



FRAM Primary School

No.4 Berăriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail:administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

MEDICAL PROCEDURE POLICY

1. Purpose

At Fram International School, we are dedicated to creating a safe, caring, and supportive environment where every child's health and wellbeing are prioritized. This Medical Procedure Policy has been developed to establish clear guidelines and responsibilities regarding medical issues, emergencies, medication management, and health support. Our shared goal is to ensure that every student receives the appropriate care promptly while respecting their privacy and dignity, and that staff are equipped and prepared to respond effectively to health situations.

2. Our Commitment to Student and Staff Wellbeing

We recognize that managing health issues is a sensitive and important responsibility. Our commitment is to provide immediate and competent first aid, support chronic health needs, and respond effectively during emergencies. We aim to do this with compassion, clarity, and professionalism, ensuring that all students feel safe, supported, and respected.

We also acknowledge that parents and guardians are vital partners in this process. We rely on open communication, accurate information, and mutual understanding to best serve each child's health needs.

3. Roles, Responsibilities, and Clarifications

3.1 The School's Responsibilities

1. **Qualified Medical Support:** A trained school nurse or designated medical staff will be available during school hours to manage health-related incidents, administer first aid, and provide basic medical support.
2. **Safe Environment:** The school commits to maintaining a safe physical environment, including proper storage of medications, safe use of equipment, and adherence to health and safety laws and standards.



FRAM Primary School

No.4 Berăriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail:administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

3. Confidentiality: All health information and medical records are treated confidentially. Staff will only access and share information strictly on a need-to-know basis and with respect for privacy.

3.2 Staff Responsibilities

1. First Aid and Emergency Response: Teachers and staff are trained in basic first aid and emergency procedures and will act swiftly in case of incidents.
2. Support but Not Medical Practitioners: Staff and the school do not and will not provide medical treatment beyond initial first aid, nor will they administer medication unless explicitly authorized, trained, and following clear protocols.
3. Reporting: All health incidents must be reported promptly to the medical team or designated staff responsible for health support.

3.3 Parent/Guardian Responsibilities

1. Health and Medical Information: Parents are responsible for providing accurate, current health records and informing the school of any medical conditions, allergies, or medication needs at the time of admission and whenever health status changes.
2. Consent Forms: Parents must complete and sign consent forms for emergency medical support and the administration of specific medications (e.g., inhalers, EpiPens) prior to their use.
3. Medication Provision: Parents are responsible for supplying correctly labeled medication in its original packaging and ensuring that the medication is up to date. The school does not store or administer medication without parental consent, and medication will only be given under strict protocols.
4. No Medication Requests Without Proper Authorization: The school and staff will not administer or give any medication or treatment at the request of a parent or guardian unless official consent, signed forms, and appropriate training are in place. The school's role is to support and respond, not to act as a pharmacy or medical provider.

4. Managing Medical Emergencies

4.1 Immediate Action

1. When a staff member or student witnesses a medical emergency, they must alert the nearest qualified staff member or the school nurse immediately.
2. Emergency services (ambulance, fire brigade, health authorities) will be called if the situation requires urgent medical attention.



FRAM Primary School

No.4 Berăriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail:administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

3. First aid, within the scope of staff training, will be provided to stabilize the individual until professional help arrives.

4.2 During a Critical Incident

1. Staff trained in emergency response will act swiftly to keep the individual safe, manage the scene, and provide reassurance.
2. The medical team will take charge of the situation, communicating with emergency services and the individual's family as soon as possible.
3. The incident will be recorded accurately, and appropriate follow-up actions will be taken in accordance with this policy.

4.3 Post-Incident Support

1. Parents/guardians will be informed promptly if their child has been involved in a medical incident.
2. The school will provide ongoing support and monitor the student's recovery or wellbeing.
3. An incident report will be completed with transparent, factual information, safeguarding the dignity of the individual involved.

5. Medication Management and Support

5.1 Our Approach to Medication

The school's primary role is to support students with existing medical conditions and ensure their safety and wellbeing during school hours and activities. However, it is important to understand that the school does not act as a medical provider or clinician. We respect the boundaries of our staff's roles, which are limited to providing support within their training and following established protocols.

The school will:

1. Support students with approved medications or health plans: This includes administering prescribed medications with parental consent, providing necessary accommodations, and ensuring a safe environment for students with ongoing health needs.
2. Ensure proper storage and handling: All medications must be supplied in properly labeled original containers, stored securely, and only administered by authorized and trained personnel.
3. Maintain confidentiality: Medical information and records are kept strictly confidential, accessed only by authorized staff, and shared only with appropriate consent.
4. Coordinate with parents and healthcare professionals: To ensure that students' health needs are met safely and appropriately, the school will communicate with parents and medical professionals when necessary.



FRAM Primary School

No.4 Berăriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail:administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

5. Not:

- a. Administer any medication or treatment on request without proper documentation, consent, and training.
- b. Act as a pharmacy in providing or dispensing medicines beyond what is authorized and documented.
- c. Change or adjust medication dosages or treatment plans without prior consultation with healthcare specialists and parental approval.

In essence, the school aims to provide a supportive environment that respects each child's health needs while recognizing and maintaining professional boundaries. All medical support will be provided carefully, following legal and ethical standards, to ensure safety and wellbeing for everyone in our school community.

5.2 Policy on Administering Medication

1. Support, Not Treatment: The school recognizes the importance of supporting students with existing medical conditions. However, staff are not trained or authorized to diagnose medical issues or provide treatment beyond basic first aid.
2. Parental Authorization Required: No medication will be administered to students unless the school has received a completed, signed parental consent form specifying the medication, dose, and administration instructions.
3. Medication in Original Packaging: All medication must be stored in the original container with clear, legible labels indicating the student's name, dosage, and administration instructions.
4. Limited Administration: Only trained personnel, such as the school nurse or authorized first-aid staff, will give medication according to the written instructions. The school does not administer medication based solely on verbal requests or requests from students.

5.3 Personal Care and Emergency Medication

1. EpiPens, Inhalers, and Other Emergency Devices: Students with known allergies or health conditions are encouraged to carry their emergency medication at all times. The school will ensure staff are trained on their use and that emergency medication is readily accessible.
2. Storage and Accessibility: Emergency medication will be kept securely but easily accessible to trained staff and students who need them, following professional guidance.



FRAM Primary School

No.4 Berăriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail:administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

3. Training: Staff involved in supervising students with medical needs will receive appropriate training, including how to recognize symptoms and administer emergency medications like EpiPens or inhalers.

5.4 Storage and Disposal

1. Secure Storage: All medication must be stored in locked cabinets, and access will be restricted to trained staff.
2. Expiration and Safe Disposal: Expired or unused medication will be safely disposed of in accordance with national health regulations. The school will maintain a system for regular review, collection, and disposal of medication.

6. Supporting Students with Chronic or Ongoing Conditions

1. Health Plans: For students with chronic conditions such as asthma, diabetes, allergies, or epilepsy, an individualized health care plan (IHCP) will be developed in partnership with parents and healthcare professionals.
2. Staff Training: Relevant staff will be trained on the specific needs and emergency response procedures related to these conditions.
3. Supervision and Support: The school will ensure that students with ongoing health needs are appropriately supported during lessons, activities, and trips, maintaining their safety and comfort.

7. Handling Infectious or Communicable Diseases

1. Hygiene Promotion: The school encourages frequent handwashing, respiratory etiquette, and good hygiene practices among students and staff.
2. Isolation and Medical Support: Students displaying symptoms of contagious diseases will be isolated until picked up by a parent/guardian, following health authority guidelines.
3. Notification and Prevention: The school will notify parents and relevant health authorities about infectious cases and implement measures such as cleaning, contact tracing, and specific protocols to prevent spread.
4. Emergency Response: In case of outbreaks, school authorities will follow national and global health guidelines to mitigate risks.

8. Mental Health and Wellbeing



FRAM Primary School

No.4 Berăriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail: administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

1. Support for Emotional Wellbeing: The school recognizes that mental health is as important as physical health. Staff are trained to support students experiencing mental health concerns and to refer to professional services when necessary.
2. Crisis Intervention: Protocols are in place for handling mental health crises or self-harm incidents, ensuring student safety, confidentiality, and timely support.

9. Confidentiality and Record Management

1. Respecting Privacy: All medical records, incident reports, and health information will be stored securely and only accessed by authorized personnel.
2. Informed Consent: Parents and guardians will be fully informed of any health-related procedures and will provide written consent before the school administers any medication or treatment.
3. Data Privacy: The school adheres to applicable data protection laws to protect the privacy of students' health information.

10. Training, Preparedness, and Continuous Improvement

1. Staff involved in health and safety will undergo regular training on first aid, emergency procedures, and updates in health guidelines.
2. Emergency drills, including medical response exercises, will be conducted periodically to ensure readiness.
3. Feedback from staff, parents, students, and health professionals will be actively sought to review and improve policies continuously.

Role	Responsibilities	Accountability
------	------------------	----------------



FRAM Primary School

No.4 Berăriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail: administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

School Leadership / Senior Management (SLT)	- Develop, review, and implement all health and medical policies. - Allocate resources for health and safety infrastructure. - Oversee the overall health management framework. - Ensure compliance with national and international health regulations. - Support staff training and emergency preparedness planning. - Communicate with external health agencies and emergency services.	- Ensuring legal compliance and high standards of safety. - Final responsibility for overall health management in the school.
School Nurse / Medical Staff	- Provide immediate first aid and emergency medical support. - Maintain and update student health records securely. - Administer medications following parental consent and documented procedures. - Offer health and safety advice to staff, students, and parents.	- Direct responsibility for medical care and emergency response.
Teachers & Support Staff	- Support and implement safety procedures outlined by policies. - Recognize signs of health issues or emergencies and alert trained personnel. - Participate in regular training and drills. - Supervise students to prevent health hazards.	- Ensuring daily safety and immediate response in their classes and activities.

Parents / Guardians	- Provide accurate and up-to-date health information about their children. - Complete necessary consent forms for medications and medical procedures. - Supply correctly labeled medication, when needed, and inform about health changes.	- Maintaining communication and supporting the school's health procedures.
Students	- Follow safety instructions and procedures. - Use medications and equipment responsibly (when applicable). - Communicate health concerns to staff promptly.	- Participating actively in their own health and safety.

12. Review and Continuous Improvement

1. This Medical Procedure Policy will be reviewed annually by the school's Safety and Health Committee, which will include representatives from staff, parents, and health professionals.
2. Feedback from stakeholders: including staff, parents, and students; will be gathered regularly to identify areas for improvement.
3. The school will stay aligned with updates in health and safety regulations and incorporate best practices.

13. Summary of Key Points for Parents and Guardians

1. The school prioritizes a supportive environment where students' health needs are managed responsibly and compassionately.
2. Staff are trained professionals who provide initial first aid and emergency support but are not qualified medical practitioners.



FRAM Primary School

No.4 Berăriei Street, Habermann Square
Tel.: +40724491440, +0727786400
E-mail:administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

3. Parents are responsible for providing accurate health information and supplying medications, but the school will not administer treatments or medications without proper documentation and consent.
4. In emergencies, the school will act swiftly to provide first aid, contact emergency services, and notify families, always respecting confidentiality and dignity.
5. The school encourages open communication with parents to ensure everyone is aware of each student's health needs and how they will be supported.

Document outlined by: Marieluise Knobloch Issued on: 06.07.2025			
Reviewed by			
Approved by	SLT	Next Review	01-20.06.2026