

## IMS HEALTH, FIRST AID, AND SANITATION GUIDELINES

### HEALTH PROCEDURES

Your child's health forms (Student Medical Information Form, Medical Alert Information Sheet & Allergy/Dietary Restrictions) must be filled out by your physician or yourself as indicated on the form, and must be returned before the first day of school.

Required vaccinations and immunizations must be up to date. Immunizations required by the Department of Health are Hepatitis B, diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, mumps, rubella, varicella, measles and Bacillus Calmette - Guérin (BCG).

If parents choose not to immunise their child, IMS *must* be notified in writing. IMS takes no liability for any resulting illnesses or related complications to such children.

If your child's medical information should change during the course of the year (s/he develops an allergy, is put on medication, etc.) you *must* notify the School and child's teacher in writing.

### MANAGEMENT OF SICK CHILDREN

If a child falls ill the parent/guardian will be notified. The ill child will be sent to the First Aid area, where he or she will be monitored until the parent/ guardian arrives to take the child home. We encourage the parent to seek the advice of a doctor for early medical treatment.

In the case of emergency, we will accompany the child to the nearest medical facility and notify the parent/ guardian to meet the child and accompanying staff member.

**If your child will not be attending school because s/he is ill, please notify the school.**

### NOTIFICATION OF CONTAGIOUS DISEASE

IMS will notify parents of any significant contagious illness at school. Notification will be made via use of form letters and posted by the classroom doors. Parents must remember to notify school officials if their child has a contagious condition. In such a case, the school will provide the parents with a form to be filled in and returned to the Health Department as per Hong Kong regulations for the control of infectious diseases.

In the case of any child developing a Communicable Disease listed below, the School will notify all parents of the relevant campus. Other illnesses will be communicated to the parents of the appropriate class.

### EXCLUSION OF CHILDREN WITH COMMUNICABLE DISEASES FROM SCHOOL

In order to prevent the transmission of disease, sick children should stay at home. Children attending IMS are expected to be well enough to participate in all activities, including outdoor play. Please do not send your child to school on days when any of the following symptoms are present:

- Fever (37.5C or above)
- Unusual (for the child) rash
- Very bad cough (unusual for the child)

- Diarrhoea
- Vomiting
- Sore throat

**Any child who develops any of the above symptoms MUST be taken home, even if he/she claims to feel better.** The school will call the parent or emergency contact person to pick up the child as soon as possible.

### *RETURN TO THE PROGRAMME*

Children who, in the opinion of the staff, may have a contagious condition will be excluded from the programme until a physician has indicated that it is safe for the child to return.

Children with symptoms of other contagious illnesses will be excluded from the programme. Some general recommendations regarding the period of exclusion are given below. When in doubt, consult the Regional Offices of the Department of Health or your doctor.

<b>Illness</b>	<b>Incubation Period (days)</b>	<b>Exclusion of Patient from School</b>
Bacillary dysentery	1 - 7	As advised by doctor
Chickenpox	10 - 21	Until all vesicles have dried up or as advised by doctor
Cholera	few hours - 5	Until certified infection-free by doctor
Diphtheria	1-10	Until certified infection-free by doctor
Measles	7 - 21	4 days from the appearance of rash
Meningococcal infection	2 - 10	Until certified infection-free by doctor
Mumps	12 - 25	9 days from onset of infection
Poliomyelitis	4 - 35	Until certified infection-free by doctor
Rubella (German Measles)	12 - 23	7 days from the appearance of rash
Scarlet Fever	1 - 3	As advised by doctor
Tuberculosis	Variable	As advised by doctor
Typhoid fever	3 - 60	As advised by doctor
Viral Hepatitis A	14 - 50	As advised by doctor
Pertussis (Whooping Cough)	7 - 10	Until certified infection-free by doctor
Hand Foot and Mouth Disease	3 - 7	Until all vesicles have dried up or as advised by doctor

Children beginning antibiotic treatment for communicable illness should have treatment for 24 hours before returning. IMS requires that children be free of fever and vomiting for **48 hours** before their return to the classroom.

A child with symptoms of contagious illness will be given a place to rest, separate from other children until picked up by a parent or guardian. One staff member will be assigned the responsibility to monitor the child.

Children with head or body lice or ringworm must be treated by a physician before they may return (all clothing and belongings must be sent home for treatment).

### *ADMINISTERING MEDICATION*

No medication, prescription or nonprescription, will be administered to a child without **specific written permission from the parent and the physician.** The prescription must be specific for the child in care and in the original bottle with the written order of the physician not more than one year old. The physician's instructions for dosage must be followed exactly as prescribed on the label of the medication.

Medication will be properly stored out of the reach of children. All unused medication will be returned to the parent or disposed of in a way that is completely safe and out of the reach of children at any time.

Topical medications require written permission. Sunscreen, or SPF creams should be applied by caregivers in advance of attending school.

## ACCIDENTS AND EMERGENCIES

An entry is completed after all emergencies or accidents. A staff member will talk with a parent or guardian about each accident or injury their child experienced in the programme. In the case of a minor injury, this will be reported as soon as possible, however in the event of any injury to the head or a significant injury, the observing teacher will phone the parent immediately, while another staff member takes responsibility for the other children.

The School ensures that the accident log is accurate and up-to-date, and contains a full record of each injury or accident that occurs when school is in session.

The main first aid kit at each campus is kept in the First Aid Room or main office. In addition, each classroom has a small First Aid Kit. The First Aid kits are kept fully stocked, and out of reach of children at all times.

A complete first aid kit will be taken on all trips when children are off campus. Volunteers should not administer First Aid.

Emergency Ambulance / Rescue can be called by dialling 999.

The appropriate member of IMS staff will decide if the child can be taken to hospital by taxi, or requires an immediate ambulance. In the event that the child has stopped breathing, 999 will be called immediately, and CPR will be started. The ambulance will take the child to the closest public hospital.

Parents will be notified of emergencies immediately by telephone. Parents must keep work and home numbers up to date with the Administration office to ensure that the correct information is on the class Communication Tree.

Parents may request an alternative arrangement in terms of ambulance rather than taxi, or a private hospital vs public if the arrangements have not already been made. In an emergency, IMS staff will make the best decision that is possible with the information available, in consultation with School leadership, if time permits.

When parents cannot be reached, the appropriate member of IMS staff will decide if the child can be taken to hospital by taxi, or requires an ambulance to the closest public hospital, and will accompany the child. A staff member at IMS will continue to try to reach a parent and/or emergency contact. If parents choose to meet the child at the hospital, a member of staff will accompany the child in the taxi or ambulance.

**In order to keep our information up-to-date, please ensure you communicate any changes in your phone numbers or emails to our Administration Team and your class teachers as soon as they change.**

### *EMERGENCY PROCEDURE FOR FIELD TRIPS*

Should a child become ill while on a field trip, First Aid will be administered by the teacher, or if necessary he/she will be returned to the School Campus where emergency First Aid will be administered by a trained staff member. First aid kits will be taken on all field trips with at least one first aid kit per bus.

### THE PROCEDURE FOR EMERGENCY

The procedure for Emergency Transportation / Notification of Parents will be followed.

If the ambulance arrives before the parents or other authorised person, a field trip staff member will accompany the child to the hospital and call IMS upon arrival.

## SANITATION GUIDELINES FOR SAFETY & INFECTION CONTROL

The following items are disinfected daily with 1 in 99 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 99 parts of water), leave for 15-30 minutes, and then rinse with water and wipe dry.

- Toilets and Toilet Seats
- Sinks and Faucets
- Non-porous Floors
- Cloth Towels
- Mops
- Countertops
- Snack Tables

If places are contaminated by respiratory secretions, vomitus or excreta, use absorbent disposable towels to wipe them away. Then disinfect the surface and neighbouring areas with 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water), leave for 15-30 minutes and then rinse with water and wipe dry. For metallic surface, disinfect with 70% alcohol.

Rubbish should be properly wrapped up and discarded into garbage bins with lids. Empty garbage bins at least once a day.

Soiled items going home will be sealed in a plastic bag and kept out of reach of children.

### *MONITORING THE ENVIRONMENT*

Any potential hazards will be removed before the children are allowed access to the space. All toxic and hazardous materials (including cleaning materials) will be kept away from children and from any food items.