



# ST. ANDREW'S SCHOOL, INC.

Integrated Basic Education Department  
PAASCU Accredited

## REVISED HEALTH AND SAFETY PROTOCOLS AND GUIDELINES

### RATIONALE

Health is indeed everyone's responsibility, as it encompasses not only individual choices but also community actions and policies that promote well-being. Individuals must prioritize their physical and mental health through balanced nutrition, regular exercise, and preventive care, while also recognizing the importance of mental health support. In the school context where some students have limited capacity to decide and act for themselves in terms of their health, it is essential that the school creates and implements protocols and guidelines to serve as guide in its response to health and safety concerns and for other stakeholders to follow. Hence, this Revised Health and Safety Protocols and Guidelines were formulated to provide guidance specific to St. Andrew's School to allow for managing operations in a safer and more effective manner. Through these protocols, it will ensure the health, safety, and well-being of learners, personnel, and the school community, especially in relation to communicable diseases.

### OBJECTIVES

The Revised Health and Safety Protocols and Guidelines of the school have the following objectives:

1. Ensure the well-being of students and staff, and create a safe learning environment;
2. Guide the school in its response and action to health and safety concerns involving students and employees; and
3. Minimize the health-related issues through appropriate response based on the established health protocols.

### GENERAL HEALTH STANDARDS

Students and employees shall always practice minimum health standards:

1. Proper handwashing/hand sanitation and disinfection
2. Wearing of face mask properly when needed
3. Practicing proper cough etiquette
4. Provision of personal hygiene kit for the students

### GUIDANCE ON VACCINATION AND TESTING

1. All teaching and non-teaching personnel and learners are encouraged to complete their routine vaccines (such as influenza, pneumonia, chickenpox, etc.) to protect their health.
2. All teaching and non-teaching personnel and learners, regardless of vaccination status, shall be allowed to attend in-person classes. However, the vaccination status is required to be declared/updated during the enrolment process and before the start of the school year.
3. St. Andrew's School shall not be held liable if teaching and non-teaching personnel or learners acquire communicable diseases such as chickenpox, measles, etc.
4. St. Andrew's School acknowledges the importance of vaccination as one of the most effective strategies for the prevention. SAS is in coordination with the health authorities from the local government to encourage and educate school community members on the benefits of vaccination, especially among the families of unvaccinated teaching and non-teaching personnel and learners. The school health services implement awareness programs on emerging communicable diseases and organize mobile vaccinations in collaboration with the local government.



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## SCHOOL HEALTH STANDARDS AND OTHER RELATED HEALTH PROTOCOLS

It is important that school remains cautious and proactive in its approach to health and safety. Awareness and continued adherence to health protocols are essential in safeguarding the children and school community from any potential health risks.

1. All concerned shall ensure observance of the general health standards and follow the health and safety protocols expounded in this document.
2. All personnel and learners are reminded to strictly monitor themselves for any respiratory and other symptoms of communicable diseases before reporting to work or school. Those with flu or symptoms of communicable diseases, regardless of vaccination status, shall stay at home.
3. Students with cough or colds are required to wear a facemask, or avail of their sick leave credits (personnel), as may be applicable. Similarly, visitors who show flu-like symptoms shall be advised to wear a facemask when they come to school or have their transactions online, or come back another time when they are no longer symptomatic.

## SCHOOL PREVENTIVE MEASURES AND OTHER PROTOCOLS

1. **Immediate referral of students with flu-like and other symptoms of communicable diseases (such as rashes, itchy fluid-filled blisters, etc.) to the Health Services Unit or school clinic.** Class advisers shall immediately refer and send students with flu-like and other symptoms of communicable diseases (such as rashes, itchy fluid-filled blisters, etc.) to the school's Health Services Unit or school clinic. The nurse or the physician, if available, shall examine the health condition of a concerned student. After examination and whenever necessary, the concerned student may be asked to go home and rest. The parent of the concerned student shall be contacted for the student to be picked up from the school clinic to be able to rest at home.
2. **Preventing students and employees with flu or, in some cases, those with severe cough or rashes, etc. from attending classes.** Students or employees with flu, severe cough and/or rashes are not allowed to attend classes until they are in good health. This is for the students and employees to have enough rest and recuperate from an illness.
3. **Facilities Disinfection.** To ensure the cleanliness and safety of students and employees, the school disinfects and conducts thorough cleaning of school facilities every Saturday, especially the classrooms and laboratories. Whenever necessary and if there are cases of communicable diseases either from students or employees, the school shall conduct daily disinfection of school facilities after class, especially classrooms and laboratories.
4. **Medical Certificate/Clearance as requirement before returning to school.** It has been a practice of the school ever since that a student who has been ill is required to submit medical certificate with clearance from a physician or pediatrician certifying that the concerned student is allowed to go back to school and attend classes. This medical document shall be presented to the nurse from the Health Services. Only after presentation of the said medical document can the student be given permission slip to attend classes, provided that the required 7 days of rest period have been completed or depending on the incubation period of a particular communicable disease.
5. **Strict Compliance to 7 Days of Rest Period or longer depending on a particular communicable disease.** Even with a medical certificate/clearance, the school shall not allow a student to attend



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classes if the incubation period for a particular communicable disease has not been fulfilled. The concerned student shall only be allowed to return to school provided that a medical certificate or clearance is presented and the incubation period has been completed.

6. **Strict Compliance to General Health Standards.** This includes wearing of facemask in case of colds and similar related symptoms, and observing proper hygiene and washing of hands.

#### **Responsibility of the Class Adviser**

1. The class adviser is responsible for ensuring that all students in his or her class are in good health. S/he is expected to be vigilant or observant to students who have flu-like symptoms, and refer to the school Health Services Unit any student with flu-like symptoms for further examination, and appropriate action.
2. The class adviser is similarly responsible in communicating and making follow-up with the parent of the concerned student about the student's health condition.
3. In the event that the concerned student returns to school, the class adviser shall not allow a concerned student to return to class, unless the student has medical clearance to attend classes, has fulfilled the required rest day period, and has permission slip to attend classes from the school clinic.

#### **Responsibility of the Health Services**

1. The staff of the Health Services Unit have the responsibility to conduct medical examination to students that are referred to them, and make actions depending on the result of their initial medical examination.
2. The Health Services Unit is also responsible in ensuring that the privacy of students and employees in relation to their health conditions and health information are protected.
3. The Health Services Unit has the responsibility to keep track of the figures about diseases or health concerns in the campus, and submit report to the School Principal, complete with data and recommendation, if necessary.
4. Depending on the available data and the situation, the Health Services Unit shall recommend additional health protocols, health risk preventive measures, and declaration of Health Break based on acceptable standards to the school administration or concerned school department.

#### **Responsibility of the Parents**

1. Parents have the primary responsibility of ensuring the good health and strong resistance from any illness of their children to ensure their uninterrupted learning and attendance in school.
2. They are expected to follow the established health protocols and guidelines of the school.
3. They also have the responsibility to inform the school of the health condition and its progress through the class adviser and/or staff of the Health Services Unit.
4. They also have the responsibility to secure medical certificate/clearance for their children and ensure that their children has completed the required 7 days of rest period or longer depending on a particular communicable disease after recovering from an illness in order to be allowed to attend classes.



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## Evaluation

The above Revised Health and Safety Protocols and Guidelines shall be evaluated in terms of its effectiveness after each school year or whenever necessary to ensure they remain implementable and applicable to the situation. Addenda to these protocols and guidelines may be provided as a result of the evaluation.

Through this protocols and guidelines, it is expected that all stakeholders of the school will be guided and their safety and wellbeing will be ensured.



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