



Title	:	Health Management Policy
File Name	:	HOPE/ADMIN-HHP/012
Date of Issue	:	1st November 2025

HEALTH AND HYGIENE POLICY

INTRODUCTION

The school aims to promote a healthy lifestyle and a high standard of hygiene in its day-to-day proceedings with children and adults. The different ways in which this is achieved are included in this policy.

AIMS

This policy aims to:

- Provide a framework for comprehensively ensuring the highest possible standards for health and hygiene within the school.
- Define the relevant procedures for dealing with incidents relating to health and hygiene.
- Set out the duties and responsibilities of the school staff, the parents, and other relevant stakeholders with regards to the health and hygiene standards in the school.

HEALTH

Healthy Food

- All snacks provided by the school will be nutritious and pay due attention to children's particular dietary requirements.
- They will not contain unnecessary sugars, chemicals, or preservatives as much as possible.
- The school will avoid providing children with any food that may be considered 'junk food' or broadly unhealthy. Any treats will always be given in moderation.
- The school will work with parents to encourage healthy eating habits, healthy snacks, and understanding of a healthy lifestyle.
- The school will collect data regarding food allergies and any food related health issues from the parents on admission, and review these on an annual basis.

ILLNESS

- In case a child falls ill, particularly with an infectious disease, parents are advised to keep the child at home and not bring or send him / her to the school.
- Also do make sure that you inform school of the child's illness so that they can alert other parents as necessary and observe any other children that may seem unwell.
- The school does not permit children to be present in class if they have a temperature exceeding 38°.



Parents must not bring any child to school, who has been vomiting, had diarrhoea, or any infectious illness until at least 48 hours since the ailment has passed.

The following table specifies the correct exclusion periods for the most common infectious diseases:

Illness	Exclusion Period
Bronchiolitis	Until fully recovered
Chicken Pox & Shingles	At least 6 days after the appearance of the last crop of spots. When they are fully crusted over and when the child feels well enough.
Conjunctivitis	1 week or until all symptoms have disappeared.
Diarrhea & Vomiting	48 hours after the symptoms have ceased.
'Slapped Cheek' Disease	Until the child feels physically well.
Hand Foot & Mouth Disease	Until all the blisters have healed.
Head Lice	Until the treatment has been given.
Hepatitis A	Until the child feels well and for 5 days after the onset of the jaundice.
Cold Sores	Until the child is well enough.
Impetigo	Once the infection has completely healed.
Measles	At least 4 days after the first rash appears and until the child is well enough.
Mumps	9 days after the swelling subsides.
Ringworm	At least 24 hours after the first course of treatment has been given.
Rubella [German Measles]	At least 5 days after the rash first appears and until the child is well enough.
Scabies	At least 24 hours after the first course of treatment has been given.
Scarlet Fever	At least 48 hours after the first course of antibiotics has been given and the child is well enough.
Threadworms	At least 24 hours after the first course of treatment has been given.
Verrucae	Verrucae must be covered with a waterproof plaster or clear nail varnish.
Whooping Cough	At least 48 hours after the first course of antibiotics has been given and the child is well enough.
A Child on Antibiotics	At least 24 hours after the first course of antibiotics has been given and the child is well enough.
Meningitis	Until the child is well enough.
Pneumonia	Until fully recovered.

1) Should the child be suffering from any notifiable disease according to the UAE Resolution No. 33 (2016), which includes but is not limited to the following diseases:

Plague, Yellow Fever, Anthrax, Mad Cow Disease, Hepatitis Type (B) & (C), Avian Flu, Cholera, Malaria, Tuberculosis, Measles, Whooping Cough and Tetanus, the parents are required to notify the school of this, and the school will report the incident to the relevant authorities and follow any advice given.



2) Should a child become ill and require limited medical attention while at school, he / she will be taken to the School Clinic for evaluation and potential diagnosis by the School Nurse. Parents will be informed immediately of this on their registered emergency contact number and appropriate course of action will be taken according to the child's medical needs and the responsibilities of the medical staff working at the clinic.

3) Should a child become seriously ill and require emergency medical treatment while at school, a senior member of staff will escort the child to hospital, if deemed necessary. Where a child's condition does not put him / her at immediate risk of life or further deterioration of his / her medical condition, the school will try to attempt to obtain a designated parent's / authorised guardian's consent over the telephone before proceeding. They will do so by calling the designated parent's / authorised guardian's emergency contact number up to 3 times. If the school is not able to reach the parent / authorised guardian by then, they will proceed on recommendation of the School Clinic's Senior Nurse or other health and emergency authorities that would be contacted.

Parents are required to sign a consent form for emergency medical treatment prior to the child's attending the school.

INJURIES

Any injury sustained by a child, before he / she enters the school campus, will have to be noted as a brief incident / injury which has occurred outside of school and the document will be filed in each child's individual medical file, the first time they attend school after such an injury. The document must be signed by the parent or carer when the child arrives at school, and the document will be filed.

Cuts or open sores, whether on adults or children, will be covered with a dressing.

Should a child become seriously injured and require emergency medical treatment while at school, a senior member of staff will escort the child to hospital if this is deemed necessary. Where a child's condition does not put him / her at immediate risk of life or further deterioration of his / her medical condition, the school will try to attempt to obtain a designated parent's / authorised guardian's consent over the telephone before proceeding. They will do so by calling the designated parent / authorised guardian's emergency contact number up to 3 times. If the school is not able to reach the parent / authorised guardian by then, they will proceed on recommendation of the School Clinic's Senior Nurse or other health and emergency authorities that would be contacted.

FIRST AID

- The school will ensure that the first aid equipment is kept clean, replenished, and replaced as necessary.
- Sterile items will be kept sealed in their packages until needed.
- The school will provide training for all school staff to be qualified in First Aid.

MEDICATION

If a child is on prescribed medication the following procedures will be followed:

- If possible, the child's parent / authorised guardian will administer medicine before



reporting to school.

- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and written parental permission gained for a member of staff to follow the instructions.
- All medication for a child will be handed back to the parents of the child on a daily basis.
- The only medication to be stored on the premises will be an inhaler or EpiPen which will have the child's name and dosage required. This will be stored in a lockable cupboard.
- With regard to the administration of life saving medication such as insulin / adrenalin injections or the use of nebulisers, the child's parent / authorised guardian will provide written agreement to the staff, to carry out the procedure. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

HEALTH-RELATED POLICIES FOR STAFF

- Staff members are required to contact the School Principal, should they be unable to work due to illness.
- They must also notify the Principal immediately, if they find out they are suffering from a notifiable disease so that the school can inform the relevant authorities.
- All staff must inform the manager of any medication they are taking which may have an effect on their ability to perform their job and could therefore pose a risk to the safety of the children.

PARENTS AND LINKS TO HEALTH AUTHORITIES

Parents will be given the opportunity to discuss theirs and their children's health issues with the School Clinic Nurse, on admission to the school. Any relevant information will be collected by the Clinic and kept in a confidential health file.

Parents are responsible to keep the school informed about the child's health condition, and any relevant changes to the child's health condition.

The school will be pro-active in communicating with any and all relevant health authorities, keeping them informed of any contagious and /or notifiable diseases that may occur in the school and abide by their recommendations and advise, to the fullest extent possible.

The school will seek to obtain information, resources, and promotional materials relating to promoting health and healthy lifestyles within the school, for its pupils and staff.

HYGIENE

Cleaning and Disinfection

Keeping the school clean and orderly is very important for health, safety and the emotional well-being of both children and staff. One of the most important steps in reducing the number of germs, and thereby the spread of disease, is thorough cleaning of surfaces that could pose a risk to infection.



Surfaces considered most likely to be contaminated are those with which the children are most likely to have close contact.

The school will:

- Undertake routine cleaning with soap and water of all at-risk areas and objects daily.
- Good mechanical cleaning such as scrubbing with soap and water, to help physically reduce the number of germs from the surface will be undertaken once a week.
- Disinfection of at-risk items and surfaces daily or according to need.
- The disinfection process uses chemicals that are stronger than soap and water. The school will make use of an appropriate safe products, as prescribed by the Health Authorities, to ensure safety as well as cleanliness.
- All the cleaning solutions will be stored carefully and will be kept out of reach of children.

Handwashing

Frequent hand washing is one of the single most important things we can do to help to reduce the spread of infections and prevent ill health. For example, good hand hygiene in children will help to prevent the spread of common communicable infections such as colds and tummy bugs.

The school will operate a strict hand-washing policy and ensure that all children are aware of it and follow it according to their own personal development stage. It will encourage children from an early age to wash their hands to help ensure that this practice becomes a lifelong habit and is followed not only at school but also at home.

Children must be encouraged to wash their hands after going to the toilet, before and after having their snack, and if they have been coughing or blowing their noses.

Children will be encouraged to carry a small hand towel to wipe their hands with after washing their hands before and after snacks.

Correct procedure for children washing hands:

- Use water from the pipe at the wash basin and soap from the dispenser.
- Wet the hands and use one squirt of soap.
- Wash the palms and the backs of hands.
- Wash between the fingers.
- Wash the tips of fingers and the thumbs.
- Then rinse and dry the hands with the hand towel.

Toileting

Before the start of schooling the children need to be trained independent toilet habits.

The school toileting procedures are as follows:

- Children are encouraged to ask the Teacher / member of staff if they need to use the toilet.
- This arrangement enables close monitoring by Teacher / staff to ensure the child's presence back in class.
- If at all assistance is required, by the kindergarten or junior students, nannies are stationed at all the washrooms.



The Clinic

The school has a clinic which is organised and run by a full-time Ministry of Health (MoH) qualified nurses.

The clinic maintains medical records of all pupils at the school, confidentially, pertaining but not limited to:

- Medical conditions
- Allergies
- Medication
- Parents' relevant medical conditions
- Child's blood type

The nurses at the School Clinic have a number of responsibilities that include:

- Collecting all relevant medical information listed above on admission of a child to the school and keeping it up to date and confidential.
- Obtaining emergency medical intervention contact details of both parents / guardian and waivers from parents to administer emergency first aid and / or to take child to the hospital if required.
- Obtaining children's medicine if and when relevant.
- Compiling, filing, and maintaining any injury and incident reports relating to health and hygiene.
- Regularly weighing and measuring children in preparation for a regular doctor's visit.
- Organising and overseeing a doctor's visit to the school at least twice a year.
- Undertaking feet and nail checks three times a year.
- Delivering talks and education on medical and health related issues to the children, if and when relevant.
- Deliver a health talk once a year on the importance health and hygiene.

The nurses have authority to deal with minor injuries and illnesses that occur at the school.

In case of serious illness or injury the nurses will follow the relevant procedures, immediately contact emergency services and ensure administration of any on-site first aid or other recommendations as guided by the emergency services.

It is to be noted that, no medications will be administered without prior written permission of parents, including any emergency medication (for which a prior written consent must be given by the parent). The nurses are the only members of staff permitted to give medication at the school or to attend to any child needing medical attention.

Monitoring and Review of the Policy

This policy will be monitored by the Senior Leadership Team on a regular basis and amended in response to any relevant changes once a year.



Revision

Revision Date	File Name	Revision
1- November -2026	The Hope English School/ADMIN-HHP/012	New policy

Approvals

Principal	Admin Manager	Chairman