

**School Clinic Facility
Random Inspection Checklist**

School Clinic Name: _____

Facility License No.: _____

Date of Inspection: ____/____/____

Facility Timings: _____

Start time of Inspection: _____ End time of Inspection: _____

Ref.	Description	Yes	No	N/A	Remarks
Licensure & Administrative Procedures (Outpatient Care Regulation)					
3.5	Facility License is visibly posted on the premises.				
3.2.1	Facility has appointed a Medical Director.				
3.2.5	Charter of Patient's Rights & Responsibilities noticeably posted in the clinic premises at least 2 languages (English & Arabic).				
3. School Clinic Design Requirements					
3.5	Students	Specification of total area requirements:			
	< 1000	15			
	1000-2000	20			
	2000-3500	40			
	>3500	Any additional population will require an extra school clinic with design requirements as mentioned in the table			
3. Final Inspection and Issuing the License (refer to Outpatient Care Regulation)					
3.2.14	- The facility is accessible for handicapped & disabled individuals.				Special Arrangementst was made to see patients if the facility cannot possibly made handicapped accessible
Appendix 4: School Clinic Physical Requirements and supplies					
1.	A. Standard Fixtures And Furniture				
	- Portable screen (if there are no separate treatment rooms)				

2.	- Hand wash basin				
3.	- Non refillable liquid soap dispenser with undiluted liquid soap				
4.	- Disposable paper hand towel dispenser or electric hand dryer				
5.	- Office desk and chairs				
6.	- Telephone with external facilities				
7.	- Filing cabinet/ rack for files				
8.	- Cupboard with lock for supplies and instruments				
9.	- Height adjustable examination couch with washable mattress and provision for towel paper to cover it				
10.	- Stainless steel dressing trolley (2 layer with castor wheels)				
11.	- Foot operated covered waste disposable bin				
12.	- Refrigerator with ice pack				Lockable refrigerator shall be available in case of storing vaccines
13.	- Vaccine carrier/box with sufficient ice packs				
14.	- Thermometers for refrigerator and vaccine carrier				
15.	- Medium size notice board				
16.	- Observation bed (height adjustable)				
17.	- Wheel chair				
18.	- Portable Stretcher				
19.	- Computer with internet facility				
	B. Standard Equipment				
1.	- Adult combined height/weight scale (not bathroom scale)				
2.	- ENT Diagnostic Set				
3.	- Sphygmomanometer with Pediatric/Adult Cuff				
4.	- Stethoscope				
5.	- Eye Chart				
6.	- Percussion Hummer				

7.	- Tuning fork				
8.	- Torch with batteries				
9.	- Thermometers (mercury/digital)				
10.	- Tape measure				
11.	- Kidney tray/ dish (big size)				
12.	- Galipot				
13.	- Basin				
14.	- Bandage Scissors				
15.	- Pickup forceps (2 nos.)				
16.	- Oxygen cylinder with regulator and flow meter				
17.	- Nebulizer				
18.	- Glucometer				
19.	- First Aid Kit				
20.	- Sharp Safe box				
21.	- Injection tray with lid				
22.	- Autoclave				Schools use the disposable sterile equipments.
	C. Standard Supplies				
1.	- Disposable wooden spatulas				
2.	- Disposable hand towels				
3.	- Disposable medicine cups				
4.	- Sterile cotton buds				
5.	- Sterile ear buds				
6.	- Sterile gauze pieces				
7.	- Disposable gloves				
8.	- Gauze bandages of different sizes				
9.	- Splints of different sizes				
10.	- Elastic bandages of different sizes				
11.	- Adhesive plasters of different sizes				
12.	- Band aids				

13.	- Hypodermic needles –g.21&g.23				
14.	- Syringes				
15.	- Alcohol preps				
16.	- Disposable oxygen facial masks				
17.	- Disposable thermometer sleeves/covers				
18.	- Impermeable plastic sheet for covering bed				
19.	- Disposable surgical roll				
20.	- IV Infusion set				
21.	- IV cannulas /butterflies				
22.	- Personal protective equipments				
D. Standard Solutions and Medicines					
1.	- Adrenaline -2 ampoules				
2.	- Hydrocortisone -2 vials				
3.	- Spirit 70%				
4.	- Antiseptic solutions				
5.	- Normal saline solution				
6.	- Glucagon				
7.	- IV Solutions : o Dextrose saline o Normal saline				
42. Health Records Management (refer to Outpatient Care Regulation)					
42.1	A legible, complete, comprehensive, and accurate health record must be maintained for each student.				
42.4	The health record should include a medical history, physical examination, procedures (if any), laboratory and radiology reports (if any), and communication with patient's family/patient representative.				
42.5	Health Record should highlight allergies and untoward drug reactions.				
5.2 Students Medical Records					
5.2.4	The clinic maintains an Immunization record of all students and prescribes and administers immunization in case applicable as per the DHA guideline.				
5.2.10	Whenever a student transfer to another school at any grade, a copy of the complete, cumulative school health record shall be transfer at the same time to the health				A copy or original base on the school policy

	personnel of the school to which the student is transferring or handed to the parent, as appropriate.				
5.2.11	The health record shall be maintained by the school for a minimum of five (5) years after the student turns eighteen (18) years of age or five (5) years after the Student leaves the school.				
5.2.12	Health records shall include information regarding but not limited to : 5.2.12.1. Health history, including chronic conditions and treatment plan. 5.2.12.2. Screening results and necessary follow-up.				
5.2.13.1	Maintain & update a health examination reports.				
5.2.13.2.	Documentation of traumatic injuries and episodes of sudden illness referred for emergency health care.				
5.2.13.3.	For a student with documented anaphylaxis, the parental authorization of a student's treatment for allergies and the physician's order to administer an epinephrine auto-injector shall be entered into the Student's health record.				
5.2.14.1	Secure records at all times, including confidentiality safeguards for electronic records.				
5.2.14.2	Establish document and enforce protocols and procedures consistent with the confidentiality requirements described herein as in Section 7.				
4. Responsibilities of School Administration					
4.1.	School Administration shall:				
4.1.2	- School clinic is clean and properly maintained and have adequate lighting and ventilation				
4.1.9.	- Maintain the list of school health policies :				
1.	o Health Examination and Screening				
2.	o Health records				
3.	o Immunization				
4.	o Notification of parents				
5.	o Minor Injuries, First aid and Emergencies				
6.	o Head Lice				
7.	o Medications				
8.	o Diabetes Care Management and Glucagon Administration				

9.	○ Food Allergy Management				
4.1.12	Make necessary arrangements for replacement of health professionals to cover leave of absence of the school health doctor or school nurse.				
4.1.13	Develop/adopt procedures or protocols for documenting and implementing a follow-up and referral plan for students identified as needing additional services.				
4.1.14	Establish policy or procedure and communicate it to the parents or guardians regarding the transfer of students to the nearest care provider in cases of an Emergency.				
4.1.15	Submit to the Health Data and Information Analysis Department in DHA the required statistical data of the facility.				
4.1.16	Obtain prior approval from the Health regulation Department (HRD) for any health awareness or medical campaigns conducted by external providers.				
47. Human Resources Practices (Outpatient Care Regulation)					
47.3	Continuing Professional Development (CPD) activities is documented for all healthcare professionals.				
6. Emergency & Transfer Protocols					
6.1	Clinic should be equipped with the appropriate medical equipment, supplies, and pharmacological agents.				
6.3	Written protocols for handling emergency situations, including medical emergencies and internal disasters are in place.				
6.4	There should be written protocols in place for the timely and safe transfer of patients to a pre-specified alternate care facility within a reasonable proximity when extended or emergency services are needed.				
6.5	Protocols must include a written transfer agreement with a reasonably convenient hospital(s) or all physicians performing surgery should have admitting privileges at such facility.				
8. Equipment and Safety					
8.3.	The facility should have appropriate fire-fighting equipment, signage, emergency power capabilities, lighting, and an evacuation plan.				
8.4	The facility should have the necessary personnel, equipment, and procedures to handle medical and other emergencies.				

8.5.	Appropriate emergency equipment and supplies should be readily accessible to all patient service areas.				
50. Fire Safety & Security Management					
50.1	Establish a fire safety plan for early detection, confining, extinguishment, rescue, evacuation & alerting the Dubai Civil Defense				
50.2	Maintain fire extinguishers & fire protection equipments & devices as per the Dubai Civil Defense requirements				
50.4	Evacuation maps are posted in the school to indicate current locations marked with "You are here" to provide information regarding Escape routes & Fire exits				
50.8	Emergency contact number for local police & Dubai Civil Defense is displayed				
9. Immunization					
9.1	School clinics observe and abide by the immunization guidelines developed by DHA.				
9.3	Sessions is planned in advance and School Health Unit (SHU) is informed in the prescribed form.				
13.2.2.5	Conduct and evaluate immunization session.				
13.2.2.6	Deal with any emergency reaction including anaphylaxis that might occur due to immunization.				
13.3.3.14	Plan the immunization schedule of every student as per guidelines in immunization and conduct immunizations under the supervision of the school health doctor.				
10. Confidentiality					
10.1	Any school personnel, including health care providers, who maintain school health records containing confidential health care information, shall be responsible for ensuring full confidentiality of this information.				
11. Notification of Parents					
11.1	Parents or guardians are notified of any suspected deviation from normal as a result of a screening, health examination and medical staff observation in accordance with school health regulations.				
13. School Health Professionals					
13.2	School health doctor requirements				
	Minimum Number of Licensed doctors required in the school as per student population				
	Number of Students	Number of School Health Doctor			

	1 to 1500	One part time Doctor				
	1,500 to 3,500	One full time Doctor OR Two part time Doctors				
	3500 to 10,000	Two full time Doctors OR 1full time and Two part time Doctors				
	More than 10,000	Three full time Doctors OR Two full time and Two part time Doctors				
13.2.2	The school health service plan is drafted and reviewed on annual basis by the school health doctor and shall include:					
13.2.2.2	Comprehensive medical examination of students at school entry, grade 5, grade 9, and school leaving. For new admission at any grade document the findings in the school health record.					
13.2.2.4	Updated standing order of drugs/treatments, which can be administered to the student by the school health nurse in the absence of the School doctor.					
13.2.2.7	In case of any notifiable disease, school doctor is contacting SHU at DHA (Preventive Section) to take necessary action.					
13.2.2.8	Parents are advice to keep the student at home during the communicable period of any particular disease.					
13.2.2.9	To Assess, plan and implement Individualized Health Care Plan (IHCP) and Emergency Health care Plan (EHCP) for students with chronic illnesses and students with special needs including allergies.					
13.2.2.14	Send reports as prescribed in the regulation to DHA in a timely manner.					
13.3	School Health Nurse					
13.3.2	There shall be one full time School Nurse per every 1000 students.					
13.3.3.2	Ensure that all medical supplies and equipment needed for first aid and emergency care are available and in working condition in the school clinic.					
13.3.3.10	Measure height and weight of students and calculate BMI on an annual basis for all students.					
13.3.3.13	Conduct health education sessions to meet the learning needs of students (e.g. topics on: personal hygiene, proper nutrition, accident prevention etc.).					