



Whole School Medical Procedures

- If a child comes into School who is deemed ill by the Nurse, the Nurse will call home and inform parents to come and pick up their child from School.
- If a child visits the Nurse, the Nurse will issue a note for the Pre or Primary Class Teacher. This note will be put into the child's Home School Communication Book. Nurse Yasemin will write a note in her Log Book.
- If your child needs a dose of medicine within the School day, you need to give the Nurse a note from the doctor informing her of the dosage. This medicine will be kept in the Nurse's office. Please label the bottle with your child's name and class and the dosage to be given
- If medicine needs to be administered at School in case of a fever for example, the Nurse will telephone the parents' concerned and ask for their permission first.
- If a more serious incident occurs, the Nurse will telephone the parents' concerned and an Incident Report Form will be completed and signed by a Director.
- If a serious incident occurs, parents will be called and the child will be taken by the Nurse/ parent to the Zekeriyaköy American Hospital Clinic or the Acıbadem Hospital on the Maslak Road.
- School will pay the first 300TL of an insurance policy claim. Please give the receipts to Özlem Öztürk, our Campus Manager, situated opposite the Secretaries' desk and discuss any issues of payment with her.
- The Nurse carries out head lice checks and temperature checks very regularly. Parents will be called after these checks if necessary and asked to pick up their child as soon as possible. A headlice information letter will be sent to each parent in the class concerned. The child concerned will be checked at 9:00 the following morning by the Nurse.
- A Medical Update Report form is sent out annually from the Nurse's office.