



**The Apple International School
Dubai**

Division/Department: School Clinic
Subject: Parent Notification

Reference: Apple International School Clinic
Issue Date: September 2020
Revision Date: September 2022

Parent Notification Policy

Aim and Objective:

The aim of the policy is to promptly notify the parents about their ward in case of any illness occurring during school hours and within the school premises.

The purpose is to provide immediate care and prevent any complication.

Responsible Person for Notification:

In the Classroom:	In the clinic:
Class teacher will notify the respective Section Head. Section Head will then notify the parents and send the child to the clinic.	The school doctor or the staff nurse will notify the parents through a call and an email.



The Apple International School
Dubai

Communication with Parents

- Parents' will be notified by telephone or email.
- Clinic staff may contact parents if they need to obtain some information about the child or inform child's parents about administering any medication.
- Parents will be informed immediately if their child is unwell and needs to be collected from the school at the earliest.
- We will not put a child who is ill or distressed on a school bus.
- The parents must collect their child as a matter of priority.
- Clinic staff can be contacted by telephone in case of emergency or email can be sent to the school doctor at doctor@apple.sch.ae
- Parents may also come and meet the school doctor at any time.

Prepared by:	Revised by:	Approved by:
Dr. Hina Siddiqui School doctor.	Mr. Jithin Melveetil Admin manager	Ms. Jaya Menezes Principal.

.....

Ms. Jaya Menezes
Executive Principal
The Apple International School

