

5<sup>th</sup> September 2018

### **Re: KIS Health Protocol and Reminders**

Dear KIS families,

We are now well settled into the new school term and the students are happy and well engaged in learning across the school. We would like to provide you with information and protocol regarding student health.

KIS works closely with our partner International SOS as well as the Bangkok Metropolitan Administration Huay Kwang District Office, who support us with our Health and Safety policies and which we ensure are aligned with CIS Standards; we are able to consult both parties should we have any questions. This letter is to provide a brief outline of our general practice and protocol.

#### **Health Screening and Health Prevention**

The School has adopted body temperature screening at school entrances. Anyone who has a body temperature of equivalent to 37.5 and above will not be allowed to enter the school campus. A student who has a temperature above 37.5 upon arrival at the entrance will be advised to see the school nurse for further checking and observation. They will not be allowed to join class unless clearance has been given.

Hand washing is a fundamental way of preventing illness. Here at KIS, our teachers and staff will remind your children to wash their hands regularly and in the following situations:

- Before handling food or eating.
- Before touching the eyes, nose and mouth.
- After sneezing, coughing, cleaning the nose and going to the toilet.
- After physical education lessons and
- When hands are visibly soiled.

#### **Personal Hygiene**

Personal hygiene is important in every stage of life, but good cleanliness habits start in childhood. Children who learn what it is and how to follow proper hygiene practices will usually carry that into adulthood. Hygiene education starts with the family and here are examples of what is considered as good practice of hygiene.

- Washing (bathing and shampooing)
- Oral Care
- Nail Care
- Underarm Care (recommended for 9 years old+)
- Wound Care (check for any rashes or blemishes and apply proper treatment cream)
- Cough/sneeze etiquette. Children are encouraged to use tissue to sneeze into or sneeze into an elbow if there is no tissue.
- Do not share personal items such as eating utensils, towels, comb or brush.

#### **Administration of Medicines**

KIS health and safety policy restricts any children from carrying medicine with them (except asthma inhaler and Epi-pen) while remaining on school campus. All medications in school must be deposited with the school nurse and parents are asked to sign medication dispensation consent to allow the nurse to administer according to doctor's recommendation. The medication dispensation consent form can be obtained from the nurse's office or downloaded from the [Health Blog](#).

For school bus students, please ask the medical dispensation consent form from the bus monitor or download the form from the link provided.

Please note that medicines, which had not been picked up from the nurse's office for 5 days after the labeled instruction, will automatically be disposed.

#### **Sick Student**

A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. We suggest making a plan for childcare ahead of time so you will not be caught without a comforting place for your child to stay if he/she is ill. You should not send your child to school if he/she has:

- Fever in the past 20-24 hours, meaning that if by lunchtime the fever is gone, they are okay to go back the next day.

- Vomiting or diarrhea is the same which is for the past 20-24 hour, although it's worth checking with your doctor for advice. Some viruses, such as norovirus, can be contagious for an extra day or so.
- Chills
- Sore throat
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night
- Coughing that won't stop or anything different about your child's breathing. A really bad cough not only makes it hard for a child to learn or play, you are advised to visit the doctor, should the breathing sounds or looks different from usual.
- Head lice – until your child has been treated according to the nurse or doctor's instructions

If your child is sick and will not come to school, please inform your child's teacher and also the school administration at 02-274-3444 ext. 1106, 1101 (primary school) and 4116 (secondary school) or email [kishealth@kis.ac.th](mailto:kishealth@kis.ac.th) Your child must be free from fever for at least 20 hours without Tylenol or other fever reducing medications before returning to school. A doctor's note must accompany the absence of more than 2 school days.

If your child becomes ill at school and the teacher or school nurse feel the child is too sick to benefit from school or is contagious to other children, you will be contacted to come and take him/her home from school. Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness. Do not leave your child in the nurse's office until the end of the school day. Not only is he/she likely to spread the illness to others but also he/she will require medical attention and proper care. Secondary students who become ill at school must see the school nurse before being dismissed from the school.

For bus students, it is not recommended for a sick child to be transported home in a school bus, parents should make every effort to collect your child from the nurse's office.

### **Infectious Diseases**

If your child is diagnosed with any of the [infectious diseases](#) (Influenza, RSV, Hand Foot and Mouth, Noro Virus, Viral Gastroenteritis, Chicken Pox or Head Lice for example) parents are responsible for informing the school so that proper control and measures can be applied. Your child will be asked to stay home on an average of 5-10 days depending on the recovery period recommended by WHO.

KIS provides update on the number of infectious disease illnesses via the [health blog](#). You may visit and see the number for different infectious disease affected in the community.

We also ask parents to bring their child to check at the school nurse's office on the morning of their first day back to school to be screened before they can return to the classroom. If the school nurse feels your child is not yet recovered and may require more rest at home, she will inform the parents to pick up their child from the nurse's office.

### **Nurse's Office and Health Blog**

The nurse's office is located on the ground floor of the swimming pool building. We have a registered nurse in school from 7:30 a.m. to 4:30 p.m. She can be reached at [kishealth@kis.ac.th](mailto:kishealth@kis.ac.th) In addition; [KIS Health Blog](#) contains comprehensive information regarding useful tips and advice, health alert and any report of disease outbreak.

By working together, we can make KIS a healthy place for learning.

Sincerely yours,



Manasinee Kovitgoolkri  
SEA Director