depending on the situation. . It is important that the Nurse or Staff are kept up-to-date with any treatment an individual receives in case he presents with a related problem. Parents should notify staff when they arrange for their ward to visit a medical specialist (orthodontist, optometrist, etc.). Appointments should be made for out-of-school hours whenever possible. If the illness is serious and/or contagious, information about the illness should be printed out and posted around the School, including prevention of the illness. Constant reminders to the students to wash their hands and remain hygienic are paramount. Other students with which the sick boarder has had contact with must be monitored if his illness is contagious. Follow COVID-19 and other pandemic SOP prescribed in safe school policy.

SOP for Nurse

1. Record personal details of the student who visits infirmary like name, class, age, gender, symptoms described, location of injury, hospital admission required or not.
2. Record vitals like – pulse rate, BP, saturated oxygen levels etc.
3. If hospital admission not required
 - a. Prescribe medicines after tele consultation with the doctor.
 - b. Record the details of the medicine given in student health file and ERP.
 - c. Update the stock register.
 - d. Update the store account.
 - e. Monitor the child every day until recovery.
4. If hospital admission is required
 - a. Escort children to hospital post classes at 4:00pm. If the medical intervention is necessary immediately, then the nurse shall escort the child immediately.

- b. Consult doctor
- c. If admission is suggested
 - i. Inform Dean/Warden/Parent.
 - ii. Admit the child.
 - iii. Follow-up with the doctor until child recover, even if the parent accompanies the child.
 - iv. File all the details in the student health file and ERP.
 - v. Update store account.
5. If hospital admission is not Required –
 - a. Consult doctor
 - b. File the prescription in the student health file and ERP.
 - c. Procure medicines as prescribed
 - d. Follow-up with the student till recovery.
 - e. Update the store account.
6. In the event of contagious disease which needs isolation or bone fractures, the child must be sent home. The nurse shall confirm these details through proper medical investigation to avoid any panic and confusion. The nurse shall coordinate with wardens for this purpose.
7. Nurse shall visit all the hostels every day to check on health of all the students.
8. Follow hospital SOP that is part of hostel SOP for reporting illness.
9. The students who visit hospital shall conform to the school policies framed from time to time. The failure to conform leads to disciplinary action described in various policies.
10. Nurse shall maintain sufficient stock of all medicines and first aid equipment's in the nursing station.
11. Nurse is also the wellness officer and thus must train children on health, hygiene, first aid.

Medication Authorization Form

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of the student | |
| Class and section | |
| Name of the mother/father/guardian | |
| Name of the doctor consulted | |
| Hospital | |
| Place | |
| Date | |
| <p>I declare that, the school may administer the medicines prescribed by the doctor. I indemnify the school from any side effects that may be caused due to consumption of these medicines. In case of mild illness, I authorize the staff nurse to administer medicine prescribed through tele consultation of the doctor. I promise to declare the health status of my child to the school authorities. I abide by the school policies framed in this regard from time to time.</p> | |
| Signature of the Parent/Guardian | |

MEDICAL EXAMINATION RECORD AT INFIRMARY

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| Name of the student | |
| Class | Section |
| Hostel | Gender |
| Age | Date |
| BP | Pulse rate |
| Oxygen saturation | |
| Symptoms described | |
| Problem diagnosed | |
| Is doctor consultation needed? | |
| Was child to be admitted to the hospital? | |
| If admitted, reason for admission | |
| Have you informed the parents/warden? | |
| If Not admitted, details of medications prescribed at the infirmary post teleconsultation with the doctor | |
| If medicines issued, is the stock updated? | |
| If medicines issued, is the store account updated? | |
| If admission/treatment at the hospital, have the copies of the original bills and medical files been added to the student file? | |
| Have you submitted the medical bills to the store manager? | |
| Signature of the Nurse | |
| Signature of the Principal | |
| Signature of the Dean | |

This policy will be reviewed as per the review policy.