

Notification to Parent Policy

Vision: Grow - Flourish - Succeed

Mission: Together we inspire creative, mindful learners who value diversity, support one another and strive for success.

1. Introduction

At GEMS Founders School, Dubai, the health and safety of students and staff remain a top priority. Parents or guardians will be informed following the school's established health procedures of any suspected health concerns identified through screening tests (such as vision or dental checks), general health assessments, or observations made by school personnel. The School Clinic will notify parents or guardians of any health issues that may affect a student's ability to participate in daily school activities or that require further medical attention. Notifications are made with the goal of ensuring appropriate care, timely follow-up, and the continued safety of all students.

2. Purpose

- To ensure clear communication between the school clinic and parents or guardians regarding students' health and wellbeing. The school clinic is committed to keeping families informed of any health-related concerns that arise during school hours, in alignment with established health protocols and regulatory requirements.
- To ensure that every parent has the most accurate account of the emergency (parents must keep their contact information up to date in the student data system).

3. Aims and Objectives:

GEMS Founders School, Dubai places great importance on keeping parents informed, particularly when it concerns their child's health and wellbeing.

4. Assessment and Recording:

When Notification Will Occur:

Parents and/or guardians will be contacted under the following circumstances:

- **Illness or Injury:**
If a student becomes ill or sustains an injury that may require early dismissal, medical evaluation, or home care.
- **Fever or Contagious Symptoms:**
If a student has a fever ($\geq 37.5^{\circ}\text{C}$), vomiting, diarrhea, or any symptoms suggestive of a contagious condition (e.g., rash, red eyes, etc.).
- **Head Injury:**
Any head injury, even if minor, will be communicated to the parent or guardian as a precautionary measure.
- **Medical Emergencies:**
In the event of a medical emergency, immediate action will be taken (including calling emergency services, if needed), and parents will be contacted without delay.
- **Screening Results:**
If a deviation from normal is observed during routine health screenings (e.g., vision, hearing, dental), parents will be notified in writing and advised to seek further evaluation.



- **Medication Administration:**
If medication is administered at school (according to the school's medication policy), parents will be informed, especially in cases of emergency.
- **Health Observations:**
If school staff or clinic personnel notice any signs or symptoms that may indicate a physical or emotional health concern, parents will be informed for further monitoring or evaluation.

Mode of Communication:

- **Phone Call:** Primary method for urgent or time-sensitive matters.
- **Email or Written Note:** For non-urgent updates or formal screening results. Medical documents submission and reminders.

During Incident

In the event that a student requires emergency medical treatment, the school clinic will immediately contact the parents or guardians by phone and request that the student be collected from school. If parents cannot be reached in a timely manner, the student will be transported to King's College Hospital (KCH) for further evaluation and care. The school will continue all efforts to reach the parents or guardians throughout this process.

Use of Bus Transportation

To protect the health and safety of all students, GEMS Founders School, Dubai (GFS) has implemented the following guidelines regarding transportation for unwell students:

- **Limiting Bus Transportation for Sick Students:**

To help prevent the spread of contagious illnesses, GFS will restrict the use of school bus services for students who are unwell. Isolating sick students from their healthy peers is a key measure in reducing the risk of illness outbreaks within the school community.

- **Health and Safety Considerations:**

Transporting ill students by school bus may pose safety risks. In cases of more serious conditions, a student may require immediate medical attention that school transport staff, including drivers and bus guardians, are not trained or equipped to provide.

- **Parental Responsibility:**

GFS strongly encourages parents or guardians to make alternative transportation arrangements if their child is unwell. It is also advised that medical care be sought promptly to ensure the child receives the appropriate treatment..

5. Roles and Responsibilities:

Responsibilities of Parents

- Ensure that the school has up-to-date emergency contact information.
- Respond promptly to all communication and notifications from the school clinic especially those requiring immediate attention or parental consent, and to arrange alternative transportation for the student when necessary.
- Keep the school informed of any known medical conditions, allergies, or health updates regarding their child.
- Follow up with a healthcare provider as advised by the school clinic.

Responsibilities of the Medical Team

- To follow established procedures when notifying a parent or guardian about a student's health condition.
- For major or emergency cases requiring immediate medical intervention, parents will be contacted by phone without delay.



- For minor injuries or illnesses that are managed by clinic staff and do not require urgent care, parents will be informed via email. A Clinic Visit Form outlining the incident and the care provided will be attached for the parent’s reference.

6. General strategy

GEMS Founders School, Dubai recognises that the right to be informed and the right to give or withhold consent for key health-related matters are essential procedural safeguards for parents. The school is committed to involving parents in all decisions concerning their child’s health and wellbeing. Accordingly, the health-related consents provided through each student’s Health Form will be strictly adhered to at all times.

7. Monitoring and review

This policy has been reviewed and approved by the teaching staff and leadership teams at GEMS Founders School, Dubai for implementation.

Signed
School Doctor

Date 22 August 2025.....

Signed
Manager School Operations

Date 22 August 2025

Signed
Executive Principal/CEO/GEMS Executive Vice President- Education

Date 22 August 2025

Next policy review date:
February 2026