



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

PARENTS NOTIFICATION POLICY

2026-2027



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

POLICY ON NOTIFICATION OF PARENTS

1) Notification of an emergency:

- i. Whenever a child is sick, parents will be informed through telephone immediately. School clinic team has access to details and emergency contact phone numbers of all students. Management of the sick child depends on the severity of the condition (emergency management protocol will be followed).
- ii. School principal/ Vice principal will be informed of the incident immediately and the School clinic team will document it on **"Incident Form"** at the earliest after managing the emergency.



2) Notification of minor illness or minor bruise:

Depending on the severity of the incident, Parents will be informed of the complete details of the incident via email / phone call.

School medical team will not contact parents in everytime the students visit the clinic and reach out only if any health concerns.

3) Notification of adverse findings during routine health screening:

- i Any abnormal findings detected during the routine health screening process will be notified in case of overweight or obesity **"Health Evaluation Questionnaire"** will also be sent.
- ii "Referral" form will be sent for the cases that require further management.

4) Notification before administering any prescribed medication (medication management policy will be followed)

- i Parents must send a prior consent for administering any prescribed medication to a child during school time by providing a duly completed "Parent/ Guardian Consent to Administer Prescribed Medication" form **along with original prescription from the treating physician.**
- ii With respect to students with chronic diseases, parents are required to submit complete details of student medical condition diagnosis and the individual treatment plan from the treating physician. The School doctor will maintain "Individual Healthcare Management" form for each student with chronic disease. Parents will be informed through a telephone call or e-mail to refill the used or expired medication kept in the school clinic for such students.



5) Notification with regard to immunization:

- i Parents must fill the :
 1. Student Medical Form
 2. Consent for First Aid Treatment
 3. Content for Emergency Treatment
 4. Consent for Routine Medical Examination Formsand the child's original vaccination card need to be handed over to the School clinic on admission.
- ii Parents will be informed about the DHA recommended immunization schedule and planned dates of immunization through "School Vaccination Consent" form and "Pre-vaccination Checklist" prior to each vaccination.
- iii Parent's consent is must for the child to have vaccination within the school premises. Students with completed School Vaccination Consent form , Pre-vaccination Checklist and original vaccination card will be immunized at the school.
- iv Following each immunization, parents will be informed via "Notification of Immunization" form and any adverse reaction noted following the immunization will be informed to parents via "Report on Adverse Effects following Immunization" form.
- v Parents who do not wish to vaccinate their children in school, can indicate their decision in the "School Vaccination Consent" form, which needs to be submitted prior to each vaccination. Alternatively, parents can convey their disagreement for school vaccination program via "Letter for Refused Vaccination in School premises" at the time of admitting child to School. However, in such cases, parents must take the responsibility to vaccinate the child on time, as per DHA immunization schedule, and share promptly, the details of vaccination with the school clinic.



Attachments:

1.	Incident form	7.	Individual Healthcare Management form
2.	Student Medical form	8.	School Vaccination Consent form
3.	Parent Notification form	9.	Pre-vaccination Checklist
4.	Health Evaluation Questionnaire	10.	Notification of Immunization form
5.	Referral form	11.	Report on Adverse Effect following Immunization
6.	Parent/ Guardian Consent to Administer Prescribed Medication form		

Review Date:	August 2026
Next Review Date:	June 2027