



基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

DATE : August 01, 2019

TO : PARENTS / GUARDIANS OF TODDLER TO KINDER

FROM : Ms. Rizza C. Colobong
Administrator

SUBJECT : PHYSICAL AND PSYCHOLOGICAL HEALTH GUIDELINES,
SY 2019 - 2020

The School aims to promote the physical and psychological health of your children. Please be guided by the following items:

If your children have chronic / special physical and / or psychological health concern, please inform the Principal at the earliest time and submit Certificate with details, specifically on restrictions prescribed by your children's attending health practitioner. Certificates should be issued by licensed health practitioner with their contact information and professional license number.

All school's requested certificates are meant to assist the School to assess your children's condition and the suitability of their continuous stay in the School. They should not be taken as guarantee that the School will follow what is prescribed. All certificates should be original copy and becomes the property of the School.

The School shall not be liable for any physical and psychological health-related incident caused by unadvised or inadequate advice on the physical and psychological health status of your children.

The School reserves its right to refuse admission of children with physical and psychological health related and / or special condition if it is beyond its capacity to handle. For such cases, the School may require your children to stop schooling anytime of the school year.



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1. CLINIC SERVICES

- 1.1. The Clinic provides basic primary care and symptomatic relief of common illness using over-the-counter medicines (e.g., paracetamol)
- 1.2. The Clinic is open from Monday - Friday, 7:00 AM - 4:00 PM on class days, manned by one (1) nurse, one (1) doctor or one (1) dentist following a defined schedule.
- 1.3. The Clinic conducts annual physical examination for your children.
- 1.4. Medical and dental health updates are requested for incoming Grades 1, 4, 7 and 11.
- 1.5. Dental Service provides emergency treatment for toothache and wobbling milk teeth. Your children will be referred to attending dentist for all other teeth and gum problem.
- 1.6. Medication Procedure:
 - 1.6.1. For children needing assistance in taking prescribed medications in School, they will bring medicine with doctor's prescription to the clinic. Medicine will be given by the nurse.
 - 1.6.2. For children with chronic conditions / special medical cases (e.g., severe allergies, seizures, diabetes, hypertension, heart disease), parents are required to submit medical certificate from attending physician on the diagnosis of their child, including instruction/s for administration of medication in case of acute attacks. The student must bring his own prescribed medication to the clinic. This is coordinated with the Preschool / Elementary / Junior High School / Senior High School Office and the Administration / Clinic.
 - 1.6.3. If prescribed medicine requires special practitioner and /or procedure in School, you have to provide for such arrangements.
 - 1.6.4. Nebulizer is available for acute asthmatic attacks.
 - 1.6.5. Teachers are not authorized nor trained to assist your children in taking medication. Your children must go to the Clinic to take prescribed medicines.

2. CONSULTATION PROCEDURE

- 2.1. Your children will be given a Clinic Visit Slip from the classroom and brings it to the Clinic.
- 2.2. Your children will show the Clinic Visit Slip to the Nurse. At the end of the consultation, the Nurse will fill up the slip with the observation and treatment done.
- 2.3. Your children will submit the Clinic Visit Slip to the Teacher.



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2.4. You will be contacted by the Level Coordinator on emergency cases:

- 2.4.1. Illness
- 2.4.2. Injuries
- 2.4.3. Other serious cases

3. SENDING HOME PROCEDURE

- 3.1. If your children are to be sent home due to physical and / or psychological concern, the parents will be notified by the Level Coordinator. The School will not be liable if parents refuse to fetch their children on a timely and proper procedure.
- 3.2. The Nurse / Guidance Teacher will discuss findings and recommendations with the parents / guardian / companion; companion signs the Clinic / Guidance logbook.
- 3.3. Your children are sent home for the following physical and / or psychological conditions:
 - 3.3.1. Absence without Clearance / Certificate upon return to school.
 - 3.3.2. Observed persistence of symptoms inspite of Clearance / Certificate.
 - 3.3.3. Contagious Illness / infection (e.g. cough, cold, sore eyes, Chickenpox, measles, hand-foot-mouth disease, viral rash / exanthema).
 - 3.3.4. Development of persistent symptoms while in school (e.g. fever Temp ≥ 37.8 , diarrhea, persistent vomiting, body ache).
 - 3.3.5. Dental emergencies
 - 3.3.6. Other cases, where according to the School Authority, need further and immediate management.

4. REPORTING BACK TO SCHOOL FROM ABSENCE DUE TO PHYSICAL AND / OR PSYCHOLOGICAL CONCERNS

- 4.1. When your children return from absence due to physical concerns, your children are to visit the Clinic first bringing the attending physician's medical certificate of fit to return to school for clearance before being allowed to enter the class. If not cleared, your children will wait in the clinic to be fetched.
- 4.2. For psychological concerns, your children are to visit the Guidance Office bringing the certificate of fit to return to school for clearance before being allowed to enter the class. If not cleared, your children will wait in the Guidance Office to be fetched.



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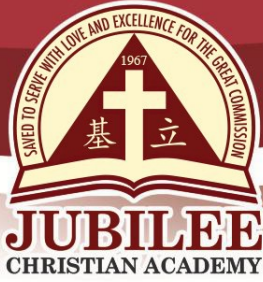
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- 4.3. The School will not be held liable for allowing your children to enter the school premises when they have not fully recuperated or have not recovered from their physical and / or psychological health concern. The presentation of a written medical clearance by a competent physician must be submitted.
- 4.4. Acceptable activity restrictions for maximum of 30 calendar days include:
 - 4.4.1. Exemption from Physical Education class
 - 4.4.2. Assistance in carrying school items on entry and exit from School by an authorized family caregiver with School ID. If assistance is required to go to move around facilities, family caregiver will sit in corridor outside classroom to provide assistance.
 - 4.4.3. Children staying in classroom during break time and lunch session
- 4.5. Certificate should state:
 - 4.5.1. Fit to Report to School with No Restrictions
 - 4.5.2. Fit to Report to School with Restrictions, citing restriction

5. EMERGENCY PROCEDURE

- 5.1. The primary hospital of the School for emergency cases is the St. Lukes Medical Center, Quezon City (SLMC–QC) if your children are in the two campuses. Otherwise, they will be brought to the nearest and highest level hospital near their venue when they are out of School.
- 5.2. The Nurse / Teacher will bring your children to the nearest emergency room (SLMC–QC) for cases needing immediate check up and treatment. Parents will be notified at once.
- 5.3. Children will be sent to the emergency room for the following cases:
 - 5.3.1. Injuries (e.g., serious lacerations, head bump)
 - 5.3.2. Accidental (e.g., swallowing toxic substance)
 - 5.3.3. Other emergency / psychological situations.
6. When an alarming number of children have contracted a disease, the School will send circular pertaining to the disease, its causes, mode of transmission, management and prevention. This will help prevent the spread of the disease.



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7. Do not send your children to School if they show evidence of ongoing physical and / or psychological health condition. This will not only delay your children's recovery but may compromise other persons' well-being.
8. CHILDREN WITH PSYCHOLOGICAL CONCERNS
 - 8.1. The Christian Formation Department (CFD) conducts regular counseling to ascertain the psychological and spiritual well being of your children.
 - 8.2. Psychological, psychiatric, educational services may be required for children with concerns.
 - 8.3. Children who manifests irregular, uncontrollable, violent behavior (e.g., hurting oneself or others) will be sent home immediately. The Guidance Office may require or recommend referrals for psychological, psychiatric, educational services.
 - 8.4. For required or recommended cases, certificate and progressive reports on your children's status should be submitted to school for assessment before they will be allowed to return to school.
9. Children with signs of physical abuse is referred to Clinic. The Nurse will take picture of your children's injury, bruises or any sign of physical abuse for documentation. Parents will be required to see the Administrator. If the maltreatment / physical abuse recurred, abuse prejudicial to child's health and development, the School is compelled to report the case to Department of Social Welfare and Development (DSWD).
10. For physical and psychological health updates, visit the school website at www.jca.edu.ph
11. The School reserves the right to observe appropriate emergency measures, even if not circularized yet or take proper physical, psychological and / or legal steps applicable in the foregoing circumstances.

Thank you for your kind cooperation.