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|  | <div><div><div>AL NOOR</div><div>TRAINING CENTRE FOR PEOPLE OF DETERMINATION</div></div><div></div><div><div>النور</div><div>مركز النور لتدريب وتأهيل أصحاب الهمم</div></div></div> |  |  |
|  | POLICY                                                                                                                                                                                                                                                                |  |  |
|  | MANAGING STUDENT HEALTH RECORDS                                                                                                                                                                                                                                       |  |  |

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### Purpose/ Scope:

- Ensure that the Physician and school nurse complete the cumulative health record for each student.
- To facilitate ease of access of information on cumulative health record in the with restricted access.
- Appropriate steps to be taken for the protection of all student health records

### Policy statement

#### A. Steps: Follow steps to be done by school nurse and doctor

- a. School nurse to prepare a new student file with the medical report upon admission
- b. School nurse to record demographic data with pencil as it's subjected to change.
- c. School nurse to assign a number for each student file and record the number in register.
- d. School nurse to update the student details, diagnosis, allergies, and vaccination history in HASANA system and obtain HASANA ID for each students.
- e. School Doctor to examine the school entry checkup for all newly admitted students
- f. School Doctor to conduct annual physical examinations of the students with the anthropometric measurements, BMI record and update the growth chart/graph.
- g. Upon discontinuation of the student class in this school, transfer the school health record to the next joining school in communication with school clinics with an official letter.
- h. In cases the student is moving out of Dubai, school nurse can hand over the school medical record to the parent along with the TC. Parents to confirm in writing the receipt of the medical record from the school.

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|                                 |  |                    |                                         |
|                                 | <b>POLICY</b>                                                                      |                    |                                         |
|                                 | <b>MANAGING STUDENT HEALTH RECORDS</b>                                             |                    |                                         |
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- i. If the school health record is not given to the parent or not requested by the parent, it should be kept for 5 years and then it should be archived, indexed and searchable so that files can be easily located and retrieved.

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|                          | POLICY                                                                                                                                                                                                                                                                |                                  |             |  |
|                          | MANAGING STUDENT HEALTH RECORDS                                                                                                                                                                                                                                       |                                  |             |  |
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#### Appendix – Amendment History & Authorisation

| Revision No | Description of Change                                                                       | Issue Date        | Authorised By |
|-------------|---------------------------------------------------------------------------------------------|-------------------|---------------|
| 00          | First Issue                                                                                 | 23 Feb 2021       | Director      |
| 01          | Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.       | 16 March 2021     | Director      |
| 02          | Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM & IT Documents. | 16 September 2024 | Director      |