



المدرسة العالمية الأمريكية
UNIVERSAL AMERICAN SCHOOL

Al-Futtaim Education Foundation

PARENT NOTIFICATION POLICY

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Author	Dr. Asra Syeda
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UNIVERSAL AMERICAN SCHOOL

PO Box 79133, Al Badia, Dubai Festival City, Dubai, UAE
T: +971 4 232 5222 - F: +971 4 232 5545 - E: info@uasdubai.ae
www.uasdubai.ae



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Purpose: to set forth standards to follow if parents need to be notified by the school clinic staff.

Policy statement:

To ensure that we have clear and direct communication with the parents for the wellbeing of their child during school hours.

To ensure that parents provide updated information about the health of their child.

To ensure a safe and healthy environment for all students and staff members.

Target audience:

School clinic staff. Teachers, administrative staff and parents.

Procedures:

All school health records, and Electronic health records shall have the name and contact details – mobile phone number of parents/guardians.

The school database also maintains email addresses of all parents/guardians.

Parents may contact the School Clinic:

- In person visit
- Email: clinic@uasdubai.ae
- Telephone: 04 232 6252

Parents are advised to identify themselves by stating the name and year group of their child.

School Clinic staff may contact the parents/guardian via:

- Telephone
- Email
- School clinic notes
- Letters of notification

Kindly update the changes in contact details of the parents/guardian to the school clinic. If parents are travelling outside the country, kindly inform the clinic about the alternate contact number in case of an emergency.

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School clinic staff shall contact parents/guardians under the following circumstances:

- If the student is sick and the condition renders the child unable to complete the school day or puts other students at risk.
- If the child arrives sick to school, you shall be asked to take your child home.
- If the student is injured or sick, such that he/she needs transfer by ambulance.
- If the child is stable and ambulatory but needs a specialist opinion or radiological or other diagnostic tests and has to be taken to hospital.
- If there has been an incident that involves another student – bullying, playground disagreement, negligence etc.
- If the school health team has concerns about the wellbeing of the child.
- If student health records are incomplete.
- Email notifications shall be sent regarding upcoming health education and vaccinations.

You will be asked to pick up your child who has:

1. Fever – at or over 37.8C
2. Diarrhea
3. Vomiting
4. Constant pain in the stomach
5. Sore throat with difficulty in swallowing
6. Severe itching or rashes
7. Difficulty breathing, chronic cough, and/or wheezing
8. Any other health condition which makes the students unfit to attend the school.
9. Any contagious conditions like Chicken pox, Scarlet fever, HFMD, Conjunctivitis (Pink eye) and Rashes of unknown origin.
10. When a student returns to school after recovery from a contagious disease, the student should report to the school clinic before going back to the class and should submit a letter from the physician stating that the child is no longer infectious.

It is advised once contacted to collect your child, please do so immediately within 45 minutes or earlier. The School Clinic will provide immediate necessary First aid treatment and will contact parents if further evaluation and management is needed.

In the unfortunate event needing an ambulance transfer, parents will be contacted by the clinic staff or administrative staff. Parents shall be provided information of the condition, destination hospital and the contact details of the staff accompanying the student. The staff shall remain with the student till parents/guardian arrive.

Dr. Asra Syeda
School Doctor