



# Student Support Services

## Medical Policy

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### Introduction

In accordance with our core values, ISB embraces diversity, upholds the principle of equal opportunity, and welcomes students with medical needs. Our aim is to provide a safe and supportive environment for all, to ensure that everyone has the opportunity to achieve their full potential. We work towards the shared goal of fully supporting all individuals and have developed this policy for the whole school community, with 'school' encompassing the Early Learning Centre, Elementary and Secondary.

The aims of this policy are to ensure that members of staff:

- Understand their duty of care to the children and young people at the school;
- Understand the importance of managing the medical conditions that affect our students;
- Know how to access the information they need to safeguard the health of the children and young people in their care.

The aims of this policy are to ensure that Parents/ Guardians:

- Understand how they can support the school, in caring for the medical needs of their child;
- Understand which medical information is necessary, with whom it will be shared, on a confidential basis, and why.

The sharing of information is vital in safeguarding students and promoting their continuing health and welfare. It enables students to receive the most appropriate care, at the right time.

However, medical information is confidential and will only be shared on a "need-to-know" basis, if there is an emergency and/or to ensure the health and safety of the child or young person. The school receives permission to share information, on this basis, through parental signature of the "Student Health Form" (see [Appendix A](#))

## **Student Health Examinations**

All children in Bremen are required by law to undergo a compulsory health examination (“Einschulungsuntersuchung”) prior to the start of Grade 1, with the aim of identifying and treating any health or developmental issues at an early stage. Parents are required to share with the school any health information that may affect their child at school. Further health screening examinations are recommended during the 2nd or 3rd and 6th Grade.

## **Procedures in the Case of Short Term Illness/Injury**

All children are likely to experience illness at some point in the course of their school lives. If a child becomes ill at school during the day, they will be sent, or accompanied, to the Health Coordinator who will make an assessment of their condition and care for the child. If deemed necessary, parents/guardians will be contacted and asked to collect their child.

The school is responsible and takes student safety very seriously so any students who are taken ill at school in Grades 1- 12, will not be allowed to go home on their own, via foot/bike or public transport. If a parent or the emergency contact cannot pick a student a taxi may be called to take the student home. Parents/guardians are asked to let the school know that the student has arrived home safely. If parents wish for their unwell child to go home on their own, and the Health Office agrees that the child is actually fit enough to do so, via foot/bike or public transport, then an e-mail giving parental approval must be sent to the Health Office.

In the Early Learning Centre, there is no provision to care for unwell children and parents will be required to pick up their child as soon as possible.

Please note that children who are clearly unwell should be kept at home until they are well enough to participate fully in all activities, including Physical Education and outside play. Children must be fever free without the use of medications for 24 hours before returning to school, and after having vomiting and/or diarrhoea must be kept at home until 48 hours after the symptoms have cleared. After a gastric virus your child may feel better after a day or two, but will be contagious for a few days after they recover. Advice should be sought from a doctor if there is any uncertainty.

As a guideline, children should not attend school if they have any of the following symptoms:

- Fever/temperature of 37.5°C or higher
- Vomiting or diarrhoea in the last 48 hours
- Cold symptoms, runny nose, a persistent chesty or dry cough, or sore throat

- Eye redness, irritation, swelling, and discharge
- Unexplained skin rash
- Suspicion of contagious infection (COVID-19, chicken pox, scarlet fever, fifth disease etc.)
- Suspicion of head lice, if not treated

See also [Appendix J Symptoms When to Stay Home Flowchart](#).

We regret any inconvenience that keeping sick children at home may cause but it is with the aim of reducing the risk of infection for all staff and students in school.

### Injuries in School

Most injuries at school are minor and require little attention. However, in the event of an accident/injury, staff will follow standard first aid procedures, including calling an ambulance if necessary, and will contact the parents/guardians by telephone in the first instance. Please inform the [School Office](#) promptly about any changes to your emergency contact information.

If a student has to visit the hospital/physician, due to an injury sustained during school time, parents/guardians must inform the Health Coordinator who will complete an Accident Notification Form/Unfallmeldung see [Appendix B](#) so that the relevant insurance documentation can be processed.

### Head Injuries

Injuries to the head can occur in many situations in the school environment, when a child's head comes into contact with a hard object such as the floor, a desk, or another child's body. The potential is probably greatest during activities where collisions can occur such as in the playground, during sport and PE.

Symptoms may not develop for some hours, or even days, after a knock to the head, and in rare cases can develop weeks after a head injury therefore it is important

When students sustain a head injury (or head bump)

- They shall be referred to the Medical Room for assessment and further treatment
- In some cases where the Health Coordinator deems it necessary (especially for ELC students) the parents will be contacted immediately and next steps discussed.

- In some cases depending on the seriousness of the head/bump injury a parent/guardian will be called to pick up their child for home rest or medical treatment. Head injury advice will be given via way of printed information on pick up.
- If there doesn't seem to be a cause for concern at the time and the student goes back to class and stays in school on that day parents will be informed of the incident and sent a head injury e-mail as shown in [Appendix D](#).

## Home-School Communication and Collaboration

In accordance with Bremen Senate and ISB regulations, if a student is absent from school due to health or other compelling reasons, parents/guardians must notify the school immediately or, at the latest, by 8.15am on the first day of a student's absence, either via email to the Front Office ([absence@isbremen.de](mailto:absence@isbremen.de)) OR via phone call (0421-515 77 90). The school must be notified again if a student is absent after this time. These regulations apply too for students of 18 years of age or older.

The school will request a doctor's "sick note" or medical certificate *only* if an absence of a Secondary student is prolonged or frequent or if the justification is not plausible to the school.

Following an extended period of absence, students may return to school on a reduced programme, with prior agreement with the Health Coordinator and Head of School.

Students with plaster casts, crutches, or otherwise impaired mobility can attend school with the approval of the consulting doctor or hospital clinician. Some restrictions on normal activity and relaxation of rules in relation to attendance and/or movement around the school may be made, in the interests of safety.

The Infection Protection Act law (Infektionsschutzgesetz - IfSG §34) stipulates that in the case of certain "Communicable Diseases" a child cannot attend school and must stay home. In addition, parents/guardians are required to report any cases of contagious illnesses to the School. Parents/guardians will be informed by letter (or e-mail), if there is a case of communicable illness in the class of their child, while the identity of the infected child will remain anonymous. The school must be informed promptly about the diagnosis of any transmittable illness so that we, together with the local Health Authority (Gesundheitsamt), can take all required measures to prevent the further spread of the infectious disease.

If a student is returning to school after a hospital admission, arrangements should be made in advance to ensure a smooth reintegration process. If possible and appropriate, a transition meeting with the Health Coordinator and class teacher/Head of School should be held in advance, to develop a support plan and coordinate arrangements for a smooth transition back to school.

Special arrangements will be necessary before a student returns to school having been absent or in hospital due to an emotional/psychological/mental health difficulty or condition.

In order that the school is able to provide appropriate support, more detailed information from the external managing health care professional will be required.

A collaborative relationship between students, parents/guardians and the school is of the utmost importance. Therefore, we continue to communicate and collaborate with parents/guardians, on medical issues, after students have reached the age of 18.

### **Examinations and Coursework Missed Due to Short Term Illness**

Should a student or a close family member of a student become ill in the immediate lead-up to, or during, external examinations (IB, IGCSE), parents/guardians should contact the relevant Programme Coordinator as soon as possible, and a doctor's certificate (Krankenschein) will be required. The Coordinator will explain to parents/guardians how an application for "special consideration" to the relevant examination board will be made.

There are special requirements, if a student misses an internal deadline for IGCSE coursework, for IB "Internally Assessed" assignments (IAs) or "Externally Assessed" assignments (EAs) due to absence. A doctor's certificate (Krankenschein) is required on the first day of the student's return to school. A new deadline may be arranged and the doctor's certificate should then be passed to the relevant coordinator for safe-keeping. Students who have missed internal end-of-year examinations or class assessments (tests) due to illness will generally be required to catch up when they return to school.

### **Management of Long-term Conditions**

Long-term medical conditions should not be a barrier to students participating in school activities. The school aims to provide all children with the same opportunities by providing a safe and welcoming environment for all. Where possible and appropriate, children who have medical conditions will be encouraged to take control of the management of their own needs, and will be supported by teachers and support staff under the guidance of the school Health

Coordinator and parents/guardians. The use of Individual Health Plans will assist in the support of this practice.

Individual Health Plans (IHPs) will be developed by the School Health Coordinator in collaboration with the parent or guardian (and student where appropriate) for children with complex health needs. These plans give details of the individual's medical needs at school, to be shared with the appropriate teachers and support staff. The plan will be reviewed and updated at least once per year and if there is any change in symptoms, treatment etc.

Therefore, it is very important that parents/guardians communicate any changes with the school. Examples of conditions that may require an IHCP include:

- Diabetes;
- Severe asthma;
- Epilepsy with rescue medication;
- Severe allergies (anaphylaxis).

### Use of Crutches in School

The use of crutches on school property by a student untrained in their use poses a safety risk for both the student and other persons on school property, including fellow classmates. Thus, only a student trained in the use of crutches, particularly on stairs, shall be permitted on school property. In most cases the school will be able to accept students who are using crutches into school if the following points are adhered to.

Before a student attends school using crutches parents/guardians should:

- Consider the school site and pattern of the school day and be confident that their child can use crutches safely within the school environment
- Speak to the Health Coordinator to discuss and make appropriate arrangements

### Stairs

- Staff or students on crutches should always use the School Elevator as an alternative to the stairs, for health and safety reasons.
- Parents of older students (Grades 5-12) should contact the Front Office staff for a transponder to use the School Elevator. Younger students can be supervised into the Elevator to go up or down by ISB staff.



### Moving around the school

- Parents/Guardians may use the disabled parking bays to drop off and pick up students from School if available
- Students must not be in the corridors at busy times; they should not be walking around during lesson change over, lunch or break time
- Students should not walk outside if it is wet
- Students should leave lessons 5 minutes early
- Students must always be accompanied by another student who will open doors, carry bags
- Stairs are to be avoided and only the Elevators shall be used to move between floors
- Toileting arrangements can be made with the School Nurse if necessary

### Medication & ISB Medicines Policy

Medication is generally the responsibility of parents/guardians and should wherever possible, be administered outside school time. There are occasions when children need to take medication while in school and will be supported by ISB staff to do so.

The ISB has a comprehensive [Medicines Policy](#) with more details for parents with children who have health conditions to read.

A summary appears below:

#### Short Term Medication

*Early Learning Center and Elementary (up to end of Grade 5):*

- Students are not permitted to carry medication unless prior agreement has been reached between the School Health Coordinator, teacher/educator and parent/guardian;
- Medication must be brought to school by the parent/guardian in the original packaging, and clearly labelled with the child's name, administration instructions/guidelines and date of expiry;
- The parent/guardian must complete a “**Medication Permission Form**”, available at the Front Office or from the school Health Coordinator (see [Appendix E](#))

- The medication will be safely stored and administered by the Health Coordinator/designated person at the agreed time;
- The administration of the medication will be documented, and kept on record, in the student's file (purple cut flush folder);
- The medication should be collected at the end of the school-day, or when no longer required, and taken home.

### *Secondary (Grades 6-12)*

- Responsibility rests with parents/guardians;
- Students may be permitted to carry and administer their own medication with permission from the parent/guardian and Health Coordinator.
- For students requiring any over the counter medication from the Health Office the parent/guardian must complete a "Medication Permission Form", available at the Front Office or from the school Health Coordinator (see [Appendix E](#)).

### **Long Term/Ongoing Medications**

Students with long-term conditions (e.g. asthma, diabetes) should be encouraged to take responsibility for managing their own condition, including administering medication, as soon as they are deemed old/mature enough; we will fully support this practice.

- Early Learning Center children are not deemed old enough to be responsible for medications
- Elementary students, with long-term conditions, will be assessed to ensure they are safe to handle their own medication with explanation to this effect on the Individual Health Plan (IHP)
- For serious conditions that require prescribed emergency medicine (e.g. Epi-pens for anaphylaxis), the medicine must be provided accompanied by a doctor's note, stating the exact instructions (dose, route etc.) for administration;
- Emergency medications will be stored securely, but will be accessible to students at any time.

There is a limited supply of non-prescription medicines kept in the school Health Office for Secondary students (in some cases Elementary students), which may be administered by the School Health Coordinator if deemed necessary. These include Paracetamol, Ibuprofen, antihistamines, throat lozenges etc. and will only be given if the "[Medication Permission Form](#)" has been signed by the parent/guardian. Please note that aspirin preparations will

never be given due to the association with Reye's syndrome, and Ibuprofen will not be administered to any student diagnosed with asthma.

There is no requirement for teachers or support staff to administer medication.

If a student misuses medication, either their own or that of another student, parents/guardians will be informed and the student will be subject to the school's disciplinary procedures.

### **Storage & Disposal**

Unless otherwise agreed, individuals' personal medication will be securely stored in a lockable cabinet. Medicines should be clearly labelled with the student's name and date of birth, and kept in the original packaging with clear administration guidelines. Expiry dates will be checked regularly, and parents/guardians will be notified and asked to replace medications when the medication is due to expire. Medications that are no longer required should be collected and may be taken to a pharmacy for disposal if necessary.

### **Measles Vaccinations**

On 1 March 2020, the German government implemented a new mandatory measles vaccination. The "**Measles Protection Act**" ([Masern Schutzgesetz](#)) is essentially a change to the existing Infection Protection Act of July 20, 2000 (IfSG) which stipulates that all children and staff in Kindergartens and schools must be vaccinated against measles. Parents will have to provide evidence that their child is sufficiently immune to measles (either had the illness or two vaccinations) before their children can attend school or the Early Learning Center.

Proof of immunity must be provided in the form of the *original* vaccination record (Impfausweis) or a medical letter from your doctor being shown to the school. The parents/guardians should provide this during the admission process or 4 weeks from the first day of school. A copy of the immunisation card will be stored in the student file (purple cut flush folder) and recorded onto the schools electronic information system iSAMS.

*Kindergartens in Germany (including ELC) are not allowed to accept children who have not provided evidence of immunity (§ 34 IfSG) to enter the facility. Kindergartens and schools are legally obligated (§ 33 IfSG) to notify the local public health department (Gesundheitsamt) of any cases of non-compliance (see [Appendix G](#))*

## Record Keeping

At the admissions stage, parents/guardians are asked to complete a “Student Health Form” (see [Appendix A](#), which should highlight any health conditions. Any ongoing or serious health issues will be followed up by the school Health Coordinator, and parents/guardians may be asked to provide further details to assist in the development of an Individual Health Plan.

Student Health Forms, together with all other medical documentation, are stored securely, and are accessible only by the appropriate personnel. All incidents at school requiring medical treatment will be recorded. Basic student health information is stored in the school’s electronic information system iSAMS, accessible to the student’s teachers/educators, the relevant principal and members of the Student Support Services team.

Individual Health Plans will be shared with specified members of staff, in agreement with parents/guardians. **All members of staff are required to protect the student’s right to confidentiality.**

It is the responsibility of parents/guardians to ensure that any changes to address or contact details are updated and notified to the School Office.

## Emergency Procedures and School Trips

All members of the teaching staff are required to attend a general first aid training course at least every two years.

In the event of a medical emergency, staff will follow standard first aid procedures, including calling an ambulance if necessary, and will contact the parents/guardians by telephone in the first instance. The latter two actions will be dealt with either by the Health Coordinator or Admin staff. It is, therefore, of the utmost importance that the school has up-to-date contact details so that parents/guardians are always reachable. Accidents at school must be reported by the “first responder” (the staff member first on the scene) using the [Accident Report Collation Form](#) which is a Google Form (see [Appendix C](#)).

First Aid kits will be carried whenever students are taken on off-site visits. All accompanying staff should be aware of students with medical conditions, as well as what to do in an emergency, and may carry additional medication or equipment, as necessary.

### Sun Protection Policy

Schools and Kindergartens have a responsibility to ensure that students and children are protected from over exposure to UV rays from the sun during the Summer months and into the Autumn and the UK's National Institute for Health and Clinical Excellence (NICE) guidelines for skin cancer prevention (2011) recommend that schools “develop, implement and monitor a specially tailored policy to ensure people are protected as much as possible”. At ISB we want to keep our students safe with this respect, so we have firstly evolved sun protection policies for the lower levels of the school, as a guide for parents:

- [Early Learning Center](#)
- [Elementary School](#)

See [Appendix G](#) and [Appendix H](#) for the ELC and Elementary School Parental Permission Sunscreen Forms.

**Secondary students** will be reminded of sun safety rules by way of information posters, UV levels are posted in pertinent places and they receive face-to-face information.

### Coronavirus Disease (COVID-19)

Quarantine, closures, mandatory wearing of masks and vaccination regulations; the so-called infection control measures in the Corona pandemic are past memories for many of us, and measures are actually no longer active or required. However COVID itself is not gone and we do have some cases in school for staff and students in the winter months. So what do the experts say and what should you do if you are ill with COVID?

According to the German Robert Koch Institute (RKI) recommendations and the German Infection control centre the situation does not require any infection control measures with regard to quarantine but they do make some suggestions and recommendations:

- Stay at home if you have an upper respiratory infection, fever over 37.8 degrees celsius (100.04 F), head and body aches, sore throat, persistent cough and try to avoid contact with persons in at risk groups, for 3-5 days.
- Return to school or work when the symptoms have been gone for 48 hours and students or staff feel fit again.
- If necessary, contact the paediatrician or family doctor. Out of surgery hours - ring the medical on-call service (Ärztliche Bereitschaftsdienst) on 116 117 to get advice .

COVID tests are still available from chemists (Apotheke) and drug stores such as Rossmann.

There is no requirement to stay at home if an antigen test shows positive, we leave this to parents' discretion. More importantly is that the staff or student stays at home with symptoms and is guided by this.

If staff or students are ill they should follow [Appendix J](#) for guidelines on when to stay home and return to school.

### **Hygiene Plan for School Including Health Coordinator's Office**

ISB with guidance from the Bremen state must adhere to strict hygiene guidelines in order for the school to be operational (see [Appendix K](#)).

## References

- “Bundesdatenschutzgesetz (BDSG)”, Bundesministerium der Justiz und für Verbraucherschutz in Zusammenarbeit mit der Juris GmbH
- “ Chronisch kranke Schüler im Schulalltag: Empfehlungen zur Unterstützung und Förderung”, Staatsministerium für Kultus, Freistaat Sachsen
- “Gesetz zur Verhütung und Bekämpfung von Infektionskrankheiten beim Menschen(Infektionsschutzgesetz - IfSG)”, Bundesministerium der Justiz und für Verbraucherschutz in Zusammenarbeit mit der Juris GmbH
- „Gesetz für den Schutz vor Masern und zur Stärkung der Impfprävention“, Bundesministerium für Gesundheit
- <https://www.Bundesgesundheitsministerium.de/impfpflicht.html>
- Bremen Senatorin für Kinder und Bildung [website](#).

## Appendices

### A. [Student Health Form](#)

### B. [Accident Notification Email/Unfallmeldung for Parents](#)

### C. [Accident Report Form for Staff](#)

### D. [Head Injury Information/E-mail sent to parents](#)

### E. [Medication Permission Form](#)

### F. [Field Trip Medication Declaration Form](#)

### G. [Elementary Parental Sunscreen Permission Form](#)

### H. [ELC Parental Creams and Plasters Form](#)

### I. [Measles Information from the Bremen Education Authority](#)


### J. [ISB When to Stay Home Symptoms Flow Chart](#)

### K. [ISB Hygiene Plan](#)

## Appendix A

### Student Health Form (available in English and German)

Also available [from iSAMSParent Portal>>Document folders>> Health Corner](#)



**STUDENT HEALTH FORM**

STUDENT'S FAMILY NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF PARENT 1/LEGAL GUARDIAN \_\_\_\_\_ NAME OF PARENT 2/LEGAL GUARDIAN \_\_\_\_\_

**MEDICAL HISTORY/CONCERNS**

If any of the below information changes or your child develops a new illness/condition during their stay at ISB please notify the School Office, Elanor Breckenridge-Mulvan by way of an updated form.

Please check and give appropriate date if child has had any of the below illnesses or suffers from the following conditions:


Dates of past illness	X	Date	Does the student suffer from any of the following?	X	Date
Chicken Pox			Diabetes		
Whooping cough			Epilepsy		
German Measles (Rubella)			Heart Trouble		
Measles (Please provide proof)			Fainting		
Mumps			Asthma		
Rheumatic Fever			Hearing Difficulty		
Scarlet Fever			Vision - "-		
Tuberculosis			Speech - "-		
Pneumonia			Colour Blindness		
Polio/myelitis			Menstrual Pains		
Frequent Colds			Physical Impairment*		
Frequent Ear Infections			Concentration Difficulty		
Tonsillitis			Operations*		
Other*			Serious Injuries		
			Other*		

\*Additional Comments to the above \_\_\_\_\_

\*Additional Comments to the above \_\_\_\_\_

Medical condition	Yes	No	Which:
Is the student on or taking medication?			
Is there any restriction on physical activity?			
Does the student have allergies/food allergies?			

Please turn over and complete next page.



**STUDENT HEALTH FORM**

**IMMUNIZATIONS.** Please fill in the chart below and enclose your child's vaccination record card /Impfpassweis.

Immunizations	Date	Date	Date
Smallpox			
Diphtheria			
Whooping C.			
Measles			

**It is mandatory to show the original vaccination record card/Impfpassweis to the School Office**

Mumps			
Rubella			
Polio Inject.			
Polio Oral			
Typhoid Fever			
Hepatitis B			
Tetanus			
-"- Booster			
BCG			

This information is given voluntarily and underlies the physician's discretion. All health information you provide shall be treated in a confidential manner and remain in your child's student file. Personal data will not be shared with a third party.


With their signature, parents/legal guardians confirm that the above information is true and correct.

Date \_\_\_\_\_ Signature of Parents/Legal Guardians \_\_\_\_\_



## Appendix B

### Accident Notification Email/Unfallmeldung for Parents



**Accident Notification**

Dear parents,

Your child \_\_\_\_\_ had an accident at school at \_\_\_\_\_ (date and time).

Comments \_\_\_\_\_

\_\_\_\_\_

First aid has been given by ISB personnel. If you believe that it is necessary, please take your child to see a doctor and inform the doctor that this was a SCHOOL ACCIDENT.

Either visit your child's own doctor or the ones recommended on the school website "[Student Health](#)" page.

There is no need to use your own health insurance. We would advise you to take your child's vaccination card ([Impfausweis](#)) to the doctors. Should you consult a doctor we would need to be informed so that we can complete the Unfallkasse Bremen paperwork so the bill will be paid.

Thank you for letting us know.

ISB Health Office \_\_\_\_\_

Message back to the ISB Health Office [emclean@isbremen.de](mailto:emclean@isbremen.de)

We have consulted a doctor:

Name and address of doctor: \_\_\_\_\_

\_\_\_\_\_


Time spent at doctors, from: \_\_\_\_\_ to: \_\_\_\_\_

Type of injury (diagnosis): \_\_\_\_\_

Date: \_\_\_\_\_ Parent signature: \_\_\_\_\_

## Appendix C

### Accident Report Collation Form for Staff/First Responder



INTERNATIONAL  
SCHOOL  
OF BREMEN **ISB**

## Accident Report Collation Form

For collating accidents at ISB

emclean@isbremen.de [Switch accounts](#)

\* Indicates required question

Email \*

Your email address

Student Surname \*

Your answer

Student First Name \*

Your answer

## Appendix D

### Head Injury Information/E-mail sent to parents

*Email*

Dear Parent / Guardian

Please be informed that *(child's name)* sustained a head bump at school today, *DD.MM.YYY* at approximately *MM:HH*.

Details:

*(child's name)* has been monitored since the accident and we have not identified anything that caused concern up to the time of his/her going home.

If any of the following symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance 112.

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.

Best wishes,


ISB Health Office



## Appendix F

### Field Trip Declaration Form

Page 1



**ISB Field Trip Declaration Form**

Field Trip Name: \_\_\_\_\_

Field Trip dates: \_\_\_\_\_

Full Name of Student & Grade: \_\_\_\_\_

Full Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian contact phone number: \_\_\_\_\_

1. Is there any ongoing medication that the student needs to take during the trip? If no please continue with question 2:

Name and dosage of the medication: \_\_\_\_\_

Do you want the trip leader to store and hand out medication to the student?  
YES : NO (*Please circle*)

2. Do the trip leaders have permission to administrate prescription-free medication to the student? Please circle if yes.

- Band aid OK
- Ibuprofen/Nurofen OK
- Antihistamine as liquid or tablet OK
- Other, please specify OK

3. Any allergies medical conditions or diet information that the trip leader should be aware of?

\_\_\_\_\_

4. Medical contact details

Name of family doctor: \_\_\_\_\_

Telephone number of family doctor: \_\_\_\_\_

Health Insurance company: \_\_\_\_\_



### 5. Declaration by parent/guardian

I agree to my child receiving medication as instructed and any emergency treatment including anaesthetic or blood transfusion, as considered necessary by the dental or medical authorities present.

I declare that my child will participate fully in the event and will follow instructions given by the trip leaders during the entire event.

I understand that with regard to responsibilities and liabilities and rules of a normal school day apply to this trip.

I am aware of the fact that I am responsible for having adequate health insurance for school trips, especially international ones.

Whilst I understand that accompanying staff will take all measures to ensure that normal school rules and policies are not breached by my child, I agree to support any disciplinary action that ISB may take should my child be in breach of any rules or policies.

I have received instructions and information regarding this trip.

Signed by parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

#### Elementary Sunscreen Letter

Dear Parents/Guardians,

At International School of Bremen we acknowledge the importance of sun protection and want staff and students to enjoy the sun safely, therefore we ask parents to:

1. **Apply sunscreen to your child before they come to school on sunny days & when the UV level is 3 or above** (check the weather app on your phone). The long lasting protection types (SPF 30+) are recommended.
2. **Provide your child with a new bottle of sunscreen (SPF 30+), clearly labelled with their name on**, which they should keep in their school bag, for them to re-apply throughout the day. The school does have additional sunscreen that is indicated for sensitive skin and with an SPF 50, for those children who do not have any. Your child will be able to apply their sunscreen to themselves and when needed under the supervision of a classroom staff member. Younger children may require some assistance with this. Please complete the permission slip below if you would like your child to re-apply their sunscreen in school and if you give permission for a staff member to apply sunscreen if your child is unable to do so themselves.
3. Provide your **child with a named, wide brimmed sun hat/or cap (bucket style)** on sunny days and we will encourage children to sit in the shade as needed and drink plenty of water. Please ensure they also have a water bottle for them to use throughout the day.

With best wishes,

Health Coordinator, Eleanor Brinkmann-Mclean

.....

Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

- I would like my child to be able to apply sunscreen at school (under the supervision of a staff member if necessary) and I have provided my child with a bottle of sunscreen in their school bag ☐
- I give permission for a staff member to apply sunscreen on my child if needed ☐
- My child may receive/use sunscreen from ISB if they forget theirs at home ☐

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix H

### ISB Permission for ELC Creams/Plasters Form (v1.0)

Name of Student & Group: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

To allow the ELC staff to be able to care for your child when in the facility; in case of accidents, insect bites, prevention of sun burn or sore skin please indicate below which products you agree to be used as necessary, throughout the day, on your child.

*My child may receive the following (tick as appropriate):*

- Wound spray ☐
- [Bepanthen](#) wound healing cream ☐
- [Fenistil Gel](#) (as of 2 years, for insect bites/ stings) ☐
- [Penaten Wundschutzcreme](#) ☐
- Wet wipes ☐
- Sun screen lotion/spray (kid's sensitive, factor 50) ☐  
*Provided by the [ISB](#)*
- Sun screen lotion/spray ☐  
*Provided from [home](#), packed in your child's bag and clearly labelled with their name.*

If your child needs a plaster (band aid), one will be applied automatically. Please let the school know if your child has a plaster allergy below:

My child is has a plaster allergy and needs a sensitive plaster instead: ☐

Comments \_\_\_\_\_

#### Authorisation of the Parent / Legal guardian:

I give permission for the ELC/ISB staff to apply the above agreed and ticked applications.

Name of Parent / Guardian \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix I

### Measles information from the Bremen Senatorin für Kinder und Bildung

#### Die Senatorin für Kinder und Bildung



#### Freie Hansestadt Bremen

Die Senatorin für Kinder und Bildung Rembertstr. 8-12 · 28195 Bremen

Andie  
allgemeinbildenden  
privaten Ersatzschulen  
im Lande Bremen

Auskunft erteilt  
Sandra Jaeger

Zimmer Nr. 238

Tel. 0421 361-6045  
Fax 0421 496-6045

E-Mail: [sandra.jaeger@biklung.bremen.de](mailto:sandra.jaeger@biklung.bremen.de)

Datum und Zeichen  
Ihres Schreibens

Mein Zeichen  
(bitte bei Antwort angeben)

Bremen, 25.02.2020

#### Umsetzung des Gesetzes für den Schutz vor Masern und zur Stärkung der Impfprävention (Masernschutzgesetz)


Sehr geehrte Damen und Herren,

zum 01.03.2020 wird das Gesetz für den Schutz vor Masern und zur Stärkung der Impfprävention (Masernschutzgesetz) in Kraft treten. Dazu möchte ich Sie wie folgt informieren<sup>1</sup>:

Das Gesetz legt u.a. fest, dass grundsätzlich alle Personen, die nach dem 31.12.1970 geboren und in Gemeinschaftseinrichtungen nach § 33 Nummer 1 bis 3 des Gesetzes zur Verhütung und Bekämpfung von Infektionskrankheiten beim Menschen (Infektionsschutzgesetz - IfSG) tätig sind, gegen Masern geimpft oder immun sein müssen. Ausgenommen sind nur diejenigen, bei denen eine Impfung aus medizinischen Gründen (dauerhaft) entfallen muss.

Zu diesen Gemeinschaftseinrichtungen zählen Kindertageseinrichtungen, Kinderhorte, Heime, Ferienlager, Schulen und sonstige Ausbildungseinrichtungen, in denen überwiegend minderjährige Personen betreut werden.

ISB School Letter sent to parents August 2020



International School of Bremen • Badgasteiner Straße 11 • 28359 Bremen • GERMANY

To All ISB Parents and Guardians

Director:  
Jamie Perfect

Head of School:  
Kim Wallon

6<sup>th</sup> August 2020

**Measles Vaccination Status & Health Form**

Dear Parents,

All children who are registered at a school or Kindergarten in Germany must be vaccinated against Measles or have the immunity against the disease. This is required by law, through the Protection against Infection Act (Infektionsschutzgesetz), which came into being on 1st March 2020. All adults who are working in the school also need to provide proof of a measles vaccination.


We need to check that your child has received the measles vaccination. Therefore, please **complete the attached Health Form and return it together with their vaccination card (Impfausweis) to the School Front Office, by 28<sup>th</sup> August 2020.**

Please firstly consult your pediatrician with your child if:

- Your child does *not* have a record card (Impfausweis)
- Your child's record card is *not* in German
- Your child is not vaccinated or only vaccinated once
- Your child cannot be vaccinated for any reason


Once you have been to the doctor and have an official vaccination record card (Impfausweis) please bring it in to the School Front Office.

Kind regards,



Jamie Perfect

Director



ISB International School of Bremen  
gemeinnützige GmbH  
Badgasteiner Straße 11  
28359 Bremen  
GERMANY

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e-mail: [office@isbremen.de](mailto:office@isbremen.de)  
[www.isbremen.de](http://www.isbremen.de)

Bankdetails:  
Die Sparkasse Bremen  
BLZ (Sort Code): 250 501 01  
Account No.: 161 2423  
IBAN: DE78 2505 0101 0001 6124 23  
Swift Code: SBREDE33

Geschäftsführer/  
Managing Directors:  
Jamie Perfect  
Jürgen Sackes  
Handelsregister beim AG

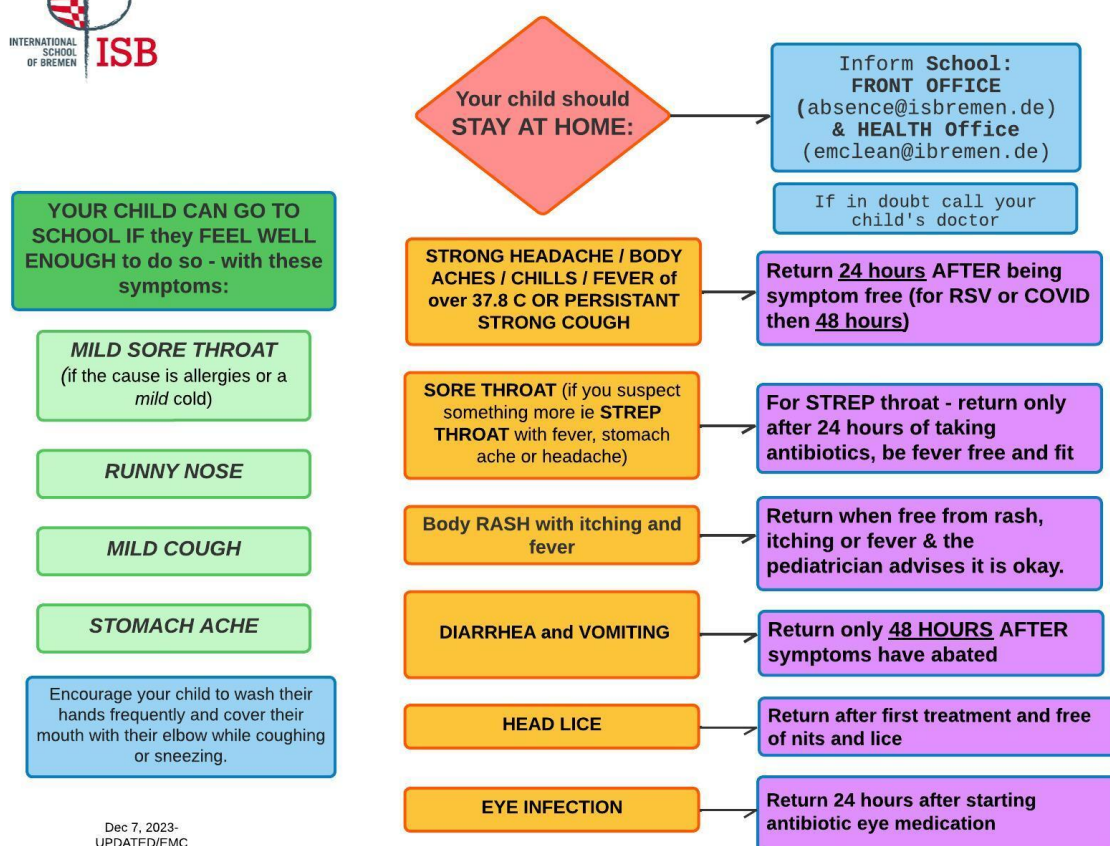
## Appendix J

### Symptoms When to Stay Home Flowchart

Also available [from iSAMSParent Portal>>Document folders>> Health Corner](#)



#### ISB Return to School Flowchart for Parents and Carers



## Appendix K

### Hygiene Plan

Revised: 31<sup>st</sup> January 2023

#### Hygiene Principles

Instruction will take place in accordance with the current hygiene framework concept for school hygiene regulations. Based on the framework concept from the Bremen Education Authority.

#### Most important measures:

- **Students and staff should stay at home if they have Cold and Flu symptoms such as an elevated temperature of 37.8 - 38 degrees C, severe cold, headache, sore throat, persistent cough, aching limbs or diarrhoea.**
- **Hand hygiene:**
  - The most effective infection control measure is to wash your hands regularly and thoroughly with soap, especially after blowing your nose, coughing or sneezing, after using public transport, after contact with bannisters, door handles, handholds etc., before and after eating, after going to the toilet.
  - Hand disinfection: The proper disinfection of hands is especially useful when thorough hand washing is not possible. For this purpose, hand sanitiser is available throughout the school and should be massaged into the hands for approx. 30 seconds until completely dry.

Pay attention to:

- Avoiding touching the face, especially the mucous membranes with your hands, i.e. do not touch the mouth, eyes or nose.
- If possible, do not touch publicly accessible objects such as door handles or elevator buttons with your full hand or fingers, use elbows if necessary.
- Cough and sneeze into the crook of your arm! Try and keep the greatest possible distance when coughing or sneezing.
- **We should be teaching the students and encouraging good personal hygiene whenever possible.**

### Hygiene Rules in the Cafeteria:

- Students and staff are encouraged to wash or disinfect their hands well before entering the Cafeteria
- As good practice, the Cafeteria tables should be wiped clean with hygiene spray by ELC staff before the Elementary lunch sitting and by Elementary staff/older students before the Secondary lunch sittings.

### P.E.:

- Hand hygiene must be possible before entering the sports hall (Big Gym) and after physical education.
- Regular and sufficient ventilation of the Big Gym, including the changing rooms and sanitary facilities, is recommended in winter months.

### **COVID-19**

The Corona Health and Safety Ordinance expired at the beginning of February 2023. The obligation to isolate in case of a COVID-19 infection ceases on 01.02.2023, so NO quarantine is required and the infection does not need to be registered by the school with the Bremen Health Authority.

If students or staff are unwell please refer to [ISB Symptom Flow Chart](#)