REPTON
AL BARSHA

Parent Notification Policy

DOCUMENT CONTROL			
Document title	Parent Notification Policy	**Reference**	RAB-MED-024
Owner	School Nurse	**Approved by**	Principal, on behalf of SLT
Date reviewed	August 2026	**Next review**	August 2027
Status	School policy — parent communication	**Applies to**	All pupils, parents and medical staff
Related documents	Minor Injuries, First Aid and Emergency Policy; Referral Criteria and Patient Transfer; Infection Control Policy; Immunisation Policy; Parent Communication Policy		
Regulatory framework	Dubai Health Authority standards for clinics in educational and academic settings; KHDA regulations		

Introduction

It is essential that parents and guardians are kept informed of illnesses or injuries that occur in school. This is best achieved when the school, parents and guardians, and the wider community work together and communicate in a coordinated way.

Aim of the Policy

To support the school in keeping pupils healthy and safe, and to set out the requirement to provide timely information to parents and guardians regarding pupil illness, injury or possible exposure to certain communicable diseases, so that they can obtain appropriate care for their child.

Policy Statement

- Parents or guardians are notified in cases of fever, minor injury and emergency.
- Parents or guardians are notified before medication is given.
- Parents or guardians are notified where a screening test, health examination or observation by school personnel suggests a deviation from normal or usual health, in accordance with school regulation.
- Notification letters are issued to the parents or guardians of a year group exposed to a communicable disease. Refer to the DHA list of notifiable diseases and the exclusion list.
- Parents or guardians are notified of every visit their child makes to the school clinic.
- Parents are notified of the immunisation programme and of their child's due vaccinations under DHA standards and guidelines.
- Where a pupil is injured as a result of violence such as bullying or fighting, or through the involvement of another pupil by accident, the teacher or Head of Year is asked to inform parents.

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Approval and Review

Stage	Role	Name and signature	Date
Prepared by	School Nurse	_____	_____
Reviewed by	School Doctor	_____	_____
Approved by	Principal	_____	_____

This document is reviewed annually. The review dates recorded in the document control box above are the authoritative record.