HQIS Policy

Student Health Records. (The role of the School Nurse)

(This is a developing area of policy, annually, and also subject to local government requirement in Shanghai)

1. HQIS will take all reasonable steps to ensure students' safety during lessons, and around school. This includes physical activity and PE.
2. Reducing hours spent on sports is not an option and students should take part in normal activities which can boost health and fitness - exposure to sunlight and fresh air.
3. The school will keep records of any physical injury or pre-existing medical condition which still allows the child to attend school.
4. Medical conditions which arise after the child has entered the campus will require the School Nurse or First Aider to intervene.
5. Students will stay with the school nurse until a family member can attend for transport away from school.
6. When appropriate, a school staff member will join the students in available transport if immediate holspital attention is needed.
7. The policy demands that no child with injury or with a new medical condition will leave the school un-accompanied.
8. No child can leave the school for medical attention with an attendant adult who has not been authorised by the parent or guardian.
9. A record of the event (medical or injury) will be kept as a paper record. This can be electronically copied for communication with authorised individuals (see below) but will remain confidential.
10. Any paper records will be retained as long as the child attends the school and for one year after.
11. Records will be destroyed after one year once the child has graduated (or transferred) or deleted if they are in electronic form.
12. The schools will arrange physical checks and keep health profiles on students.
13. Sports activities should be reduced for those who are deemed unfit for exercise, or such students should be exempt from such activities.
14. Adaptations to the lesson plan or campus equipment will support students with short and long-term disabilities.
15. Reducing sports activities for students to avoid injuries is not our policy. The emphasis at HQIS is on our young people's health.
16. PE teachers should be free from unreasonable worries and promote sports and activity which raises fitness levels and well-being.
17. Students in primary and secondary grades are overweight and the school nurse will keep records as a monitoring exercise.
18. One hour of sports each day for students to ensure fitness is suggested.
19. HQIS is committed to developing further improvement in student health and aiming, where possible, to match the good practice advised by governments in Asia and beyond.
20. HQIS will measure weight, height, track speed over 200M track twice a year.
21. The school will keep these records and mapped to student data with a student id number. Anonymous data can be processed without names or other identifiers for the production of statistics and analysis of fitness levels (eg BMI, height-weight ratios).
22. The school will maintain confidentiality in matters of fitness data. Data will only be shared with parents, designated school staff and medical professionals.
23. The school will contact medical services if a medical issue arises which the family will not address.
24. Physical and medical fitness of school teachers and other staff is addressed in the contract for employment and staff handbook.
25. The school nurse job description will include this policy as new contracts are implemented in future.

Policy dated August 2021.