



The International School Yangon  
 ISY Medical Clinic Policy

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### ISY Medical Clinic Policy

The ISY Medical Clinic is an integral part of ISY. The ISY Medical Clinic provides primary health care to the school community by practicing a multi sector approach.

The ISY School community consists of students, parents, teachers and supporting staff.

Primary health care that can be provided and monitored include:

- completeness of immunization against major infectious diseases,
- primary eye and dental care,
- adequate supply of safe water and basic sanitation,
- prevention and control of locally endemic diseases,
- provision of essential drugs,
- promotion of food supply and proper nutrition,
- appropriate treatment of common diseases and injuries,
- mental health awareness.

### Objectives

- To uplift the health status of the school community by full use of available facilities.
- To give effective initial care to all members of school community with consent and referral to appropriate center.
- Always mindful of the safety of children.
- Early detection and prevention of communicable and non-communicable disease.

### Medical Clinic Organization

Director of Operation -----School Clinic ----- Main campus (one doctor and one nurse)  
 ----- ECIC (one doctor)

- Man power (Permanent: 2 doctors, 1 nurse) (Substitute: 2 doctors)
- Referral center ----- Parami Hospital
- Recommended lab ----- Path lab, SML

Working Hours: Main campus: 7:30 – 17:30 Mon – Fri during normal school days  
 8:00 – 16:00 Saturday  
 During special events as necessary

ECIC: 7:30 – 15:30 Mon – Fri during normal school days  
 During special events as necessary

After office hours and on Sunday, anyone who uses clinic facilities for emergency reason has to make a record at security office and inform to clinic doctor.

### Medical Supply

- The ISY Medical Clinic will ensure that there are sufficient supplies on hand to meet potential needs.

- The ISY Medical Clinic will conduct semi-annual reviews of all supplies in order to ensure sufficient levels and to ensure that those with expiration dates have been replaced.
- The ISY Medical Clinic will maintain a list of recommended vendors for all supplies and equipment
- The ISY Medical Clinic will coordinate all purchases through the ISY Director of Operations

### Dispensary Policy

The ISY Medical Clinic does not dispense prescription medication except under the following circumstances:

- Students who have been prescribed medication by their family physician are not allowed to self-administer medication.
- Students under a doctor's care must provide a written doctors note stating that the medication has been prescribed and a detailed description of dosage and frequency.
- Parents must provide the ISY Medical Clinic with written permission so that the student can take prescribed medication during school hours.
- Prescribed medication will be maintained in the ISY Medical Clinic.
- Prescribed medication can only be supervised/administered by the ISY Medical Clinic physician.

The ISY Medical Clinic may administer non-prescription analgesics (i.e. Tylenol, Ibuprofen) to faculty and staff. Some of OTC drugs for respiratory, gastro-intestinal problems are available.

### Common Ailments

- Gastro-intestinal infection
- Upper respiratory infection
- Worm infestation
- Lice infestation
- Diseases of eye, ear and skin
- Dental caries
- Sport injuries

### Parental Notification

Parents will be informed of all health concerns involving their children.

In the event of a medical emergency, parents will be immediately notified and informed of the recommended course of action.

### Infection Control Guidelines

1. Recognize the symptoms of flu: • Fever • Headache • Cough • Body ache
2. Stay home
3. Cover your cough
  - Use a tissue when you cough or sneeze and put used tissue in the nearest wastebasket.

- If tissues are not available, cough into your elbow or upper sleeve area, not your hand.
  - Wash your hands after you cough or sneeze.
4. Wash your hands
    - Use soap and water after coughing, sneezing or blowing your nose, before and after a meal, and before leaving the rest room.
    - Before and after handling common use items/facilities like keyboards in computer labs
    - Use alcohol-based hand sanitizers if soap and water are not available
  5. Regular inspections of hand washing facilities to assure soap and paper towels are available.
  6. Regular cleaning schedule of frequently touched surfaces i.e.: handrails, door handles and restrooms.
  7. Have appropriate supplies for students and staff including tissues, waste receptacles for disposing used tissues and hand washing supplies (soap and water or alcohol-based hand sanitizers).

### Immunization Policy

ISY requires that all students have completed designated immunizations prior to enrollment. Basic childhood immunizations are not only recommended by the World Health Organization (WHO) and the Center for Disease Control (CDC), but also serve to protect the ISY community from the spread of the most serious, but preventable diseases.

ISY requires the following immunizations for enrollment:

- DPT (Diphtheria, tetanus, pertussis)
- Polio
- MMR (Measles, mumps, rubella)
- Varicella (Chicken pox)
- Hepatitis B

The ISY Medical Clinic will coordinate with the Admissions Office in order to ensure that students have the required immunizations prior to enrollment. In addition, the ISY Medical Clinic will monitor students to insure that immunizations remain current.

### Tetanus Immunization

Protection against tetanus must be considered with any wound, even a minor one. After any wound, the ISY Medical Clinic will check the student's immunization record for tetanus and notify parent or legal guardian accordingly.

A minor wound will need a tetanus booster only if it has been at least 10 years since the last tetanus shot or if the student is 5 years old or younger.

Other wounds such as those contaminated by dirt, feces and saliva (or other body fluids); puncture wounds; amputations; and wounds resulting from crushing, burns and frostbite require a tetanus booster if it has been more than 5 years since last tetanus shot.

## Lice Policy

### Background

During the months of February through May, students are more susceptible to contracting head lice. This policy will give you a bit of information on how to control this parasite. We hope that we can keep this under control, but we need the help from you at home.

According to the life cycle, nits (lice eggs) hatch in 7-10 days and develop into an adult in another 7-10 days. Those adults can then lay more eggs. It is imperative to remove all of the lice and nits to break a cycle. Most anti-lice shampoos do not kill the nits, thus it is important to examine the hair closely in order to remove the nits.

### Purpose

The purpose of this policy is to inform parents of the ISY policy concerning nits and lice and to describe steps that can be used at home to control lice. This documents will also describe procedures that the ISY Medical Clinic will follow concerning lice examinations and when a child will be sent home. A Myanmar version of this policy is available upon request.

### ISY Clinic Procedures

- The ISY Medical Clinic routinely examines children for nits and lice.
- Students who are found with lice and nits will be sent home to prevent any further spread of the parasites.
- Lice combs will be sent home with students found to have lice with instructions in both English and Myanmar on how to use the combs.
- Students found with lice at ISY will be allowed to return to school after treatment.
- Returning students will be asked to check in with the ISY Medical Clinic before returning to class in order to ensure that the treatment has been successful.

### Information for Parents

In almost all cases, the best preventative method is to be an expert groomer of your child's hair. Please ensure your child's hair is combed each and every day, and washed at least every other day. While combing, inspect your child's hair for any sightings of lice or nits.

If you find that your child has lice or nits or your child is sent home due to lice or nits, please do the following:

- Consult your medical advisor for any supportive treatment.
- Review treatment guidelines from the Center for Disease Control (CDC) – available from [www.cdc.gov](http://www.cdc.gov).

- Shampoo your child's hair with lice shampoo (medicated or dandruff shampoos do not kill lice or nits). If you do not have lice shampoo, you must examine your child's hair thoroughly and kill the lice or nits. Be mindful that some lice shampoos are quite toxic – read the ingredients.
- Use a lice comb to finely comb hair to remove or extract lice and nits.
- Wash all bedclothes and other cloth items that have made contact with your child's head.
- Examine the remainder of your family members to ensure lice or nits do not remain.
- Do not send your child to school until his/her hair is clear of lice.
- Keep your child's hair short or in braids (plaits).

### Safe Water Supply and Sanitation

Sanitation of the school is important for health of children. Our school is located on elevated level of ground with good drainage.

Hygienic, sanitation, and mold issues on campus are also a concern of the ISY Medical Clinics.

- Several times each year, faculty and coaches will receive instruction on health care topics.
- Several times each year, the housekeeping staff will receive instruction from the medical clinic on the proper sanitation and disinfecting methods.
- Prior to working on the ISY Campus, all food handlers will be certified by the ISY Medical Clinic. (physical examination, chest x-ray, lab: test urine and stool)
- The ISY clinic will test drinking water for bacteria monthly.
- ISY Clinic will inspect water supply sources.
- At the end of the day, floor of wash room and its facilities must be cleaned with antiseptic.
- Wash rooms will be subject to periodic inspection by authorized persons.
- In coordination with the facilities team, the ISY Clinic will collect mold samples for local testing.

### Health Care Services

The ISY Medical Clinic will conduct annual health screening for elementary students. Findings are recorded and kept confidential at clinic.

Physical examinations include Height, Weight, BMI, Vision Test, Hearing Test, Dental cavity screening, Mid-arm circumference for elementary school children.

The ISY Medical Clinic will monitor bi-annually as necessary and refer to respective centers as appropriate.

Personal hygiene and grooming talk at the time of examination.

Teachers and supporting staffs are offered consultation of health issues.

### Medical Records

All relevant information relating to a child's physical condition or special medical needs should be shared with the school physician if warranted.

The ISY Medical Clinic will keep records on all students and will monitor those with special health needs. In addition, the ISY Medical Clinic will maintain immunization records of all students.

All medical records maintained by the ISY Medical Clinic will be stored in a manner that insures patient/parent and physician confidentiality.

### Data Collection and Reporting

The ISY Medical Clinic will collect and provide the ISY Administration with statistical information concerning school related injuries, illnesses, and outbreaks like flu etc.

The ISY Medical Clinic, while maintaining confidentiality, will produce and maintain serious medical incident reports.

### Sporting Events, and Week-Without Walls

An ISY physician and/or nurse will be present for all sporting events hosted by the school as well as local tournaments. During week-without-walls an ISY physician may accompany ISY students. If requested, an ISY physician can accompany ISY students on local, extended day trips. During periods of absence a substitute doctor will be resident in the ISY Medical Clinic.

### Training for Faculty and Staff

When possible at the beginning of each academic year, the ISY Medical Clinic will arrange for basic first aid training for all faculty. Training will include the use of an AED device. In addition, the ISY Medical Clinic will arrange other specialized medical training for select faculty and staff, in particular security personnel and coaches, throughout the year as appropriate.

### Natural Disaster and Fire

The ISY Medical Clinic is an integral part of the ISY Emergency Plan. During an evacuation, the ISY Medical Unit will establish a casualty triage station in a designated are of the ISY Main Campus and the ECIC. The location of the casualty triage station may vary depending upon the location and nature of the emergency. The ISY Medical Unit will coordinate the emergency medical response to the ISY Campus.

### Mass Casualty Plan

Once the emergency situation is identified and announced, the Medical team will be organized and follow the instructions of the Director of Operations. The Medical Team will consist of the following members:

#### Medical Team

##### Clinic Doctor

- Team Leader
- Supervision and management of medical team.

- Assign duty to each member.
- Give immediate care according to triage

#### Clinic nurse

- To prepare all necessary medical facilities stand by.
- To find potential places for students.
- Arrange beds and blankets.
- To assist doctor in triage and medical care.
- To supervise custodians.

#### Custodian

- To help and assist clinic nurse.
- Placement of students and assist in nursing care.
- Follow nurse's instruction.

#### Security

- Safety of students is prime concern.
- To communicate with the Director of Operations.
- To assist first aid care if necessary.
- To arrange transportation if needed.

#### General Assistant

- To register students who come to clinic.
- To communicate with parents.
- To communicate with the Director of Operations.

*Only the Team Leader, at the direction of the ISY Director or the Director of Operations is allowed to release any information.*

#### Immediate Care Guidelines for Common Problems

- Allergic Reaction
- Asthma and Difficult Breathing
- Behavioral emergency
- Bites
- Bleeding
- Blisters
- Bruises
- Burns
- Choking
- Child abuse
- Communicable diseases
- Cuts, Scratches and Scrapes



- Diabetes
- Diarrhea
- Ear problems
- Electric shock
- Eyes – Eyes injury, Particle in eye, Chemicals in eye
- Fainting
- Fever and Not feeling well
- Fractures, Dislocation, Sprains or Strains
- headache
- Head injury
- Heat stroke – Heat exhaustion
- Hypothermia
- Mouth and Jaw injury
- Neck and back pain
- Nose – Nose bleed, Object in nose
- Poisoning and overdose
- Puncture wound
- Rashes
- Seizures
- Shock
- Splinters
- Stabs
- Stings
- Stomachaches and pain
- Teeth problems
- Ticks
- Unconsciousness
- Vomiting