



مدارس أكسفورد  
OXFORD SCHOOLS

شركة المعهد الوطني للعلوم الهندسية والإدارة  
The National Institute for Engineering & Managerial Science Co.



## Clinic & Medication Policies and Procedures



Oxford Schools

 <p>مدارس أكسفورد OXFORD SCHOOLS شركة التعليم والتدريب الاحترافية The National Institute for English &amp; Management Science Co</p> 	<b>Clinic and Medication Policies</b>	<b>21/9/2016 Last Modified</b>	<b>CLP000</b>
--	---	------------------------------------	---------------

## Table of Contents

<b>Medication Body</b>	<b>3</b>
<b>Vision and Mission</b>	<b>4</b>
<b>Daily Schedule International</b>	<b>5</b>
<b>Daily Schedule National</b>	<b>7</b>
<b>Administering Medication Guidelines</b>	<b>9</b>

## Medication Body

<b>Name</b>	<b>School Administration</b>
<b>School Doctor</b>	<b>Dr. Zahe Madane</b>
<b>School Dentist</b>	<b>Ms. Lina Assaf</b>
<b>School Nurse</b>	<b>Ms. Shahinaz Owais</b>
<b>School Nurse</b>	<b>Ms. Dema Sarsour</b>

## رؤيتنا

نظرة تربوية تعليمية لمستقبل مكلل بالنجاح

## Vision

A better education for a better future

## مهمتنا

إذكاء شعلة المعرفة عند الطلبة وتطوير  
شخصيتهم لضمان المستقبل الواعد

## Mission

To have a great influence on our students'  
knowledge, personality, and overall future

## International School Time Table

### International Section (1-6) Sunday-Wednesday

Period	Start	Finish
1	8:15	8:55
2	8:55	9:35
3	9:35	10:15
Break	10:15	10:30
4	10:30	11:10
5	11:10	11:50
6	11:50	12:25
7	12:25	1:00

### International Section (1 - 6) Thursday

Period	Start	Finish
1	8:15	8:55
2	8:55	9:35
3	9:35	10:15
Break	10:15	10:30
4	10:30	11:00
5	11:00	11:30
6	11:30	12:05

➤ **Note:** Intensive Class Students leave at 2:30  
(second round)

**International Section (7 -12) Sunday -  
Wednesday**

Period	Start	Finish
1	8:15	9:00
2	9:00	9:45
3	9:45	10:30
4	10:30	11:10
Break	11:10	11:40
5	11:40	12:20
6	12:20	1:00
7	1:00	1:45
8	1:45	2:30

**International Section (7 -12) Thursday**

Period	Start	Finish
1	8:15	8:55
2	8:55	9:35
3	9:35	10:15
Break	10:15	10:40
4	10:40	11:20
5	11:20	12:00
6	12:00	12:45
7	12:45	1:30

**National School Time  
Table  
National Section (1-3) Sunday -  
Wednesday**

Period	Start	Finish
1	8:15	8:55
2	8:55	9:35
3	9:35	10:15
Break	10:15	10:30
4	10:30	11:10
5	11:10	11:50
6	11:50	12:25

**National Section (1 - 3) Thursday**

Period	Start	Finish
1	8:15	8:50
2	8:50	9:25
3	9:25	10:00
Break	10:00	10:15
4	10:15	10:55
5	10:55	11:30
6	11:30	12:10

**National Section(4-6) Sunday - Wednesday**

Period	Start	Finish
1	8:15	9:00
2	9:00	9:45
3	9:45	10:30
4	10:30	11:10
Break	11:10	11:40
5	11:40	12:20
6	12:20	1:00
7	1:00	1:45
8	1:45	2:30

**National Section (4 - 6)  
Thursday**

Period	Start	Finish
1	8:15	8:55
2	8:55	9:35
3	9:35	10:15
Break	10:15	10:40
4	10:40	11:20
5	11:20	12:00
6	12:00	12:45
7	12:45	1:30

**National Section (7 -12) Sunday - Wednesday**

Period	Start	Finish
1	8:00	8:50
2	8:50	9:40
3	9:40	10:30
4	10:30	11:20
Break	11:20	12:10
5	12:10	1:00
6	1:00	1:50
7	1:50	2:30

**National Section (7 -12) Thursday**

Period	Start	Finish
1	8:00	8:50
2	8:50	9:40
3	9:40	10:30
Break	10:30	11:10
5	11:10	12:00
6	12:00	12:50
7	12:50	1:40



## **Administering Medication Guidelines**

1. The school doctor checks the health of all students during the first and second semester and provides a health report to the parents.
2. All students are covered by health insurance.
3. The School Doctor and Nurse are responsible to provide the required vaccines to the required students.
4. The dentist checks the teeth of all students and provides a detailed report of the teeth.
5. The school assists parent/guardians when they are unable to come to school to administer medication by giving needed medication to the student so that the student may maintain school attendance.
6. Prescription or over-the-counter drugs, pain relievers, cough medicine, inhalants, etc., should be administered to students by parents/guardians outside of school hours except in unusual circumstances.
7. The first or adjusted dose of medication should be administered at home by the parent/guardian prior to delivery of medication to school.
8. It is the parent's/guardian's responsibility to provide the following for prescription or Non-prescription medication:
  - a. The parent/guardian's written authorization for the school staff to medicate his/her child. (The authorization form must be signed and returned by the parent/guardian before medication can be administered).
  - b. Medication must not have exceeded the expiration date.
  - c. Medication must be in the original sealed container.
  - d. The parent/guardian shall deliver the child's medication to the school office unless prior arrangements have been made.
  - e. The use of all prescription medication must be authorized, in writing, by a licensed doctor. This information is acceptable on a prescription pad or physician's letterhead that is attached to the OXF's authorization form. The written authorization shall include:
    - The student's name.
    - The student's date of birth.
    - The reason for the medication.
    - The name of the medication.
    - The exact dose to be given at school.
    - The time to be taken at school.
    - Exact condition of symptoms for repeating the medication.
    - Duration of the order.
    - Date of prescription, physician's name, signature, and telephone number.
  - f. Any change in the original medication authorization requires a new written authorization and a corresponding change in the prescription label.

 	<b>Clinic and Medication Policies</b>	<b>21/9/2016</b> <b>Last Modified</b>	<b>CLP000</b>
--	---------------------------------------	--	---------------

- g. Any medication that is changed or discontinued must have a new student medication log completed at the time of the authorization change.
- h. Herbal medication will NOT be given in Oxford International School without written authorization by a licensed doctor that shall include desired and adverse effects.
- i. Under no circumstances are medications to be shared by other students.
- j. Oxygen Administration in School:
  1. If a student has a known condition that warrants oxygen availability, the school nurse shall communicate about the necessary equipment and supplies, including oxygen. An appropriate treatment plan shall be in place for all students who are prescribed oxygen.
  2. The treatment plan shall include a written physician's authorization, medical diagnosis, contact information, parental consent, as well as any other pertinent medical direction.
- k. Monitoring Supply of Medications:
  1. When medication is brought to the school by the parent/guardian, the supply of the drug must be counted (upon receipt) prior to the administration of the first dosage (i.e., number of tablets) and anytime medication returns after leaving the building (i.e., taken home by parent/guardian and on field trips).
  2. The count, date, initials, and signature of the nurse/person counting must be recorded on the student's medication log.
  3. Periodic counts of controlled substances will be completed by the school nurse.

**✓ The School Doctor and School Nurse will be responsible for the implementation and monitoring of this policy**