

# Policy: **School Clinic** Policy



St Edward's  
College,  
Malta

# Table Of **Contents**

---

Who we are

---

Purpose, Scope and definition

---

Clinic Procedures

---

Contact Us

---

# Who we are

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## ***Mission Statement***

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

## ***About us***

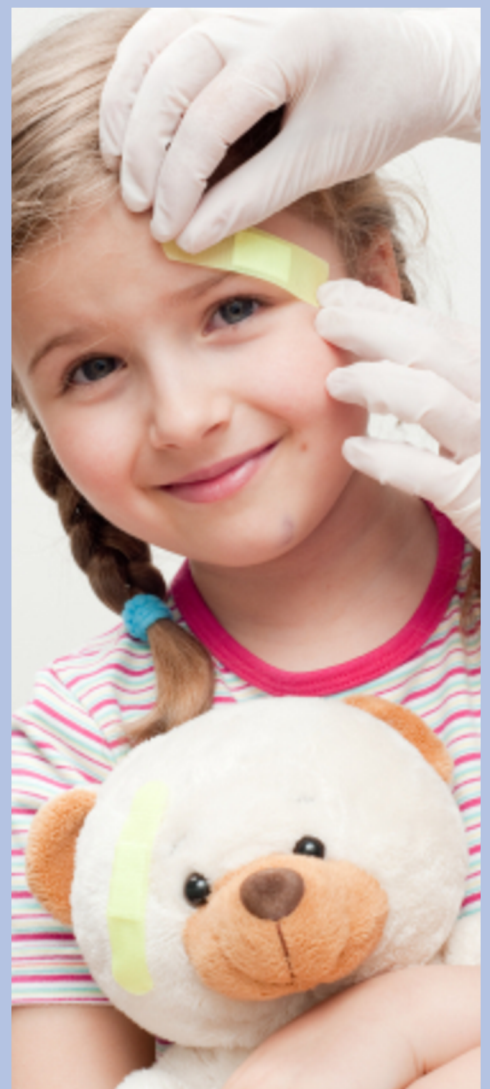
St Edwards is an Independent private school which accepts students from Early Childhood to IBDP Sixth Form. We have a modern boarding section for students age 11 years up. Our educational experience has shaped us into the person we are today. Whether we learned from our own experiences, from our parents, grandparents, friends or teachers, we have gone through the 'learning experience'. Dedicated, caring and experienced professionals are the key to our success. The underlying approach to all lessons throughout St Edward's is simple. We do not want our students to solely learn, unless there is understanding of a concept/topic there is little point in learning and to understand one needs to think. Hence, TUL - Think, Understand, Learn. At St Edward's we deliver our lessons with the most current, tried and proven international methodologies.

This School Clinic Policy will be reviewed annually by the School Nurse to ensure its relevance and effectiveness. Any changes to the policy will be communicated to all stakeholders, including staff, parents/guardians, and students. This policy ensures that the school clinic operates efficiently and that the health needs of students are met in a safe and supportive environment.

# Purpose and Scope

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The purpose of this School Clinic Policy is to ensure the provision of a safe, healthy, and supportive environment for students, staff, and visitors. The school clinic is dedicated to managing students' health needs, responding to emergencies, and promoting overall well-being. This policy outlines the procedures and responsibilities associated with the operation of the school clinic.



# ***Roles and Responsibilities***

## ***The School Nurse***

- 1.Ensure the clinic is adequately equipped and maintained.
- 2.Oversee the implementation of the clinic policy.
- 3.Provide necessary training for school staff.
- 4.Review and update the clinic policy annually.
- 5.Administer first aid and emergency care.
- 6.Manage and dispense medications in accordance with medical orders.
- 7.Maintain accurate health records for all students.
- 8.Communicate with parents/guardians regarding students' health issues.
- 9.Conduct health screenings and immunization checks.
- 10.Educate students and staff on health-related topics.
- 11.Maintain confidentiality of all health information.

## ***Teachers and staff***

- 1.Refer students to the clinic when they exhibit symptoms of illness or injury. All staff are to follow the school guidelines issued by the School Nurse.
- 2.Support the School Nurse in managing health emergencies.
- 3.Be aware of students with special health needs and emergency procedures.

## ***Parents/Guardians***

1. Provide up-to-date health and immunization records to the school.
2. Inform the clinic/School Nurse and the school of any medical conditions or medications that may affect the student during school hours.
3. Keep the school informed about any changes in their child's health status.

## ***Students***

1. Report to the clinic when feeling unwell or injured.
2. Follow the clinic's rules and procedures.
3. Communicate openly with clinic staff about health concerns.



# Clinic Procedures

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## Health Assessments

- 1.The School Nurse will conduct routine health assessments and monitor the student's wellbeing.
- 2.Results will be communicated to parents/guardians, and follow-up actions will be recommended if necessary.

## Medication Administration

- 1.Medications will be administered only with written permission from a parent/guardian and a licensed healthcare provider.
- 2.Medications must be provided in their original packaging with clear labelling.
- 3.The clinic staff will maintain a log of all medications administered, including dosage, time, and administering personnel.

## Emergency Care

- 1.The School Nurse will provide immediate care in case of illness, injury, or other health emergencies.
- 2.In the event of a serious injury or illness, the School Nurse will contact emergency services and the student's parents/guardians.

3. emergency action plan will be in place for students with known medical conditions, such as asthma, diabetes, or severe allergies.

## **Health Records Management**

- 1.The clinic will maintain confidential health records for each student, including immunizations, health screenings, and any chronic conditions.
- 2.These records will be kept secure and only accessible to authorized personnel.
- 3.Parents/guardians have the right to access their child's health records upon request.

## **Infectious Disease Control**

- 1.The clinic will monitor students for signs of contagious diseases.
- 2.Students showing symptoms of infectious diseases will be sent home and may return only with clearance from a healthcare provider.
- 3.The clinic will follow the school's policy on managing outbreaks of contagious diseases, in coordination with local health authorities.

## **Health Education**

- 1.The School Nurse will collaborate with teachers to provide health education to students, covering topics such as hygiene, nutrition, mental health, substance abuse prevention, and other health related topics.
- 2.Parents/guardians will be informed about health education programs and encouraged to participate and support these initiatives at home.



## ***Confidentiality and Privacy***

The school clinic is committed to protecting the privacy of students' health information. All medical records and health-related discussions will be kept confidential, in compliance with applicable laws and regulations.

# ***Health and Safety Standards***

## **Clinic Environment**

- 1.The clinic will be equipped with necessary medical supplies, including first aid kits, and basic medical equipment.
- 2.The clinic area will be kept clean, organized, and accessible during school hours.

## **Infection Control**

- 1.The clinic staff will follow strict hygiene protocols, including regular hand washing, use of gloves, and proper disposal of medical waste.
- 2.The clinic will be regularly sanitized to prevent the spread of infections.

## **Training and Certification**

- 1.Clinic staff must hold valid and recognised certification in nursing, first aid & CPR, and other relevant medical qualifications.
- 2.Clinic staff must be up-to date with any relevant training to maintain the best practices in school health care.

## ***Parental Communication and Involvement***


- 1.Parents/guardians will be notified promptly in case of any health issues involving their child.
- 2.The School Nurse will work closely with parents/guardians to manage chronic conditions and develop individualized health care plans (IHP) as needed.

3. Regular updates on students' health and well-being will be provided to parents/guardians, along with any recommendations for further medical consultation.

# Contact Us

Any queries should be directed to Nurse Flora Tanti Harvey

- **Phone**

 +356 27881199

- **Message**

 [schoolnurse@stedwards.edu.mt](mailto:schoolnurse@stedwards.edu.mt)

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Author	Responsibility	Authorisation

Flora Tanti Harvey  
School Nurse

Flora Tanti Harvey  
School Nurse

Nollaig Mac An Bhaird  
Headmaster