

CoEP 20

COLLEGE CLINIC POLICY

The College Clinic and the Medical Team

1. College Clinic in accordance with College Health and Safety Policies approved by the College Governing Council, provides primary and preventive healthcare to ensure positive health and safe environment to students, staff and stakeholders in the college.

The College Clinic shall be properly maintained and made accessible to accommodate people with disability. It would be well equipped with the necessary medical equipments to provide quality care with one certified full time nurse from 8:00 AM to 4:00 PM and a visiting licensed doctor.

2. College Doctor a visiting doctor should be available in the College Clinic at least twice per week for at least 2 Hours in each visit. College Doctor can be one of the following:

- Specialist Family Physician
- Specialist Community Medicine
- General Practitioner

Roles and Responsibilities:

- a.) In coordination with the college nurse, regularly checks the college environment to ensure its cleanliness and safety. Implementing all the college health protocols and guidelines.
- b.) Records all finding in the college health record, specifying any defect or abnormality.
- c.) Refers and follows up students with abnormal finding to the health center/clinics or to their family physicians for further investigation and health care.
- d.) Writes standing order of drugs/treatments, which can be administered to the student by the college health nurse in the absence of doctor.
- e.) Liaise with the school health nurse in prevention and control of communicable diseases.
- f.) Participates in planning and conducting health education activities in the school.
- g.) Acts as a counselor in guiding the school administrators, teachers and parents to discuss any health problem of a student, whenever needed.

3. College Nurse

The college nurse shall hold a DHA (Diploma in Health Assistance) license as registered nurse or community nurse and should possess at least two (2) years' experience of working in a school Setting. There shall be one full time nurse for every 1000 students.

Roles and responsibilities:

- a.) Ensure that all medical supplies and equipment needed for first aid and emergency care are available and in good working condition in the college health office.
- b.) Assess needs of students (examine/observe) who require first aid care and administer appropriate care including medication administration.
- c.) Assist doctor with the annual physical examination to students including height and weight measurement, BMI calculation and visual screening.
- d.) Refer to the college doctor advice when needed.
- e.) Provide privacy to the student and maintain health record of students with confidentiality.
- f.) Liaise with and support the college staff in implementing the college health activities.
- g.) Coordinate with teachers to:
 - observe and report students with unhealthy practices.
 - refer promptly student who are showing signs of visual, hearing and learning difficulties.
 - refer student with fever, rashes or unusual behavior.
 - motivate students to enhance healthy practices
 - report potential hazards to the lecture hall, sanitary and safe environmental deficits to the college administration.
- h.) Conduct health education sessions to meet the learning needs of students.

In the Absence of college Nurse

In the event that the nurse is indisposed, the college shall provide a nurse cover to substitute with equivalent qualification on the premises.

Policies and Procedures

1. Student Health Examination and Screening Policy. The guideline for conducting health examination to all students is an essential role of both college nurse and the doctor. In accordance

with the Health and Safety Policy of the college it is required to perform a non-invasive medical examination to the following:

- All new students.
- level 200
- Level 300
- Level 400
- Staffs and stakeholders.

Policy Procedure, Roles and Responsibilities:

- a.) Medical Consents forms are available upon admission and is required to be filled completely and return to admissions office before or at the start of college.
- b.) The students will be informed in advance prior to the actual start date of Physical Examination.
- c.) Students who prefer to avail the examination from their family doctor shall inform the college health office / administration and are requested to provide a medical examination report which will be attached to the student's medical file.
- d.) The college doctor in the presence of the school nurse will carry out the routine medical examination according to the criteria established by the college.
- e.) All findings will be recorded in the college medical file and will be shared to guardian if necessary and if found any abnormality during examination.
- f.) Referral and follow- up is made accordingly as needed.

Medical File and Health Record

Student health records will be kept in the college and are only accessible to the clinic personnel, and authorized college staff. The policy ensures that standards for documentation and management of health care records are maintained consistent in line with health regulations and authority.

Medical records include information regarding but not limited to:

- a) Health history, including chronic conditions, and treatment plan.
- b) Screening results and necessary follow up.
- c) Immunization status if the need arise
- d) Health examination reports.

- e) Medical, Medication Administration and necessary consents.
- f) Known allergies and untoward drug reactions should be highlighted.
- g) Organize records in a manner that facilitates continuity of care.
- h) The health record shall be maintained in college for a minimum of 5 years after students leaves the college.
- i) Clinic activity, administration of medication and care is recorded on a daily basis and is reported to college principal annually.

First Aid and Minor Injuries

The college clinic is a well equipped with the appropriate medical equipment, supplies, and pharmacological agents who are required in order to provide first aid and medical management and other emergency services before referrals.

First Aid Kits and First Aid Trained Staff

- First Aid kits are assigning and posted in common areas around the college hostels as well as First aid responders' name, location and contact details.
- Kits are regularly checked by the college nurse and a log is maintained when used and shall replenish supplies when needed.
- Whenever, there is a trip, a first aid kit must be taken to the trip together with a certified first aid trained staff and must be returned back in a good condition.

Injury

Injuries such as severe abrasions with bleeding, cuts and bruises, swelling, lump, dislocation, rain/sprain. The college nurse shall assess thoroughly, take necessary interventions as per scope of practice, and make judgment on the situation.

- all health issues and treatment provided are documented in the log book maintained at the clinic.
- head injuries must have immediate medical attention if:
 - a. there is a cut or laceration on head or scalp.
 - b. there is a bleeding or fluid coming from the nose or ear.
 - c. student vomits, disoriented or unconscious.

General Procedure, Roles and Responsibility

- if an incident/accident happened and the injured person is alert and able to walk, hall mistress, staff member or any witness shall take the injured person in the clinic for appropriate care.
- If an incident whereas the injured person does not seem able to move or neck injury is suspected, do not try to help them move unless the area is not safe. Stay with the injured person and promptly send someone to contact the college nurse or a first aid trained staff and alert the Principal. Do not leave the person unattended.
- Qualified first aid trained staff should be able to administer first aid as appropriate in the absence of the college nurse or when it's deemed necessary.
- A college incident report form must be completed by the witness and the college nurse signed by Section Lead or Principal. The report will be filled in Principal's office and student medical.

Medication Dispensation

The college clinic has its own basic supply of medications. Prior to administration of any medication to a student, students must be briefed on the medication being administered and its side effect for consent. However in case of emergency whereas student is an able to talk or on conscious, it will be at the discretion of the college doctor/nurse to medicate the student if deemed necessary (in such cases as high fever, with history of febrile convulsion, severe allergic reactions, injuries, etc.)

Storage Recommendations

- All college medications will be kept in the college clinic in a locked cupboard or locked refrigerator.
- Medications sent to college must be in their original packaging and should be labeled in the shelves.
- As per the college policy, all medication administered to students in college, must be under a doctor's /nurse prescription.
- The cupboard will be locked at all times and the keys will be kept out of students' reach.
- A list of all medications and their expiry dates, recommended dose, side effects will be kept in the cupboard.
- If a student has a history of Asthma or allergic condition requiring the use of inhaler, nebulizer or an EPIPEN, it is important that a spare is kept at the college clinic. This then can be given at emergency with prior written consent from the parent and health care provider.
- Epi-Pens are to be stored in a dark place at room temperature. Each Pen will be clearly labeled with the student's name and expiry date.

- The refrigerator temperature will be kept at normal temperature. High Degrees Celsius medication requiring more than normal temperature will be stored in the refrigerator, e.g. insulin

Administration

- No medications shall be dispensed at college without authorization.
- No other staff other than the nurse / doctor shall administer any medication, prescription or over-the-counter, without the knowledge and approval of Principal.
- The 10 R's of drug administration will be used at all times when administering medications i.e. right person, right medication, right time, right dose, right route, right documentation, right reason, right to refuse, right client education and right assessment.
- Non-traditional forms of medication e.g. herbal or home remedies will not be administered in the college (as dosage and action cannot be determined).

Implementation of Standard Precautions and Good Hygiene Practice

Identification and exclusion of potentially infectious individuals will not effectively control the spread of infection in college. Standard precautions and good hand hygiene are the best practices in preventing spread of communicable disease.

Hand Hygiene

Hand washing is the single most effective way to prevent the spread of infection by removing and destroying germs that are picked up on the hands.

- Students and stakeholders should be encouraged to wash their hands and college staff should avail of every opportunity to emphasize the importance of clean hands to students in the prevention of the spread of infection. College staff should 'lead by example'.
- St. Louis college of Education provides adequate hand washing facilities on the premises.
- Hand washing facilities are well maintained with wash hand basins, fresh running water, liquid soap dispensers, paper towels and foot operated pedal bins.

When to Wash Hands

1.) Before

- Handling or preparing food
- Lunch and meal breaks

- Providing first aid or medication

2.) After

- Providing first aid or medication
- touching blood or body fluids
- using the toilet
- Coughing, sneezing or wiping ones nose
- touching of all forms of handles
- removing protective gloves

How to wash hands

- 1.) Wet hands under warm running water to wrist level.
- 2.) Apply liquid soap. Lather it evenly covering all areas of the hands for at least 10 seconds. Include the thumbs, finger tips, palms and in between the fingers, rubbing backwards and forwards at every stroke
- 3.) Rinse hands off thoroughly under warm running water.
- 4.) Dry with paper towel using a patting motion to reduce friction.
- 5.) Use the disposable paper towel that has been used to dry the hands to turn off taps.
- 6.) Dispose of the disposable paper towel in a waste bin using the foot pedal to avoid contaminating hands that have just been washed.

Alcohol based hand rubs/gels

- Alcohol based hand rubs/gels are not a substitute for hand washing with soap and running water and are not generally recommended for routine use in educational settings because of concerns over safety, and the fact that the rubs/gels are not effective when used on hands that are visibly dirty (a common feature among students).
- Alcohol-based hand rubs and gels are a good alternative when soap and running water are not available, (e.g. on a field trip or excursion) as long as hands are not visibly dirty. If hands are visibly dirty, liquid soap and water must be used.

How to Hand Rub

- 1.) Apply the required volume of the product to the palm of one hand and rub the hands together. The amount of gel used should be enough to keep the hands wet for at least 15 seconds.
- 2.) Ensure all surfaces of the hands and fingers are covered with the gel and keep rubbing until the hands are dry.

Environmental Hygiene

Cleaning and disinfection are essential and a vital part of good infection prevention and control.

Cleaning

Normal cleaning methods, using household detergents and warm water is considered to be sufficient in reducing number of germs in the environment to a safe level.

- All areas should be cleaned regularly on a daily basis.
- Cleaning shall be monitored to ensure that they are adequate with the use of written cleaning schedule and checklist.
- Use of warm water and general purpose detergent as basic cleaning agent.

General Principles

- Always clean the least dirty items and surfaces first (e.g. countertops before floors, sinks before toilets), so as high surfaces then low surfaces.
- Water should be changed when it looks dirty, after cleaning pantries and after cleaning bathroom.
- Separate color coded cleaning cloths should be used for eating areas, classrooms and toilets.
- Reusable cleaning cloths and mop heads should be washed daily on a hot wash cycle.
- Empty buckets after use washed with detergent and warm water and stored dry.
- No mop heads should be left soaking in dirty water.

Disinfection

In circumstances where there is a higher risk of cross infection and there is a presence of confirmed case of infectious disease, routine cleaning is not sufficient to destroy bacteria from surfaces.

When using disinfectants remember:

- Chlorine releasing disinfectants (bleach) are corrosive and can damage furnishings and fabric and should not be used on carpets or wooden floors.
- Use disinfectants carefully and always read the manufacturer's instructions on dilution and contact times.
- Always wear rubber gloves when handling disinfectants to avoid contact with your skin.
- Do not mix disinfectants with hot water or other products as it can emit fumes that can be irritating to your eyes or lungs.
- Avoid touching your eyes when handling bleach. If bleach splashes into your eyes, rinse immediately with lots of cold water (for at least 15 minutes) and consult a doctor.
- If disinfection is required, always clean first and rinse with water afterwards.
- If a spill happens on a metal surface or the surface might come in direct contact with skin or clothing, the surface should be rinsed off with water after using the disinfectant to prevent the effects of leaching and rusting.
- Always store chemical in a cool shaded place out of reach of students.