NAME OF POLICY	CLINIC POLICY FOR SCHOOL HEALTH SERVICES
APPROVED BY	PRINCIPAL
APPROVED ON	April 2026
NEXT REVIEW	March 2027
RELATED POLICIES	1. Sick student Policy 2. First Aid policy 3. Referral and transfer policy 4. Incident reporting policy 5. School clinic policy during public health Emergency 6. School clinic policy during distant /Virtual learning 7. School Fitness Program policy 8. Food and Nut Allergy policy 9. School Nutrition policy 10. No-Junk food policy 11. School Tiffin policy 12. Canteen policy 13. School Physical Education policy

Distribution list:

- Principal & Director
- All V. P's
- All H.M.s
- Sr. Manager (Admin)
- Sr. Supervisors & Supervisors
- Admin Staff
- Academic staff
- Parents (On website)

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INTRODUCTION

W.H.O. states that "An effective school health program can be one of the most cost-effective investments a nation can make to simultaneously improve education and health.

School health services policies of Delhi Private School, Sharjah are aligned with Ministry of Health and Prevention (MOHAP) UAE -School clinic regulations and National school health screening guidelines along with health and safety recommendations from SPEA and EHS, UAE.

The policies contribute to the preservation and enhancement of the health of children and school personnel, as well as health services healthful living and health education".

The School Health Program has mainly three aspects:

1. **SCHOOL HEALTH SERVICES**
2. **SCHOOL HEALTH ENVIRONMENT**
3. **SCHOOL HEALTH EDUCATION**

PURPOSE

The purpose of the Clinic Policy for SHS is to lay down the ***procedures*** that are followed by the clinic to administer first aid and medicines and to adopt precautionary measures to reduce the risk of communicable transmission to students and staff so that health and safety are complied with. Clinic policy for school health services provides comprehensive school health services to students and staff. It clearly defines roles, responsibilities, and funding sources. It is aligned with National Policies and Regulations.

AIM

a) To provide comprehensive school health care services to students and staff in line with the Ministry of Health and Prevention, Sharjah.
b) To ensure that school health services are always available while students and staff are on school premises, and off the school premises whilst on school visits/educational trips.
c) To anticipate emergency assistance to students in a safe and infection-controlled environment and proper referral if needed.
d) To ensure our effective role in public health emergencies.
e) To ensure the continuity of school health services during distance / virtual learning

OBJECTIVES

a) To appoint the appropriate number of medical trained staff – Nurses and doctors to meet the medical needs of students and staff in school.
b) To provide relevant training and ensure monitoring of regular training needs.
c) To provide sufficient and appropriate resources and facilities.
d) To make sure the school's first aid arrangements are available during school hours and outside school visits for students and staff.
e) To maintain medical and incident records.

ROLES AND RESPONSIBILITIES

A. Responsible Executive -Vice-Principal

a) He / She establishes school health policies.
b) He/ She is responsible for the activities of the facility and its staff.
c) He / She shall assure us that all procedures are carried out by or under the direction of qualified, skilled and experienced licensed professionals.
d) Policies and procedures governing the orderly conduct of the facility should be in writing and should be reviewed annually.
e) All applicable regulations must be observed.

B. Responsible office- Administration- Senior Manager

a) 1. He / She will implement administrative policies to provide quality healthcare in a safe and healthy environment.

b) 2. To ensure that the facilities and personnel are adequate and appropriate for the type of procedures performed.

c) 3. In case of emergency, ensure proper referral to hospital.

C. Responsible department – School Clinic -School medical team (*Doctors and Nurses*)

a) The school clinic is responsible for observing the policy and providing comprehensive school health services to students and staff.
b) To offer parents advice and reassurance on medical or practical concerns that they may have regarding their ward.
c) To guide and identify staff and students for contact tracing in cases of communicable disease in the school premises.
d) To offer advice to teachers and staff on any health concerns they may have regarding students in their class.
e) To promote health education and awareness.
f) To involve parents and local community (Drivers and ancillary staff).

COMPREHENSIVE SCHOOL HEALTH SERVICES AT DPS, SHARJAH

1. REGULAR HEALTH SERVICES

Annual health checkups – Weight, Height, vision (All students) General health checkup by doctor (KG, Gr 1, Gr 5 and Gr9) Color blindness test (Gr 5)
Dental Checkup (Gr 1, Gr7 and Gr9)
Daily visits -Treatment of acute illness and injury First Aid care and Proper Referral if required.
Information to parents, supervisor, and Sr admin manager. Administration of medication in school
Requested medication in school for high-risk cases by parents. Approved basic medicines for acute illness after parental consent. Student's medical records
Maintaining all health-related data with confidentiality.

2. PREVENTIVE HEALTH SERVICES

Screening of high risk, low risk and allergy cases (All students) Screening obesity and underweight
NSH Screening – Anemia, hearing loss, ADHD (Gr1), Depression (Gr9), Scoliosis 9Gr 5 Girls, and Gr9 Boys)
Immunization of Gr1 and Gr11 students Notifying communicable diseases

3. SPECIFIC HEALTH SERVICES

Nutritional Guidance and counselling to obese and underweight by school nutritionists Physical activities by PE teachers
Mental, psychological, and behavioral counseling by counselors.

4. HEALTH PROMOTION AND EDUCATION

School clinics are actively participating in spreading health education and awareness by various modes like Newsletters, Educational materials, digital screens, workshops, classroom and breaktime activities.
School doctors in collaborations with guest specialized doctors from private and ministry/EHS conduct various workshops on health and nutrition

5. HEALTHY SCHOOL ENVIRONMENT

Enforcing healthy practices in Toilet, water stations, playgrounds, and Canteens.

6. COLLABORATION OF PARENT AND LOCAL COMMUNITIES

Conducting workshops/Camps, interactive sessions, and involvement in planning.

MANAGEMENT OF SCHOOL HEALTH SERVICES REGULAR SCHOOL HEALTH

SERVICES

1. Maintaining Health Records

Clinic is maintaining Medical Health Record /File of each student in the school with detailed medical history, general examination, vision, dental checkup, and vaccination record.

A Student Medical History Form is sent to parents of all the new admissions to fill in which includes all the medical details and health concerns of the student, and it is attached to their Medical File. Along with the medical form a Doctor's Medical Report is asked if there are any specific Health-related concerns that need attention or medication in school.

2. Annual basic health examination

The school nurses conduct the annual screening for all the students. The annual health screening enables the nurses to identify students with suspected abnormalities early, notify their parents, refer them, and provide follow up care. School nurses utilize all available health information to plan educational health activities most suited to students' needs and abilities. The School Clinic organizes yearly student medical assessments.

As per the MOH requirements, we are conducting Annual Regular Health Check-up for Pre-KG, KG1, Grades 1, 5, 9, all new Admissions and all High Risk and Positive Cases.

Annual screening for:

- Height, weight, and BMI "body mass index "calculation"
- Vision acuity and hearing test
- Color blindness test (for Grade 5 students only) Dental screening services in grades 1, 7 and 10 are provided by partnership with private medical facilities.
- NSH Screening of Anemia, hearing loss and ADHD (Gr1), Anemia (Girls) and Depression (Gr9) Scoliosis (Gr5 Girls and Gr9 Boys)
- Supervised tooth brushing for kindergarten and recommendation of fluoride varnish in gr1,2,3.

All findings are recorded in the student medical file and digitally also.

3. Daily visit and First aid Treatment

To administer first aid treatment, the clinic record of the student is maintained by registering his/her,

- Name
- Class
- Date
- Time in and out
- Condition that required first aid or medical isolation
- Action taken and the outcome.

All visits are recorded in the daily visit register. This would also be recorded in the students' health records digitally.

The school nurse provides first aid to minimize complications of any injury or illness, and in some situations to stabilize the patient until advanced medical aid arrives.

For that, the school nurse needs to:

- Maintain valid BLS certification to provide basic life support, in case of cardiac arrest, Upper airway obstruction.
- Maintain valid Heart saver program (First Aid)
- Review and follow first aid procedures as per the first aid manual.
- Maintain a well prepared, equipped clinic with medical equipment and consumables.
- Report life threatening emergencies immediately to the school administration to call the ambulance and inform the Manager.
- Document all actions in the student's electronic medical record and referral note.

Parents are informed immediately about an illness/ accident or any specific treatment given by the Clinic via a phone call. The school doctor decides when an illness or injury warrants an early pick up from school. The Nurse contacts the parents to collect their student from School.

4. <u>Adminstration of Medication</u>

To administer medication, the school nurse should,

- Obtain signed consent from the parents/ legal guardian for medication administration.
- Parents are required to complete a medication authorization record if their child is prescribed specific medication to take during school hours. The clinic ensures that these administration records of prescribed medicines in school are kept up to date.
- Have a complete clear prescription, updated our most recent student's medical report and the students' medication labelled and in the original packaging.
- Keep all medications in a secure, clean and locked cabinet in its original container. Medications that need to be stored in cold temperature are kept labelled in the fridge.
- Administer medications safely.
- Emergency medicines (adrenaline auto-injectors, inhalers) are available in school clinics for any emergency medical situation.
- In case of any medication error, the school nurse should: Observe the student, inform the parents, and school health administration for further investigation. Medication variance data should be reported using OVR and dealt with as per the Occurrence Variance Reporting (OVR) Policy
- Medicines are administered under the discretion of a school doctor.
- First aid kits are kept ready in well-known places- clinics, PE grounds, swimming pools, labs and buses and checked regularly. First aid kit along with nurses are sent for all field trips. Medication expiry dates are checked monthly.

5. <u>Referral and Follow Up (Details in Referral and transfer policy and pathway)</u>

The referrals are divided into two parts:

A. **Emergency Referral-** School has a definite emergency referral policy and pathway. During emergency referrals a nurse and supervisor will accompany the patient in an ambulance.

B. **Non – emergency Referral** (Sickness, chronic cases management, suspected infectious diseases.

During non-emergency cases, parents are requested to pick up the student and consult to concerned doctors – Exit gate pass will be issued by school doctor.

C. **Follow Up of Students' Absenteeism** Due to Sickness

The class teacher should identify the student on medical leave and request the parents to send medical report. The class teacher informs us about these medical cases at the school clinic.

The school nurse is responsible for coordinating with the school administration and concerned staff to follow up the student's absenteeism due to sickness by doing the following:

The school nurse shall.

- Follow up the absent students due to sickness as reported by the class teacher.
- Request a medical report /fitness certificate to rejoin the school in case absenteeism was due to either infectious disease or chronic disease.

-In the absence of a sick leave report, school administration shall call parents to verify the reason for absenteeism.

-If the reason for absenteeism is related to any infectious disease, the school nurse needs to act according to Infectious Disease Reporting Policy.

-In case of absenteeism of a group of students from the same section, the school nurse shall check for the possibility of an outbreak and follow Infectious Disease Reporting Policy.

6. <u>Students of Determination (SEN / Physical Disability)</u>

- School counselors in Enrichment resource Centre (ERC) Department of school takes care of these students.
- Maintain therapeutic relationship with the child, the family, the medical provider, and any other agencies involved in the provision of care.
- Obtain medical report on identified students and complete assessment for each identified student.
- Encourage parents to seek available treatment and provide the needed care for their children.
- Ensure that safety conditions are provided in the school setting to help students with special needs become as independent as possible. Risk factors are determined on a case – by – case basis and documented in the individualized health care plan.
- Evaluate the need to use assistance devices such as wheelchairs, walkers, helmets, or other devices during the school day with the coordination of the special needs escorting.

<u>PREVENTIVE HEALTH SERVICES</u>

1. <u>Chronic Disease Screening and Management</u>

The school nurse's role is central to all aspects of care and service delivery for students with chronic conditions. The nurse is expected to:

- Prepare a list of students with chronic diseases at the school.
- Assess the health needs of the students with chronic diseases.
- Contact students' parents; and meet them if possible.
- Collect the health reports.
- Coordinate with the school staff, family, and health care providers.
- Prepare the individualized healthcare plan in coordination with the student's parents, and with the treating physicians, if possible.
- Ensure the availability of medical equipment and supplies needed for the services within the scope of the School Nurse.

The clinic is keeping records of all high risk, positive cases, allergy cases, obesity and underweight students.

All students with specific health attention as high-risk cases, positive cases and allergy cases are identified grade wise from student's medical health form filled by parents. Prepared list of these students is shared with all Supervisors, PE, Library, Transport and Laboratory Departments at the beginning of each term and on updating. A hard copy is kept in clinic records.

Individual Health Care Plans and Health Action Plans are formulated and shared with relevant staff members for each student with a chronic medical condition such as asthma, epilepsy or for those severe allergic students who have been prescribed an EpiPen.

2. Immunization

Immunization is a nurse-led activity at schools under doctor's supervision. School nurses are responsible to administer the school age vaccines to targeted students according to MOHAP immunization schedule.

The Immunization Program for school age is mandated by MOHAP as per the recommendations of CDC and WHO and is revised annually. MOHAP school age vaccination schedule for 2020/2023 is as follows:

Grade 1

- MMR (Measles, Mumps, Rubella)
- DtaP + IPV (Diphtheria, Tetanus, Acellular Pertussis)
- bOPV (Bivalent Oral Polio Vaccine)
- Varicella (one or two doses as needed)

Grade 11

- Tdap (Tetanus, reduced Diphtheria, and acellular Pertussis Vaccine) Gr 11 Boys &Girls
- MCV4 (Meningococcal vaccine) Gr 11 Boys & Girls

The School Health provides vaccines to Grade1 and Grade 11 in the school premises, while ensuring health and safety measures are in place.

Prior to giving the vaccines, a Pre-Vaccination questionnaire and a Consent form is sent to the parents to fill in for consent.

The school nurse is responsible for,

- Identify the targeted students for vaccination.
- Distribute, collect and review the consents and the pre – vaccination checklist forms from parents.
- Assess the students.
- Administer the vaccines.
- Document the procedure.
- Follow the students up after vaccination and document any side effect.
- Document errors in the vaccination records in the student's medical record and report to the Manager.

3. Communicable Diseases Management at Schools

The school nurse can detect signs and symptoms of infectious diseases during the school assembly, or student's visit to the clinic. They can also be notified about students' complaints by the class teacher or the student's parents. When the school nurse detects any suspected infectious case, the school nurse should follow the steps below:

- Apply infection control measures while dealing with infectious diseases, paying special attention to hand washing.

- Isolate the student.
- Do the necessary assessment.
- Ask the school administration to call the parents.
- Refer students with suspected signs & symptoms of communicable diseases to the nearby health clinic for diagnosis and treatment, and send the student accompanied by his parents to seek medical advice.
- Report to EHS and to the school health administration all the suspected cases as per School Health Services Policy

– **Notification of communicable diseases or suspected cases** to MOHAP is mandatory as stated in the Federal law of communicable diseases of UAE.
- Follow up the suspected case with the parents for confirmation of diagnosis to ensure that the student is out of school during the period of communicability.
- If the diagnosis is confirmed, follow up the contacts and coordinate with public health (Infectious diseases section) for further investigation and surveillance.
- Assess schools' contacts for any similar signs and symptoms.
- Initiate health education sessions to the contacts regarding infectious disease and prevention.
- Implement standard precautions and preventive measures at school settings according to PMD /School Health Policies and clinical guidelines/SPEA.

SPECIFIC HEALTH SERVICES

The school Clinic monitors and records the height, weight, and Body Mass Index of all students and staff. All findings are recorded in the student file and digitally also. Variations (Obesity and undernutrition) are referred to Nutritionist and physical education department for appropriate management.

1. **Nutritional counselling and awareness – By School Nutritionist**
2. **Physical activities- by PE teachers**
3. **Behavior problems – By School counselors**

Healthy School Environment

A safe and healthy school environment is crucial to education. Considerable evidence suggests that substandard school environments impede learning. Substandard is defined as schools that lack appropriate heating, ventilation, and air – conditioning systems, have poor lighting, are badly maintained, or have other environmental problems. The school nurse contributes to the safety of the environment by participating in environmental safety monitoring (playgrounds, indoor air quality, and potential hazards) and is mainly responsible for:

- Act as an active member of the safety committee at the school.
- Ensure that the surfaces of the equipment are properly cleaned and disinfected.
- Attend an annual training on fire safety.
- Ensure that the fire safety posters (PASS and RACE) are available in the clinic.
- Participate actively in disaster prevention and evacuation planning which is arranged and conducted by the school.

Complete the risk assessment tool of the school clinic.

The School Clinic remains vigilant of any health and safety issues when moving in and around the school. Any problems related to Health and Safety are reported to the Admin Manager and followed up for outcome.

Medical Waste Management

School nurses should comply with the rules and regulations of the Medical Waste management policies and guidelines set by EHS and PMD.

School nurses should follow medical waste management policy in terms of medical waste handling, proper segregation, storage, handling, transportation, and disposal of medical waste to protect the health-care workers, waste handlers and the school community from exposure to potential infectious materials and disease-causing agents.

The team ensures that the Clinic is always clean and tidy and fully stocked as per Ministry of Health Sharjah. The School Clinic is responsible for the restocking and monthly checks of the First Aid boxes around the school.

Locations are as follows:

- Playgrounds
- Science and Math Labs
- Swimming pools
- Clinics
- School Buses

Health and Safety, Fire drill and Student Protection policies are adhered to by all staff. Copies of these policies are available on the school website.

School Health Promotion and Education

School Health program and education is an ongoing focus. It is implemented throughout the school by all staff, and particularly each class teacher as part of the curriculum by the Health Education display Boards. **The School Fitness Program** is our priority to work on.

The School Clinic promotes health and hygiene practices such as effective hand washing, covering your face during sneezing etc. and healthy eating. Nutritionists advise them on a regular basis. Doctors interact with students via workshops/sessions on various health and safety topics, sharing health related educational materials with students, parents and staff.

The school clinic team is an active member in health and safety issues of the school. The clinic operates an open-door policy where parents and staff can drop by any time for their concerns.

REPORTING OF MEDICAL CASES- NON-EMERGENCY / EMERGENCY
/INCIDENT IN CLINIC

The School Clinic maintains Daily record of medical cases- Non-emergency, Emergency /Incident Form/record of any serious injury, medical emergency or any serious health and safety issue in premises.

This includes: the date, time and place of the event, personal details of those involved and a brief description of the nature of the event.

Parents are informed immediately of an accident or illness via the telephone or email.

The incidents are reported to the Supervisor and Admin Manager and on his inspection the Ambulance is called for.

All emergency cases are taken to the nearest hospital of choice in Sharjah.

PROCEDURE TO ATTEND SCHOOL CLINIC IN NON -EMERGENCY DURING SCHOOL HOURS

PRIOR TO SENDING A STUDENT FROM CLASS TO SCHOOL CLINIC

1. Before sending any student to the clinic, teachers do an initial assessment to see if the student really needs to be seen by the clinic. This will prevent them from intentionally missing lessons.
2. Class teachers must permit the student to attend clinic by issuing an OUTPASS to the student.
3. In case of medical emergency, the student can be taken to clinic immediately and /or medical staff should be informed promptly.
4. In cases related to any communicable disease, the student must be shifted to isolation room from Triage area.
5. If it is noticed that a student is asking to visit the clinic regularly, this should be discussed with the team and followed up with the student's parents. The class teacher and supervisor should be informed of any such incidents.

PROCEDURE OF SENDING A STUDENT TO THE CLINIC AND EXIT POLICY IN Pre-KG, KINDERGARTEN 1, 2 AND GRADE 1

- At all times the Co- teacher shall accompany students to the clinic.
- The Co- teacher should wait with the students in the Triage area until the nurse has examined the students' vitals and advised on the appropriate course of action after informing parents.
- In most cases, the student will then be taken back to the classroom. The Co-Teacher will inform the class teacher.

EXIT POLICY

- If the student needs to go home or is referred to hospital, the clinic team will inform the parent.
- On arrival of parent, Doctor will issue online Gate pass, and receptionist is authorized to sign manual Gate pass acknowledged/signed by parent to be submitted at the gate.
- In case doctors are on leave, VP holistic in primary and VP operations in senior wing are authorized to issue online Gate pass.

In any communicable case, the student will be sent to the quarantine room directly and will be properly evaluated. The Co-Teacher shall leave the student at the quarantine room, go back to class to inform the class teacher, and collect anything the student needs to take home. Only the Medical staff are allowed to enter the designated quarantine premises. Parents are informed to pick up the child.

•In case of emergency, Ambulance will be called, and child will be sent by nurse or parent. If nurse is accompanying child to the hospital, she will hand over the child to the parent and inform the Senior Manager and Supervisor before leaving the hospital.

PROCEDURE OF SENDING A STUDENT TO THE CLINIC AND EXIT POLICY IN GRADES 2-12

On ascertaining that the complaint is genuine, the student is issued a class out pass to enter / attend the school clinic by the teacher present.

Clinic Entry class out pass is available in every classroom with the Teacher.

The clinic assesses the situation in the Triage area inside the clinic and advises on the appropriate course of action. To optimize care and safe flow, specific numbers of students/staff are only allowed inside the clinic.

In most cases the student will then be sent back to the classroom. The Class Out pass for clinic entry will be acknowledged by the clinic team.

EXIT POLICY

If the student needs to go home or is referred to hospital, the clinic team will inform the parent. On arrival of parent, Doctor is authorized to issue online Gate pass, and receptionist is authorized to sign manual Gate pass acknowledged/signed by parent to be submitted at gate. In case Doctors are on leave, VP holistic in primary and VP operations in senior wing are authorized to issue online Gate pass.

In cases related to any communicable disease, the student must be shifted to quarantine room from Triage area and parents are informed to pick up the child.

In case of emergency, Ambulance will be called, and child will be sent by nurse or parent. If nurse is accompanying child to the hospital, she will hand over the child to parent and inform Senior Manager and Supervisor before leaving the hospital.

Referral and Follow Up (Details in Referral and transfer policy and pathway)

The referrals are divided into two parts:

A. Emergency Referral- School has a definite emergency referral policy and pathway.

During emergency referrals, a nurse and supervisor will accompany the patient in an ambulance.

B. Non – emergency Referral (Sickness, chronic cases management, suspected infectious diseases)

During non-emergency cases, parents are requested to pick up the student and consult the concerned Doctor.

DOCUMENTATION

One of the main responsibilities of the school health nurse is to document the nursing care delivered. Documentation should be factual, accurate, complete, current, and organized.

The Manual Student's Medical Record

The following supportive documents must be kept as hard copies in the manual record:

- Student's general information.
- Ministry General Consent Form: To be signed by parent/ guardian in pen and will be valid throughout the years of enrollment at the school, unless modified as per the request of parents.
- Student's Medical Form: Student's Health history is updated annually and when needed. Parents/legal Guardian has the responsibility to inform the nurse of any change in the student's medical status.
- Copy of the student's preschool vaccination card.
- School age vaccination card.
- Prescribed Medication Administration Consent form. (if applicable)
- Pre – vaccination checklist. (If applicable)
- School Age Vaccination Consent Forms. (if applicable)
- Medical Report if available.
- Individualized care plan. (if applicable)

Student's Medical Records Retention & Storage

The Healthcare Facility requires that the records are maintained in a consistent and logical manner and be retained in such a manner as the Healthcare Facility:

- Meets legal standards for protection, storage and retrieval.
- Protects the privacy of patients.
- Optimizes the use of space in the filing area.
- Destroys outdated records (retention period lapsed) in a proper manner.

Transfer of Medical Records

Medical Records (the original hard copy) can be transferred individually or as a group to new public-school sites when a student is transferred to another school within the same Emirate. This process shall be completed during the first month of the academic year.

Original students' health records are transferred by the school nurses while maintaining proper records of transfer at both sites.

Licensing and Standards

The school clinic is prepared and maintained as per the standards and requirements set by EHS. A checklist is prepared and utilized by EHS to check that the clinic meets the EHS standards, including the School Clinic Building, space, equipment, staffing, policies, procedures, operations, supplies etc.

SHS has developed an audit tool (School Clinic's Auditing Tool) that is used by the Manager to monitor the school clinic's compliance with EHS requirements, based on the EHS checklist.

School Doctors/ Nurses' Licensing

All school doctors and nurses are required to obtain MOHAP license when joining EHS PHC/PMD/ SHS. The license must always be current and valid. All must ensure renewing their licensure prior to the expiry date. The renewal of the license is obligatory.

The Requirements for School Nurses Licensing:

- Education: (BSN) Bachelor of Science in Nursing
- MOHAP Licensing Exam: Passing the MOHAP nurse's licensing exam.
- BLS Certification: A valid and current basic life support "BLS" certificate.
- Pediatric First Aid CPR AED Heart Saver.
- Two (2) years' experience as Registered Nurse of which- One year is in pediatrics, ICU or Emergency Department

Staff Training and Development

Annual Continuing Professional Development and Continuing Education Program Clinical Onboarding Program for the New Nursing Staff.

MONITORING, EVALUATION AND RISK ASSESSMENT

It is done by the School Task force/Audit team annually. The clinic has various checklists as per MOHAP in order.

REVIEW OF THE POLICY

Policies shall be reviewed on an annual basis.