



## **DOWEN COLLEGE LAGOS**

### **Our Health Policy**

1. This policy is for students and it applies to all staff, including managers and board of governors, volunteers, parents/guardians or anyone working on behalf of Dowen College Lagos.

### **2. Purpose**

Dowen College is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students, and visitors. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school premises.

### **3. Parents will be required:**

- a. To notify the school if their child has a medical condition.
- b. Parents are also required to submit a recent medical certificate for their children during the admission procedure.
- c. To discuss the care and treatment required with the school doctor or nurse, and if necessary, an individual Health Care Plan may be considered. The Principal or the Director of Administration will need to approve any special provision of care as advised by the school doctor.
- d. To provide any necessary medication and check expiry dates.
- e. To fill the drug administration form at the sickbay where a student is brought to school with some medication.
- f. To notify the school of any changes in their child's condition or treatment.
- g. To inform school of any activities which may require additional supervision.
- h. To keep their children at home when they are unwell.

### **4. Staff –**

- a. Will have access to the guidelines on recognition of students with specific medical conditions
- b. Specifically the school doctor will have access to students' medical records on their admission into the school and manage same throughout each student's stay in the college.
- c. If a student has an Individual Health Care Plan and/or Risk Assessment this will be disclosed to the home room tutor by the medical doctor and The Director of Finance and Administration.
- d. New staff will be informed of the chronic illness protocol during induction and the above points highlighted.

## **5. The School Doctor**

- a. Will be available to parents to discuss ongoing concerns.
- b. Will liaise with students, parents, staff, and health professionals as necessary.
- c. Will ensure there is accessible updated information on students with specific medical needs.
- d. Will notify staff of any newly diagnosed or new students with medical needs.
- e. Will ensure that relevant staff are notified if certain activities are limited for individual students.
- f. Arrange for a student/staff/visitor to receive first aid treatment if they become ill on the school premises and transportation to the schools referral hospital if need be.
- g. Arrange for parents to be informed when students are treated at the sick bay.
- h. Call up parents, requesting them to collect their children from school on medical grounds should the need arise.
- i. Manage the sick bay in conjunction with the school nurses.

## **6. Procedure For Collecting Information About Students With Medical Conditions**

When joining the school, parents/guardians are asked to declare any medical condition their child may have. Parents are requested to inform the school of any change in their children's medical condition and contact details when required. Annually, parents will confirm details held in the children's file.

## **7. School trips/residential visits**

- a. Staff will ensure that they are well informed regarding all medical conditions of staff and students prior to any school journey. The school doctor can provide a list of known medical conditions for all students involved in the trip on request.
- b. Students and parents are reminded that all prescribed medications must accompany the student and that the member of staff in charge of the trip be informed of the name, dosage and frequency of administration of the medicine.
- c. The school doctor will be available to help group leaders with risk assessments and provide medical details as required.

## **8. Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances as approved by the Board of Governors:

- a. Changes in legislation and/or government guidance
- b. As a result of any other significant change or event.

**Signed: Principal/Head of School, Mrs. Adebisi Layiwola      Date: Aug 30, 2021**