


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 6.2
	DOCUMENT NAME AVAILMENT OF HEALTH SERVICES	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

- 1.1 To assess the health condition of students and employees.
- 1.2 To provide medical consultation for the promotion and maintenance of health of the school community.
- 1.3 To render prompt initial care and intervention of ailing students and employees.
- 1.4 To ensure the availability/readiness of basic health services in the school community.

2.0 SCOPE

This procedure applies to students, employees and visitors that seek medical attention.

3.0 POLICIES

3.1 Clinic Hours

- 3.1.1 The HSU shall be open during school/office hours. Students, employees and visitors may visit the clinic during this period.

3.2 Consultation Services


- 3.2.1 Outpatient consultations and screening will be done.

- 3.2.1.1 Indications to seek medical consultation at HSU include:

- 3.2.1.1.1 Medical emergencies
- 3.2.1.1.2 Accidents and physical injuries
- 3.2.1.1.3 Communicable/infectious diseases
- 3.2.1.1.4 Minor illnesses



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3.2.1.1.5 Health counseling

3.2.1.2 In outpatient cases, medical history, and physical assessment will be conducted.

3.2.1.3 Only initial medical treatment shall be provided. If other medications and/or laboratory tests are required, at least one parent/guardian must be informed either personally or via phone call.

3.2.1.4 Appropriate over the counter basic medications maybe given by the school nurse if the physician is not around.

3.2.2 Annual health assessment of students and employees shall be done.

3.2.3 Triage System and Appointment System

3.2.3.1 When a patient comes in, the school Nurse determines the chief complaint and gets the vital signs. Patients who are deemed to have more serious conditions will be prioritized. Appointment system will be followed for outpatient or minor cases.

3.2.3.2 Whether or not any intervention/medication is provided, the school Physician (or school Nurse if the Physician is not around) has to decide whether the patient will be:

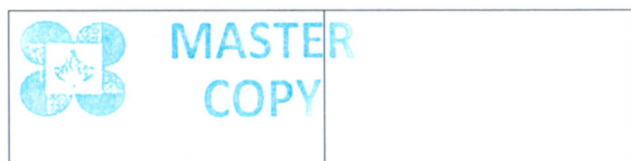
3.2.3.2.1 Sent back to class


3.2.3.2.2 Kept at the clinic for rest and observation

3.2.3.2.3 Sent home (to be fetched by parents or to be accompanied by school personnel)

3.2.3.2.4 Taken to the hospital for further management

3.2.3.3 In no instance shall a patient remain in the office beyond clinic hours.



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3.2.4 Referral System with the Campus

3.2.4.1 School personnel can make referrals to the school clinic in cases of:


- 3.2.4.1.1 Medical emergency: seizures, loss of consciousness, asthma attack, allergic reaction
- 3.2.4.1.2 Accidents and physical injury
- 3.2.4.1.3 Any medical condition
- 3.2.4.1.4 Physical abuse
- 3.2.4.1.5 Substance abuse

3.3 Reporting of Ailments and Interventions

- 3.3.1 Parents/guardians of students with ailments should be notified after initial treatment has been provided for the purpose of treatment information, further management, and patient disposition.
- 3.3.2 Parents/guardians are required to fetch their ailing child as soon as possible in cases of a communicable disease and/or sickness requiring further medical intervention.
- 3.3.3 Patients requiring immediate medical treatment but cannot be fetched immediately shall be referred to a medical facility for diagnostic and laboratory examinations, and/or for patient confinement until their parent/guardian arrives.
- 3.3.4 Only students who were treated or attended to by the school Nurse shall be issued with a Clinic Admissions Slip.



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4.0 PROCEDURES

4.1 Attending to Consultations in the Health Services Unit (HSU)

Responsibility	Activity
Student/Personnel/ Visitor	1. Seeks medical checkup/consultation.
Nurse	2. Receives the patient and gathers personal data.
Nurse/Physician	3. Takes vital signs, checks/interviews for medical history and identifies chief complaint.
	4. Assesses patient's medical condition.
	5. Gives intervention/prepares and issues Clinic Admission Slip as warranted.
	6. Asks patient to log in the Consultation Logbook.
	7. Updates patient's medical consultation record.
Nurse	8. Files the patient's medical consultation record.

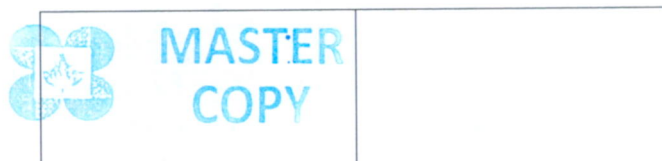



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4.2 Transporting Patient to Health Care Facility

Responsibility	Activity
Nurse	1. Receives the patient and gathers personal data.
Nurse/Physician	2. Takes vital signs, checks medical history, and identifies chief complaint.
	3. Assesses patient medical condition.
	4. Gives initial intervention, arranges transportation and other needs.
	5. Asks patient/representative to log in the Consultation Logbook.
	6. Prepares and issues Clinic Admission Slip.
	7. Informs patients' parent/guardian.
Nurse	8. Accompanies patient to the nearest hospital.
	9. Endorses patient to the parent/guardian and hospital.
	10. Updates patient's medical consultation record.



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5.0 LIST OF FORMS AND REPORTS




5.1 Forms

5.1.1 Health History and Personal Data Sheet

5.1.2 Clinic Admission Slip

5.2 Reports

5.2.1 Monthly Accomplishment Report

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