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Health Practices Policy

As Açı Schools, we work collaboratively to develop a culture where all stakeholders' health and wellbeing are taken care of with utmost importance. We aim to sustain and improve a safe and supportive environment through health policies and practices that cover the content related to physical, mental, and emotional health of all our stakeholders.

It is one of our primary principles to respect the health rights and confidentiality of students and employees.

The goals of our health practices are:

- **Promote Health Education:** Our health education curriculum aims at empowering our students and stakeholders with the knowledge and skills necessary to make informed decisions about their health and well-being. Updates according to current conditions are made periodically.
- **Prevent Diseases:** Proactive measures are implemented through hygiene practices, vaccination information, and disease management protocols to prevent the spread of illness and discomfort within the school community.
- **Encourage Healthy Behaviors:** Healthy behaviors and lifestyles are promoted among students and all stakeholders through health initiatives, physical activity programs, and healthy eating education.
- **Safety and Emergency Preparedness:** A safe and secure environment is ensured by implementing safety protocols, conducting regular drills, and planning regular training on first aid and emergency procedures.
- **Special Health Needs:** Personalized support is provided to students with special health needs, including chronic diseases, allergies, and disabilities, to ensure their safety and well-being.



- **Involve the Surrounding Community:** Cooperation with parents and community organizations is made to increase health promotion efforts, share resources, and establish partnerships to support the general health and well-being of our stakeholders.
- **Education Opportunities:** Professional development opportunities and resources are provided to all stakeholders to enhance their knowledge and skills in promoting health, preventing diseases, and supporting student well-being.
- **Evaluation and Development:** Our health policies are regularly evaluated, feedback from stakeholders is collected, and data-driven decisions are made to improve our approach to promoting health and wellness.

By adhering to these goals, Açı Schools strives to create a nurturing and empowering environment where every member of the school community can develop physically, mentally, and emotionally.

School Health Management System

Açı Schools School Health Management Team

1. School Nurses
2. School Doctor
3. School Administration
4. Stakeholders Trained in First Aid

School health management team works together to promote the general health and well-being of students, all staff, and families, and to develop, implement, and monitor health policies, programs, and initiatives that support a culture of healthy living. The “**Health Management Units,**” with expert support, aim to guide individuals in making healthy choices, prevent diseases and injuries, and provide access to the support and resources needed for individuals to lead a healthy life.

Below are the roles of the school nurse, doctor, and the responsibilities of our parents in the **school health management system**. The school administration and teachers play an active role in overseeing and managing the entire process.

Roles of the School Nurse:

1. Student Health Assessment and Follow-up

- a. Conducts health screenings and assessments to identify students with health issues or medical conditions.
- b. Monitors students' health status, including disease symptoms and medical management.

2. Disease and Injury Management:

- a. Provides emergency care and first aid to students who become ill or injured during school hours.
- b. Assesses medical emergencies and coordinates with parents and emergency services when necessary.

3. Medical on Management:

- a. Administers medications to students according to prescribed dosages and schedules, ensuring compliance with school policies and procedures.
- b. Keeps records of medication administration and tracks any reactions or side effects.

4. Chronic Disease Management:

- a. Follows individualized health plans for students with chronic health conditions, such as asthma, diabetes, or allergies.
- b. Provides support and education for students, families, and school staff in managing chronic diseases and preventing complications.

5. Health Education and Promotion:

- a. Offers health education programs and workshops on topics such as nutrition, hygiene, puberty, mental health, and substance abuse prevention.
- b. Collaborates with the academic staff to integrate health concepts into the curriculum and encourage healthy behaviors among students.

6. Vaccination and Immunization Practices:

- a. Follows the health standards set by the Ministry of National Education, the Ministry of Health, and the World Health Organization.
- b. Shares information about the vaccination schedule, general health practices, hearing screenings, and oral health regulations with school staff and parents, supporting the team in following up on these actions.

7. Emergency Preparedness and Response:

- a. Participates in the implementation of emergency intervention plans and protocols for medical emergencies, natural disasters, or other crisis situations.
- b. Provides guidance to school staff on first aid and emergency procedures when necessary.

8. Collaboration and Communication:

- a. Works with teachers, administrators, counselors, and other school personnel to address health-related issues and promote a coordinated approach to student care.
- b. Regularly communicates with parents regarding their children's health, medical needs, and any concerns or observations.

9. Data Collection and Reporting:

- a. Maintains accurate and confidential health records for all students by documenting health assessments, screenings, treatments, and interventions.

Roles of the School Doctor:

At AÇI Schools, there is a part-time school doctor who supports students and a workplace doctor who supports staff, both of whom visit all our campuses at scheduled times.

School Doctor – For Students:

- Works with the school nurse in providing first aid in case of significant/emergency health conditions that may arise with students.
- Provides consultation to school nurses regarding the administration of medications used by students during school hours (both doctor-prescribed and those sent by parents with a signed written approval).
- If there are prescription medications requested by parents for use during a school trip (e.g., antibiotics prescribed for a flu infection), the school doctor determines whether these medications can be administered by the teacher in charge of the trip and provides consultation to the teachers.

- If there is a request regarding a student's health condition, the school doctor consults with parents and provides guidance. The doctor is also responsible for preparing and updating paperwork regarding medication administration.
- Is responsible for monitoring students with chronic health conditions or significant/emergency health issues.
- When a reportable illness is identified in the school, the doctor informs the Community Health Center and follows up on the developments regarding the illness, making necessary correspondence and notifications.

School Doctor – For School Staff:

- Provides health services to school staff, prescribing medication and organizing their treatments.
- In compliance with the “Occupational Health and Safety” law, organizes health screenings required for staff. The results of these screenings are evaluated in conjunction with medical examinations and filed. Human Resources and administrative staff are informed.
- Tracks health information of staff through automation records.

Expectations from Our Parents for the Implementation of “School Health Management” According to the Established Standards:

- Parents are responsible for completing the student health information form in the school automation system (CIS) at the beginning of the academic year and providing information about the student’s health condition to the school.
- Parents whose children have chronic illnesses or special health conditions are responsible for submitting the student’s doctor's report and prescription medications, along with a signed approval form, to the school nurse or the class counselor at the start of the academic year.
- If a student becomes ill during the academic year, parents are responsible for providing the doctor’s report and any prescribed medication(s), along with the signed approval form, to the school nurse or the class counselor.



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- For field trips within or outside the city, if a parent requests medication for their child, they are responsible for filling out the medication request form, which is prepared by the health team and recorded in the automation system, and submitting the medications along with the form to the school prior to the trip.
- Parents are responsible for informing the school nurse or the class counselor of any special diet and/or regimen needs of students due to health issues, through a medical report. In this case, the parent provides the student's meal, ensuring it aligns with the school menu for that day.
- In the case of an infection in a student, parents are responsible for taking the child to the doctor immediately to start treatment and informing the school administration through the class counselor.
- After the infection is treated, parents must inform the class counselor, and collaboration is needed for the student to return to school life. Based on the information provided by the parent, the school nurse and the class counselor will prioritize the follow-up actions for the student.

Hygiene Practices

At AÇI Schools, hygiene practices aim to prevent the spread of infectious diseases, promote good health habits, and develop a culture of personal and environmental hygiene among students, staff, and visitors.

By maintaining high hygiene standards, we strive to reduce absenteeism due to illness, minimize the risk of outbreaks, and support the overall health of the school community. Through education, awareness, and consistent implementation of hygiene protocols, we empower individuals to take responsibility for their health and contribute to creating a positive and hygienic learning environment for all.

Below are our main hygiene practices. You can access our “Cleaning-Hygiene” routines here..

At our school, in line with the conditions set by the Ministry of Health of Turkey and the World Health Organization:

- Classrooms, toilets, common areas, and frequently touched surfaces are cleaned routinely and thoroughly using approved disinfectants.
- After infectious disease notifications, all areas are thoroughly disinfected.
- Fresh air circulation is provided at appropriate intervals in our classrooms and throughout the school.
- Hygiene and cleaning materials are always available and kept on hand.
- Visual reminders for hand washing, personal hygiene, respiratory-related coughing, and cleaning are displayed in accessible areas.
- Verbal reminders and guidance are provided for hand washing, personal hygiene, respiratory-related coughing, and cleaning.
- Hygiene education is incorporated into the school curriculum through lessons and school-wide meetings.
- Students are taught the importance of hand washing, good manners, and personal hygiene habits to prevent the spread of germs and diseases.
- Students are taught not to share personal hygiene items.
- Up-to-date information on hygiene practices is followed and shared with all school stakeholders.

Disease Management

At AÇI Schools, to prevent the spread of diseases and ensure the safety and well-being of students, staff, and visitors, school management, the school doctor, the school nurse, staff, and parents work together in collaboration.

Infectious Disease Management

- If an infectious disease is suspected in a student, the informed school nurse and/or class counselor will notify the parents about the student's condition. If the suspected infectious disease requires the student to be taken home, the school nurse will keep the student in the health office until the parents arrive.
- The student's attendance at school is monitored during the contagious period of the illness.
- Based on the doctor's report provided by the parent, the information about the infectious disease is shared with all parents via announcement.
- If an infectious disease is prevalent during the academic year, an informational letter about the disease will be sent to all parents, asking them to assess their child's possible symptoms and consult a doctor, as well as inform the school.
- In the event of a pandemic related to an infectious disease during the academic year, a letter about the pandemic will be sent to all parents on the first day the disease is observed in the school. The approach to the pandemic will follow the actions taken nationwide.
- Regular screenings will be conducted according to the nature of the pandemic, necessary precautions will be taken, and visual materials will be used to support these efforts.
- The definitions of infectious diseases are based on reports published by the Ministry of Health of Turkey and the World Health Organization.

Chronic Disease Management:

- At the beginning of the academic year, training is provided to those responsible for students with chronic diseases to prepare for potential emergencies during school and school trips, either face-to-face or via email.
- For students with chronic diseases or health conditions that require monitoring during their school life, collaboration with the family and other school team members is maintained.
- Communication is facilitated between the parents and the school doctor regarding the student's health status when necessary.
- The protocol prepared by the institution's doctor is followed in cases of chronic illness.
- If a parent requests medication for a student with a chronic illness, the school doctor communicates in writing with the parent to reach a written agreement.
- Medications for students with chronic illnesses (as requested by the parent for use in case of an emergency related to the illness) are collected from the parent with the doctor's prescription and usage instructions, along with a letter of approval from the parent. The medications are labeled and stored appropriately. In case of an emergency, the medications are handed over to the emergency first aid team along with the child's medical information.
- In emergencies, it is ensured that an ambulance with the necessary medical facilities is called, and detailed information about the child's condition is provided when the ambulance is requested.
- If a parent requests that the ambulance take the child to a private hospital, or if an ambulance from 112 is requested to go to a private hospital, the parent is responsible for paying the ambulance fee.

Infirmiry Procedures

At our school, initial intervention for accidents that may occur, although we wish to avoid them, is primarily provided by our nurses, school doctor, and all stakeholders trained in first aid.

Depending on the age group, the following situations are addressed according to first aid basic principles:

- Minor bumps in various parts of the body,
- Major bumps in various parts of the body,
- Minor bleeding in various parts of the body,
- Major bleeding in various parts of the body,
- Nose-ear bleeding,
- Objects entering the eye, nose, or ear,
- Insect stings,
- Fever elevation (fever of 37.5°C and above is considered high),
- Fractures and dislocations,
- Painful complaints that need to be monitored,
- First aid is provided for chronic illnesses, and when necessary, the school administration and student families are informed, and the student is either directed or taken to a health facility.

At our school, no pain relievers or fever reducers are administered to students. If medication is needed, the parent must send the medication with a signed note (detailing the medication name, dosage, time, and explanation) and the medication will be administered in the school infirmiry. Students who come to the infirmiry during the day and have a body temperature of 37.1°C or above will have their temperature monitored every two hours. If the student's temperature is 37.5°C or above, the parent will be informed by phone, and the student will be sent home.

For students with chronic diseases (such as diabetes, asthma), medication should be sent with a doctor's medical report. The medication will be sent to the infirmiry and the family will cooperate to ensure the student takes their medication regularly. The class counselor and subject teachers will be informed about the student's illness and medication. At our school, no medication is used in first aid and emergency situations.



Field Trip Procedures:

For students who need medication during field trips, a medication request form is prepared, and a record is created in the system. The parent must fill out this form and sign it before the trip and submit it to the teacher responsible for the trip.

If there are prescription medications (such as antibiotics prescribed due to a viral infection) that the student needs to use during the school trip, the teacher in charge of the trip will consult with the school doctor to ensure the medication can be administered and will inform the responsible teacher.

Before each trip, if a student with a chronic illness is attending, the parent must provide the teacher in charge with any emergency medication (along with the approval form and prescription). At the end of the trip, the parent will collect the medication from the teacher in charge.

In case of an emergency during the trip, the student's medication, along with the parent's permission letter and prescription, will be handed over to the ambulance or health facility by the teacher in charge.

Health Promotion and Education

At AÇI Schools, the activities we conduct and the strategies we follow to ensure all our stakeholders are informed about health literacy are outlined below.

- Age-appropriate activities are organized covering topics such as nutrition, physical activity, personal hygiene, mental health, substance abuse prevention, and reproductive health.
- Workshops focusing on specific health topics, such as healthy nutrition, stress management, or sexual health education, are organized. Posters, videos, and presentations are prepared when necessary to provide guidance.
- Speakers, health experts, or community organizations are invited to school to conduct presentations or workshops on relevant health topics.
- The importance of regular exercise and physical activity for general health and fitness is integrated into the curriculum.
- To encourage students to stay active in their personal lives, extracurricular sports teams are created, and in-school activities are organized.
- Movement breaks or physical activity opportunities are included in the school day to help students stay energetic and focused.
- A balanced school menu, developed under the guidance of a nutritionist, is designed to include carbohydrates, proteins, and vitamins.
- Students are educated on the importance of balanced nutrition, portion control, and making healthy food choices.
- School gardens or nutrition education programs/workshops are integrated into the curriculum to teach students how to grow and prepare healthy food.
- Health and wellness policies and practices, such as designated areas for physical activity and outdoor play opportunities, are followed.
- School-wide events are organized to celebrate health and wellness and raise awareness on these topics.



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- Students, school staff, and parents are provided with counseling services regarding any health-related concerns when needed.
- During special health days and weeks (such as Dental Health Week, Red Crescent Week, World Hand Washing Day, Flu Epidemics, etc.), the school nurses organize activities in collaboration with the school administration.
- Collaboration with students, families, school administration, and teachers is maintained to develop measures for accident prevention and safety. Trainings are organized when necessary.
- Parents are provided with resources and information on recognizing symptoms, seeking medical help, and preventing the spread of infectious diseases at home.

Training and Professional Development

At AÇI Schools, it is of great importance to ensure the continuity of health education, enabling all stakeholders to continue and improve their understanding of health-related concepts and skills.

Every year, in accordance with regulations, our school has a fully equipped emergency response team, with 10% of our staff trained, and offering opportunities for other colleagues to join, exceeding the legal requirement.

In preparation for emergencies, expert consultants provide training each year to all individuals who may be involved in emergency situations, based on identified needs. In addition to these mandatory trainings, individual training requests are evaluated by the school's academic board, and opportunities are created that contribute to personal development and school life. Additionally:

- Health educators and expert speaker programs are followed.
- All stakeholders are encouraged to follow scientific websites, educational videos, interactive workshops, and technological advancements.
- Opportunities are provided for stakeholders to join face-to-face or online health education trainings, supporting their professional development.
- Current information provided by health authorities is followed, and opportunities are given to relevant individuals to share this information.

Communication and Coordination

- Throughout the school year, the information regarding screening and follow-up activities in the school is sent to parents via the school automation system with the approval of the school administration.
- If a student receives first aid during the day, and if the situation requires follow-up or is an emergency, the parent is informed by phone. The details of the situation and the first aid administered are recorded in the school automation system, and the parent is sent an email.
- If a student receives first aid for minor accidents, the parent is informed either by phone (depending on the age group) or the situation is recorded in the school automation system, and an email is sent to the parent.
- If a health issue arises due to behavioral reasons, the class counselor or school counselor informs the parent about the incident, while the school nurse provides information about the student's health condition.
- In the case of any accident or infection, the school administration and the class counselor are informed by the school nurse.
- When dealing with an infectious disease, necessary precautions are taken, and announcements are made to inform the parents.
- Routine follow-up and health screening activities for students are conducted in cooperation with relevant individuals (sports department, administrative staff, class teachers, etc.), necessary precautions are taken, and the collected data is recorded in the school automation system.
- Health reports submitted by parents are evaluated, and the relevant individuals within the school are informed based on the required actions.
- At the end of each semester and academic year, the nurse prepares a report that includes the frequency of health issues among students, infectious diseases, psychosomatic problems, and general evaluations. This report is submitted to the school director in February and June. The school director evaluates the report and shares it with the class counselor and subject teachers, and necessary actions are taken.



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- Health coordination meetings are held three times a year, before the academic year begins, during the semester break, and at the end of the academic year, with the participation of all school nurses. Additional meetings may be held when necessary, and the school doctor participates when decisions that concern all infirmaries are being made.

Evaluation and Revision

AÇI Schools regularly reviews, evaluates, and revises its health procedures and policies to ensure they remain effective and in line with best practices. The following steps are followed in this process:

1. Review Cycle:

- An annual program is followed for the regular review and revision of health procedures.
- The responsibility for overseeing the review process lies with the school health management team.

2. Feedback Collection:

- Feedback is requested from students and staff regarding the effectiveness, clarity, and appropriateness of current health procedures.

3. Review of Relevant Data and Research:

- Data related to health outcomes in the school community, such as student health assessments, illness records, and disciplinary referrals, are collected and analyzed.
- Current research, evidence-based practices, and guidelines from health education, public health, and school health services are reviewed to guide revisions.

4. Evaluating Implementation:

- The effectiveness and consistency of current health practices across the school are assessed through observation, review, and audits.

5. Identifying Areas for Improvement:

- Based on feedback, data analysis, and compliance assessments, areas in the existing health practices that need to be developed and/or changed are identified in response to legal requirements or emerging issues.

6. Involving Stakeholders in the Revision Process:

- During the revision process, diverse perspectives from students, parents, teachers, school nurses, counselors, administrators, and community partners are included.

7. Communicating, Implementing, and Evaluating Revisions:

- Revised health procedures are posted on the school website and in the automation system, sent to parents by email, and announced during parent information sessions.
- Training and resource sharing are provided to ensure all stakeholders understand their roles and responsibilities in effectively implementing the revised procedures and policies.
- New practices are monitored, and evaluations are conducted, with feedback collected from stakeholders through various channels.

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