



ST. MARY'S *Catholic High School, Dubai*

STUDENT HEALTH RECORDS POLICY

2026-2027

POLICY ON HEALTH RECORDS

Student Medical Records:

- i. The school doctor / the nurse, shall be responsible for the complete, cumulative school health record for each student and timely entry of data in records.
- ii. The school medical team maintains strict confidentiality regarding all medical information and will not share any details with third parties without parental consent. Any information provided to the medical team will have no impact on the student's academic or extracurricular performance.
- iii. Health records shall include information regarding but not limited to:
 1. Student health file (DHA approved)
 2. Attached documents
 - Student medical form (on admission and updated copy annually)
 - Consent form for first aid treatments
 - Consent form for emergency first aid treatment
 - Consent form for routine medical examination
 3. Relevant Medical information

Gather complete and relevant medical information for all students.

For those diagnosed with a chronic illness or a severe allergy (e.g., anaphylaxis) the following documents must be included in their health file.

 - individual health care plan (IHP)
 - treating doctors management plan
 - parents consent form for any medicines use at school time or in an emergency eg: insulin, Epi pen
 - prescribed medicine with valid prescription
 4. Vaccination details
 - Copy of a vaccination card (on admission and update annually)
 - Vaccination consent forms and checklists
 - Updated school vaccination entries on vaccination card



5. Screening details

- Annual BMI
- Medical examination and Screening findings

6. Continuity of care

- Documentation of traumatic injuries and episodes of sudden illness referred for emergency healthcare.
- Documentation of any nursing assessments.
- Documentation of any consultations with school personnel, students, parents, or healthcare providers related to a student's health problem(s), recommendations made, and any known results.

- iv. The record shall be stored in an appropriately secured location with convenient access.
- v. Whenever a student transfers to another school at any Grade, the complete, cumulative school health record shall be transferred at the same time to the health personnel of the school to which the student is transferring or handed to the parent, as appropriate.
- vi. The health record shall be maintained by the school for a minimum of five (5) years after the student turns eighteen (18) years of age or five (5) years after the student leaves the school.
- vii. Student health records should be kept securely at all times, including maintaining confidentiality for electronic records. Health records should be stored in the clinic in the locked cabinet/cupboard and unauthorized non-medical staff should not be given permission to access the records.
- viii. School personnel who handle student school health records must be trained to maintain confidentiality of health records at all times.
- ix. Medical team should not share the details of student health records with anyone except for the benefit of student management and education purposes. (eg: SEN department, class teacher if student needs to be monitored during class time).
- x. Any school personnel, including healthcare providers, who release confidential healthcare information from school health records, shall document each such release in the applicable cumulative school health records by indicating the following:
 - a. Date of release.
 - b. Description of the information released.
 - c. Name(s) of the person(s) to whom the information was released.
 - d. Reason for the release of information.

Attachments:

1. School Vaccination Consent form - at Admission.
2. Letter for Refused Vaccination in School premises.
3. Health Evaluation Questionnaire.
4. Health Notes form.
5. Notification for Immunization form.
6. Report on Adverse Effect following Immunization.
7. Incident form.



References:

1. www.dha.gov.ae
2. School Clinic Regulation



Review Date:	August 2026
Next Review Date:	June 2027