

Procedures for Outside School Activities

Company:

Star International School

24b Street Mirdif Dubai **Effective Date :** 26.06.2018 **Revision Due Date :** 20.06.2020 **First Edition Date :** 10.08.2016

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PROCEDURES TO FOLLOW IN ATTENDING ACTIVITIES OUTSIDE THE SCHOOL

- Teacher should communicate to the Nurse by sending an Email with the lists of names of students participating on the said event.
- The Nurse will check if there will be student that needs to carry their own (Medications/Epipen/Inhalers/Insulin) on the said activity.
- The Nurse will be informing the Teacher and will give instructions on how to manage the child and provide necessary health care pupil plan.
- The updated list of Students with Medical Condition and Allergies can be found on the Z Drive under **Clinic Folder** for your reference.
- All communications should be copied to SLT for proper guidance and coordination.

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