

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ESPORTE
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

April 30, 1984

MEMORANDUM
No. 87, s. 1984

ORGANIZATION OF SCHOOL HEALTH UNITS IN PRIVATE SCHOOLS

To: Regional Directors
Bureau Directors
Schools Superintendents
Heads of Private Schools, Colleges and Universities

1. The Ministry of Education, Culture and Sports, through the School Health and Nutrition Center (SHNC) has received reports from private schools through the Private Schools Health Officers Association (PSHOA) concerning common diseases prevalent among school children and students. Majority of the diseases reported are preventable through a well-organized and functional school health program. Based on surveys and reports, there are still many private schools without school health units much less an organized school health program.
2. In this connection, all private schools are requested to establish and organize school health units and plan for a comprehensive school health program for the promotion, protection and maintenance of the health of the school population.
3. Inclosed are the guidelines in the organization of a functional school health program.
4. Periodic reports of health activities should be submitted to the regional office, copy furnished the School Health and Nutrition Center, MECS, Intramuros, Manila.
5. Immediate dissemination of this Memorandum to all private schools is desired.

(SGD.) JAIME C. LAYA
Minister

Incl.:

As stated

Reference:

None

Allotment: 1-4--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

HEALTH EDUCATION

PROGRAM, SCHOOL

SCHOOLS

(Inclosure to EPDS Memorandum No. 97, s. 1984)

THE TOTAL SCHOOL HEALTH PROGRAM

The school health program consists ideally of four (4) phases, namely:

1. Healthful Living
2. Health Instruction
3. Health Services
4. School-Home-Community Health Coordination

The program should consider each phase as equally important as the other.

1. Healthful Living - is an aspect of the school health program which pertains to the provision of a wholesome, safe and healthful environment, the organization of a healthful school day and the establishment of wholesome interpersonal relationship favorable to physical, social and mental health.

2. Health Instruction is the organization of learning experiences directed towards the development of favorable health knowledge, attitudes and practices.

3. Health Services is charged with the responsibility of protecting, maintaining and promoting the health of the school children and personnel to attain the maximum state of well being. This is accomplished thru the cooperative efforts of the school health team.

4. School-Home-Community Health Coordination - This consists of the organization of the school health councils for effective implementation and administration of school projects and programs. The school should fully recognize the importance of the home and the community health agencies.

School Health Unit

All private schools are required to put up a school health unit at least at the ground floor of the main school building. Big school with 3,000 or more enrolment may use a room not less than 65 sq. meters divided into separate rooms to ensure privacy: waiting room, examining room, dental evaluating area, office room, rest room (emergency room) and toilet and lavatory facilities.

Staffing

The number of the professional staff of every school health unit shall conform to the prescribed student density ratio as follows:

A full time medical officer, dental officer and a nurse shall be employed for every 5,000 students and a part time medical officer and dental officer shall be employed by schools with 300 or more but less than 5,000 students. Schools with less than 5,000 enrolment shall employ a full time nurse.

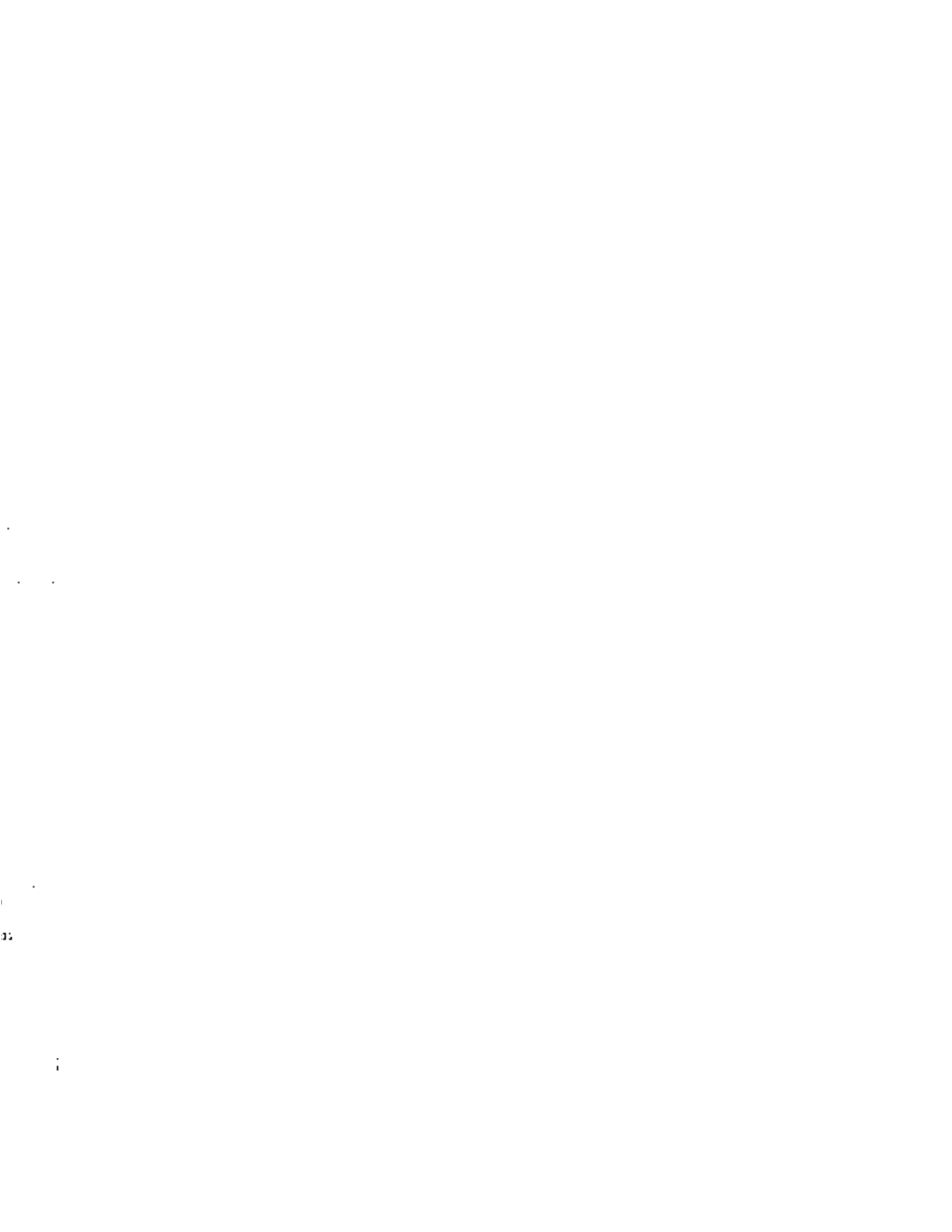
Duties of the School Health Officer

1. Plans and formulates, implementing policies of the school health program in school.
2. Conducts periodic health examination of students, teachers and other school employees.
3. Performs consultation, gives treatment and informed instruction to prescriptive cases.
4. Attends to emergency cases of sudden illness or injuries among teachers, students and other school personnel.
5. Helps in the prevention and control of communicable diseases through immunization, exclusion and other preventive measures.
6. Supervises the improvement of environmental sanitation and hygiene.
7. Participates in the planning or acts as resource person or consultant during school and community conferences, meetings, workshop, seminars and in service trainings.
8. Prepares periodic/annual and other required reports.
9. Initiates the organization of school-community health council.

Duties of School Dentist (Private School)

Observe the prescribed office hours

1. Maintains the standard arrangement of the dental clinic and keeps the procedure as sanitary as possible at all times.
2. Gives oral examination to children.
3. Secures the parent's permission before treatment of children.
4. Keeps individual dental record cards up-to-date by grades (in case).
5. Informs the parents regarding the dental health status of the children in case a referral is necessary.
6. Records daily all operations performed in the statistical report form.
7. Submits monthly statistical report.
8. Supervises the work of dental aids.
9. Coordinates with school officials in all health activities.
10. Requisitions necessary dental medicine, supplies and materials and/or equipment.



11. Conducts, Dental Health Education.
12. Prevents dental caries through the use of fluorides.

Duties/Functions of School Nurse, from District Schools

1. Assesses the ~~health~~ problems, priorities and the resources in the school system:
 - a. Identifies the health of the school children, youth and school personnel through:
 - (1.) health appraisal;
 - (2.) screening tests (vision and hearing); and
 - (3.) evaluation of individuals/groups within the school setting.
 - b. Makes inventories of materials and manpower resources within and outside the school system.
2. Collaborates with teachers and other school personnel in planning and meeting needs for:
 - a. educating individuals and groups on health,
 - b. use of methods designed to facilitate the acceptance of their responsibility for promoting and maintaining health.
3. Collaborates with individuals and groups in organizing activities and resources for health care.
 - a. Participates in the teaching and/or supervision of others in health care.
 - b. Assumes dynamic leadership in the total school health activities
 - c. Assists parents in assuming their responsibility for the maintenance and promotion of the children's health.
4. Sets priority and determines the need for referral of children needing further evaluation and care by other health agencies/physicians, public and private.
5. Provides nursing services related to:
 - a. provision of emergency care;
 - b. palliative care for minor ailments/disorders;
 - c. home visits for home health care assessment and follow up;
 - d. guidance and counselling concerning health problems; and
 - e. immunization of school children and personnel.
6. Establishes and utilizes referral system for children, parents and school personnel to avail of health and professional care.

7. Participates in school-community outreach projects to promote health education and healthful living.
8. Participates in evaluating the total school health program.
9. Initiates/participates in conducting studies/researches on school health.
10. Prepares proposals for school health projects.
11. Participates in proposing budgetary outlay for the school health program.

