

BGA Clinic- Handbook (2024-25)

INTRODUCTION TO THE SCHOOL CLINIC

BGA Clinic and Nursery Clinic are staffed full time with a Doctor, three School Nurses and a Nursery Nurse during school hours.

	Name	Email
School Doctor		
School Nurse		
School Nurse		
School Nurse		

Nursery Nurse	
----------------------	--

Clinic Working Hours:

Monday: 08:30 – 16:30

Tuesday: 08:30 – 16:30

Wednesday: 08:30 – 16:30

Thursday: 08:30 – 16:30

Friday: 08:30 – 16:30

School Clinic Phone:

599262201
591322236

AIMS AND RESPONSIBILITIES OF SCHOOL CLINIC

School Clinic:

1. Provides first aid and symptomatic treatment for illnesses and injuries that occur within school premises.
2. Conducts annual Non-Invasive Routine Medical Examination authorized by Georgian Health Authority.
3. Conducts Immunization Program in School premises as directed by Georgian Health Authority.
4. Provides referrals when necessary, for illness/ injuries acquired in school premises.
5. Covers first aid treatments at scheduled sports events and after school activities hosted by the school.
6. Promotes staff and student wellness and injury prevention within the school premises.

School Clinic DOES NOT:

1. Give definitive diagnosis for illnesses or injuries (e.g. strep throat, fractures).
2. Manage or diagnose injuries or illnesses occurring outside official school activities, school premises, or timings.
3. Serve as a substitute for a personal family physician.
4. Write prescriptions for medications, or referrals to specialists.
5. Perform any diagnostic testing.
6. Provide Fitness Certificates for events/ purposes outside the school.

INFECTION CONTROL GUIDELINES

Parents are requested **NOT** to send a child to school in case of any of the following symptoms.

- **Fever:** A student with fever can return to school only after being fever free for 24 hours without taking any medication.
- **Respiratory symptoms:** A student with any kind of upper/ lower respiratory symptoms (cough, sneezing, runny nose, sore throat etc.) with/ without fever, can return to school only after being completely symptom-free.

- **Vomiting and Diarrhea:** A student is not to return to school till 24 hours after the last episode of vomiting and/ or diarrhea.
- **Conjunctivitis:** Red, watery, and painful eyes. A student cannot be at school if there is any kind of discharge from the eyes.
- **Skin rashes** with unknown cause. A student with undiagnosed skin rashes will need a “Fit to Return” certificate to return to school.
- If the student has an **infected or wet wound**, it must be covered by a well-sealed dressing or plaster.
- If a child has a **contagious/ communicable health problem/ disease** (for example- Influenza, Head lice etc.), parents are expected to inform the School Nurse at the earliest so that all the necessary preventive measures are taken at school.

POINTS TO NOTE

● **Medications to be administered within school hours:**

Any student who requires medication to be administered during school hours **MUST** hand over the medication at the School Clinic.

Parents must complete a Consent Form for Prescribed/ Non-Prescribed Medication and specify the dosage, route, frequency, and any other specific instructions.

If a doctor’s prescription is available kindly provide a copy to the school clinic.

All medication is to be brought in the original container, properly labeled with the student name, grade, name of medication, dosage and time it is to be given.

Student’s medications **SHOULD** be kept in the School Clinic and dispensed by/ under the supervision of the medical staff.

Students are not permitted to carry or store medication at school with the exception of emergency/ essential medications like EpiPen, asthma inhalers and insulin injections.

All such students carrying an EpiPen, asthma inhalers and Insulin injections must inform the Clinic and submit the completed and signed Action Plan.

● **Clinic Pass:** Students who may need to visit the School Clinic **MUST** provide a Clinic Pass signed by the current teacher (applicable for Grades 4 – 12).

For lower Grades, students should be accompanied by an adult staff member at **ALL** times, except for in emergencies.

● **Lift Pass:** Students who have an acute injury that requires temporary use of elevators, or restricted PE Classes, should submit a physician’s certificate mentioning the same and including the dates to be in effect. Please note that the School Medical Team can **NOT** excuse the students from PE/ swimming or any other classes.

- **Medical conditions:** If a student is diagnosed with any allergies or any other acute/ chronic medical condition, parents are expected to inform the School Nurse and submit the required documents.
- **Sun Care:** In order to prevent dehydration, heat exhaustion and heat stroke, students are encouraged to wear a hat and carry their water bottles when they participate in any outside activity. They are advised to drink water regularly at school; drinking fountains are available in all common areas of the Academy.
- **Snack/ Lunch Boxes:** Please ensure your children have nutritious food in their snack boxes. Sweet fizzy drinks and junk food are not encouraged in school. Please inform the School Clinic and your child's teacher in case your child has any food allergies.
- **Students with infectious symptoms:** Any student presenting with infectious symptoms like fever, persistent respiratory symptoms, unexplained rash etc. will be sent home. They will need to present a Fit-to-Return Certificate from their doctor on their return to the Academy.

CHECKLIST FOR NEW STUDENTS

The below are the documents that are mandatory to be submitted by all new students at the time of enrolment. Please note that this is a Georgian Health Authority's requirement and all information is kept strictly confidential.

1. Medical History Form
2. BGA Medical Consent Form
3. Updated Vaccination Record, in English or in Georgian
4. Declaration for Non- submission of Vaccination Record (only if Vaccination Records cannot be submitted)

Parents are welcome to visit the School Clinic to discuss any medical condition, queries, or issues in completing the necessary forms.

