



# 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 48 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](#)

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

Concussion is a disturbance of the normal working of the brain without causing any structural damage. It usually follows a blow directly to the head, or indirectly if the head is shaken when the body is struck.

It is important to recognise that it is not necessary to lose consciousness to sustain a concussion following a blow to the head.

The risk of injury is dependent upon the velocity and the force of the impact, part of the head involved in the impact and any pre-existing medical conditions.

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.

When students sustain a head injury (or head bump)

- They shall be referred to the Medical Room for assessment and further treatment
- If deemed necessary 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 sent a head injury e-mail as shown in [Appendix D](#)

### Home-School Communication and Collaboration

Parents/guardians should telephone reception before 8.15am on the first day of a student's absence OR send an e-mail to [absence@isbremen.de](mailto:absence@isbremen.de). For absences of more than 3 days, a doctor's certificate (Krankenschein) will be required for *Secondary* students on returning to school. In some cases, 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 must not attend school. 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 IHP include:

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



## **Medication**

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, in which case the following guidelines should be followed:

### **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 Elementary and Secondary only, 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**" (Masernschutzgesetz) is essentially a change to the existing Infection Protection Act of July 20, 2000 (IfSG) which stipulates that all children and staff in Kindertagesstätten and schools must be vaccinated against measles. Parents will have to provide evidence of their children's measles immunity before their children can attend school or the Early Learning Center.

Proof of immunity must be provided in the form of the original vaccination pass (Impfausweis) or a medical letter from your doctor. 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 school's electronic information system iSAMS.

*Kindertagesstätten in Germany will not be allowed to accept children who have not provided evidence of immunity (§ 34 IfSG). Kindertagesstätten 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 three 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 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.

## Coronavirus disease (COVID-19)

### What is COVID-19?

The novel Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus strain.

Most people infected with the COVID-19 virus will experience mild to moderate upper respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you practice respiratory etiquette (for example, by coughing/ sneezing into a flexed elbow, wearing a facemask when required).

Common symptoms of COVID-19 can be:

- Dry cough
- High temperature (37.5°C or higher)
- Shortness of breath
- Loss of sense of smell
- Sore throat
- Generally feeling unwell

Other symptoms can be:

- Disruption in sense of taste
- Headaches and limb pain
- Inflammation of the lining of the nose
- Nausea, vomiting, diarrhoea
- Stomach ache
- Pink eye
- Skin rash
- Swollen lymph nodes

Other underlying medical conditions can have similar signs to those of COVID-19 for example those who suffer with seasonal allergies such as Hay fever. Therefore, it is important that parents or guardians notify the Health Coordinator of any allergies their child might suffer from.

### **Instructions for Parents/Guardians for Child/Parent/Guardian Entry Into School**

According to regulations from the State, parents and guardians are required to follow the instructions below regarding measures put in place to prevent the spread of the coronavirus.

*Instructions for Parents, Guardians and Staff according to § 34 Abs. 5 S. 2 Infektionsschutzgesetz (IfSG)*

To avoid infections hygiene rules must be followed:

- If you or your child has COVID-19 or at least one symptom of COVID-19 (cough, headache, sore throat, temperature of 37.5 or above, diarrhoea, vomiting or a general feeling of illness), you must not enter the building.

### **Procedure for Symptomatic Student at ISB**

If a child is symptomatic in school. Their teacher must contact the Health Coordinator to inform them that the child is unwell and needs to see the Health Coordinator. If the Health Coordinator is not on site, they will contact the ISB Front Office. The Health Coordinator will prepare for the child to be received into the medical room. There the student will be assessed and an antigen rapid test carried out, if deemed appropriate. The parents/guardians will be contacted to collect the student.

The staff member caring for the student should wear personal protective equipment (PPE) located in the medical and testing room 144b. The PPE equipment is as follows:

- Disposable full-length gown
- FFP2 face mask
- Disposable gloves

This equipment should be worn if a social distance of 1.5 metres cannot be adhered to. The room should be aired and disinfected after the student has gone home.

### Procedure for Persons who is Infected with COVID-19

If your child has flu or cold symptoms follow the guidance in [Appendix J](#).

For staff or students with a *positive* antigen or PCR test please follow the guidance in [ISB Hygiene Plan](#) , page 32

### Procedure for Returning to School for Those Who Have Had COVID-19

Children/staff can return to school if they have carried out the required quarantine and other regulations stipulated by the Gesundheitsamt (Health Authority); have been symptom free for 48 hours (without the help of medication), and have had either a negative PCR or POC (antigen) test at a testing centre, proof of which needs to be shown to the School Health Coordinator.

Children/staff with previous conditions whose symptoms are similar to COVID-19 (for example hay fever or a persistent cough) must also prove the harmlessness of these symptoms with an attest from their doctor.

### COVID-19 Vaccinations and Testing

Since February 2021 a COVID-19 vaccination programme is in place in Germany for all those over 18 years of age and has now been extended to children of 5 to 12 and 12-17 years. The recommendation by the STIKO (Standing Committee on Vaccination) is available here:

<https://www.rki.de/DE/Content/Infekt/Impfen/ImpfungenAZ/COVID-19/Impfempfehlung-Zusfassung.html>

Please refer to the [COVID-19 Hygiene Plan](#) for the testing plan at ISB.

If you child may test in school please complete the [Testing Consent form](#).

### 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>



## **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 Declaration Form**
- G. Implementation of the Measles Protection Law**
- H. COVID-19 Student Antigen Test Permission Form**
- I. Parental Confirmation of a Negative Twice Weekly Home Test**
- J. Cold/ Flu & COVID-19 Symptoms Flow Chart**
- K. COVID-19 Hygiene Plan**

# International School of Bremen

## Medical Policy



### Appendix A: Student Health Form (available in English and German)



**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, Eilander Brinkmann-Möller 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 illnesses	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		
Polymyositis			Menstrual Pain		
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	Why?
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 Form for Staff/First Responder



**ISB Accident Report Form**

Name and Grade of Injured Person: \_\_\_\_\_

Name of reporting Staff Member: \_\_\_\_\_

Exact Location of Accident: \_\_\_\_\_

Date and time of Accident: \_\_\_\_\_

Witnesses to accident: \_\_\_\_\_

Description of incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of injury: \_\_\_\_\_

First Aid Given: \_\_\_\_\_ Name of First Aider: \_\_\_\_\_

Cool Pack: ☐

Band Aid: ☐

None: ☐

Other please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent notified: ☐

Signature of Staff Member: \_\_\_\_\_

Signature of Director: \_\_\_\_\_

**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 E: Medication Permission Form




**ISB Permission for Medication Form (v2.0)**

Name of Student & Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

**Regular Medication**  
The following medication(s) do(es) not do of the time stated

Name of Medication:	Name of Medication:
Dosage:	Dosage:
Time:	Time:
Route:	Route:
Duration:	Duration:
Special Instructions:	Special Instructions:

**As-required/Rescue Medication**

Name of Medication:	Name of Medication:
Dosage:	Dosage:
Route:	Route:
For the following symptoms:	For the following symptoms:

**Prescription-free medication**  
My child may receive the following (please circle as appropriate)

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

\_\_\_\_\_


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

I give permission for the School Nurse/Teacher to administer the above medication.

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

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

### Appendix F: Field Trip Declaration Form



**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: \_\_\_\_\_

Appendix G: 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 Jäger

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



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

Phone: +49 (0) 421 515 7790  
Fax: +49 (0) 421 515 77955  
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: DE75 2505 0101 0001 6124 23  
Swift Code: SBRE3333

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

### Appendix H: COVID-19 Antigen Test Permission Form

The Senator for Children and Education (SKB) Freie Hansestadt  
Bremen]

#### **Declaration of consent for the conducting of antigen rapid tests for pupils in school**

The consent of the parents or legal guardians is required for rapid tests to be carried out by pupils, under supervision in the school, to determine the presence of a COVID-19 infection. This consent applies for the tests and for the processing of the data usually associated with a positive test, which is available to the school.

Further information on the rapid tests can be found in the accompanying letter to parents. Revocation of this consent is possible at any time but does not affect the corona tests that are required by the Gesundheitsamt health authorities.

\_\_\_\_\_  
First and family name of the pupil to be tested (please include Grade)

\_\_\_\_\_  
Home address

\_\_\_\_\_  
Telephone no./email address (of the legal guardians)

I

☐ consent

☐ do not consent

to my child carrying out a rapid self-test for the detection of a COVID-19 infection under supervision in the school.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of legal guardian(s)

Appendix I: Parental Confirmation of a Negative Home Test



**Confirmation of a negative test for SARS-CoV-2 coronavirus.**

My child \_\_\_\_\_ (name) in Grade \_\_\_\_\_  
was tested on \_\_\_\_\_ (date/time) for the presence of a  
SARS-CoV-2 coronavirus infection.

The test result was negative, resulting in no evidence of infection.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian



**Confirmation of a negative test for SARS-CoV-2 coronavirus.**

My child \_\_\_\_\_ (name) in Grade \_\_\_\_\_  
was tested on \_\_\_\_\_ (date/time) for the presence of a  
SARS-CoV-2 coronavirus infection.

The test result was negative, resulting in no evidence of infection.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian



**Confirmation of a negative test for SARS-CoV-2 coronavirus.**

My child \_\_\_\_\_ (name) in Grade \_\_\_\_\_  
was tested on \_\_\_\_\_ (date/time) for the presence of a  
SARS-CoV-2 coronavirus infection.

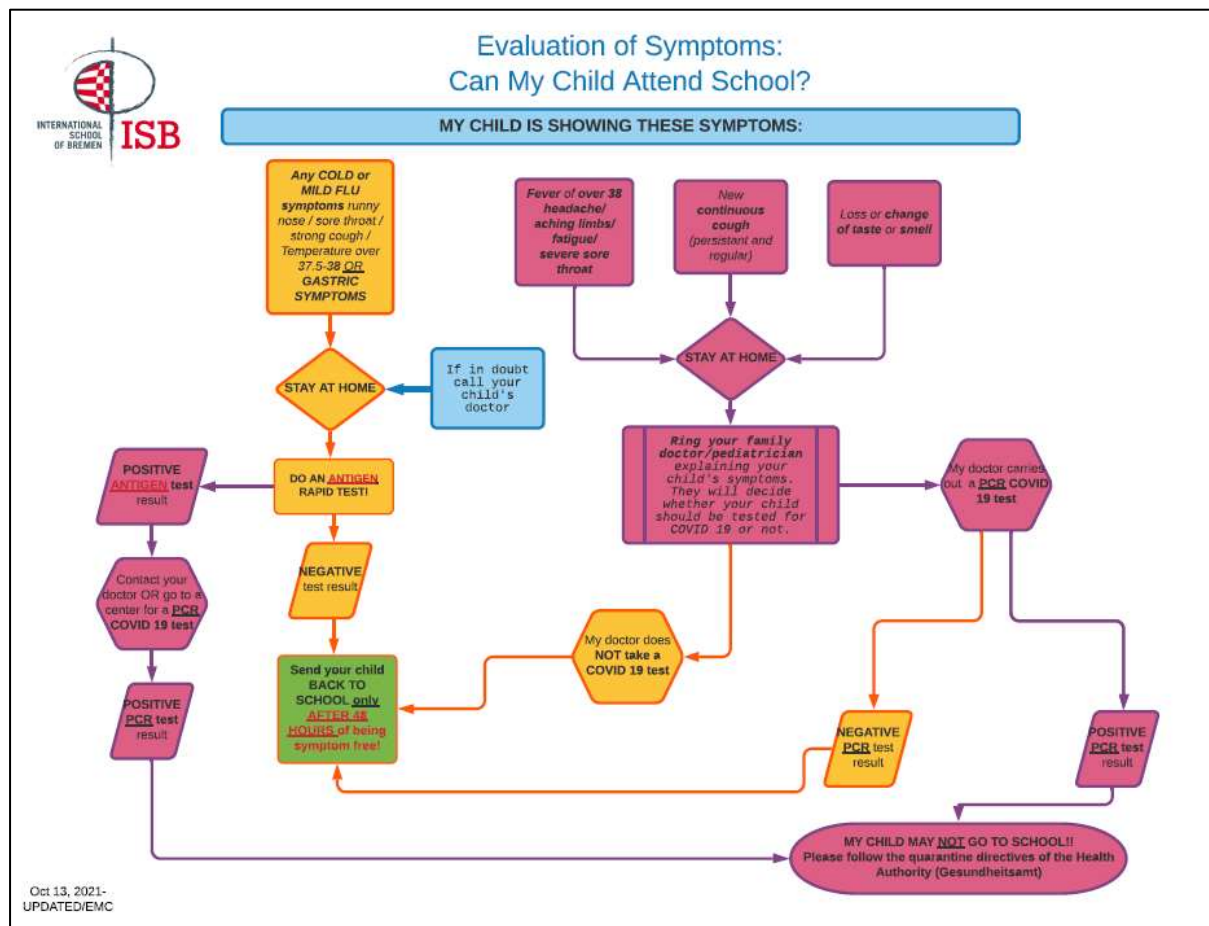
The test result was negative, resulting in no evidence of infection.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

## Appendix J: COVID-19 & Cold/Flu Gastric Symptoms Flowchart

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



## Appendix K: COVID-19 Hygiene Plan

### COVID - 19 Hygiene Plan

Revised: 14<sup>th</sup> May 2022

#### 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 teachers must stay at home if they have Coronavirus (COVID-19) symptoms such as an elevated temperature of 37.5+, severe cold, headache, sore throat, persistent cough, aching limbs or gastric problems. An antigen rapid test should be carried out, if negative return to school is only possible when the symptoms have abated for 48 hours. If positive the quarantine regulations for infected persons to be found towards the end of this document must be followed.**
- **Wearing of face masks in school**  
The obligatory wearing of face masks has been dropped in Bremen schools for students and staff, as of immediate effect. However we would encourage those persons who feel more comfortable or those at risk, to carry on wearing a FFP or surgical mask, as a precautionary measure. The Omicron variant, although it may have mild symptoms, is very infectious and is still present in the public population and under quarantine regulations.
- **Regular sufficient and correct shock ventilation of classrooms and teaching areas, with windows fully open for 3-5 minutes every 20 minutes remains a particularly important part of the Bremen Senate measures, as this will allow the indoor air to be exchanged.** Please ensure child safety is adhered to, with an adult standing next to the window when it is open. The use of mobile air purifiers in classrooms is to be used as a supplementary measure for aerosol reduction, but not as an alternative to ventilation.
- **Hand hygiene remains a part of the school measures:**
  - 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.
- **Hand disinfection will be required for all students, staff and visitors on entry into school.**

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.**

### Cohort Principle:

As of 1<sup>st</sup> May 2022 the cohort principle is no longer a requirement of the Bremen Senatorin für Kinder und Bildung.

Students will still enter the building through the entrance doors they have been using since March 2020:

- ELC: using the side gate
- Elementary: Front RIGHT Entrance
- Secondary: Front LEFT Entrance

Students of different cohorts may mingle in the Foyer and in hall and stairways and in recess areas.

Cohorts and Grades will stay in their designated classroom areas however for teaching purposes until the end of this School Year.

### Hygiene Rules in the Cafeteria:

- Students and staff are encouraged to wash or disinfect their hands well before entering the Cafeteria
- Elementary and Secondary School students must clean and sanitize the area they sit in before leaving the Cafeteria.

### **P.E. :**

- Hand hygiene must be possible before entering the sports hall and after physical education.
- Sports equipment must be disinfected after use.
- Regular and sufficient ventilation of the Big Gym, including the changing rooms and sanitary facilities, is required

### **Music:**

Singing and wind instruments are allowed.

Singing in closed rooms, also requires regular ventilation of the rooms, preferably by means of cross ventilation. Singing and music-making with wind instruments should take place in large and high-ceilinged rooms, if possible at the end of the lesson.

Wind instruments may not be used by more than one student unless other precautions (personal mouthpieces) are possible.

### **Field Trips:**

Field trips are permitted using public transport:

- Participants should not go on a Field Trip with cold, flu or gastric symptoms.
- All participants (staff and students) are required to carry out an antigen rapid test at home before the trip, irrespective of vaccination or recovery status and bring proof to school of a negative test by way of the parental confirmation slip.
- Facemasks shall be worn on public transport in Bremen and Niedersachsen

### **Antigen Testing for Staff and Students in School:**

For the first week back after the Spring break, up until the 30th April 2022 testing is still mandatory 3x week for non-exempt staff and students.

As of 01.05.2022 TESTING LOOKS LIKE THIS:

### **FOR SCHOOL STUDENTS GRADES 1 - 12**

ROUTINE TESTING IS DISCONTINUED but is *compulsory* on an "occasion" basis

- If students or staff have cold-like symptoms (especially cough, fever, runny nose, sore throat, headache and aching limbs)
- Preventively, before school trips, to ensure that the trip is carried out with as few problems as possible.

FOR ELC children 3 x week testing is still in place to come into the facility until 29.05.2022

EXEMPT are those:

- Recovered within the last 90 days (valid after 28 days have passed following the positive PCR test)
- Recovered plus one vaccination (the vaccination shot received within the last 90 days)
- Had the 3rd COVID vaccination (BOOSTER)
- Two COVID vaccinations (2nd vaccination within the last 90 days, valid after 14 days)

Parents please complete and hand in the [negative test confirmation form](#) on testing days for your child to enter the facility.

### Quarantine Regulations

#### **Quarantine Regulations for Close contacts:**

According to Senate regulations, contacts are no longer specified so family members of infected persons do not need to stay at home. However do watch for symptoms and carry out an antigen rapid test if symptoms show.

#### **Quarantine Regulations for Infected persons (antigen/PCR positive cases):**

A student/staff member with a positive antigen test

- Does not come into school and stays at home
- Parents/staff member informs the school immediately
- Without symptoms; the affected person goes for a PCR test either at a test center
- With symptoms; contact the family physician to get a PCR test arranged

If the PCR test comes back positive:

- Inform the school immediately and send the result via screenshot or pdf to the Health Office, which will advise as necessary.
- **Quarantine**
  - **Without symptoms** (asymptomatic) = 5 days and NO TEST is necessary\* to leave the official quarantine
  - **With symptoms** = 5 days and no test to leave the quarantine\* BUT you need to be symptom free for 48 hours (without the help of medication) to exit your quarantine

NOTE: Day 1 starts the day after the PCR test!



**\*Return to School After a COVID Infection:**

Important: irrespective of whether students/staff or visitors have had COVID with symptoms or without, following the end of their quarantine the school needs an official POC (antigen) NEGATIVE TEST to return/to enter school. The test certificate must be send to the Health Office on the day before return until 18:00.