



**STANDARD OPERATING  
PROCEDURES**

**INFIRMARY AND  
HEALTH CARE CLUB**

**Dr. N.S.A.M. First Grade College**

**Bangalore-64**

# **STANDARD OPERATING PROCEDURE**

## **FOR**

### **INFIRMARY**

#### **&**

### **HEALTH CARE CLUB**

#### **Introduction:**

Good health is the basis of a good life. Staying healthy physically can help one stay healthy mentally too. A healthy body and mind are essential if we want to lead a truly successful life. The younger generation are often vulnerable and indulge in behaviours that could jeopardize their health. Promoting healthy behaviours during adolescence, and taking steps to better protect young people from health risks are critical. To achieve this, Dr. N.S.A.M. First Grade College has constituted an Infirmary and Health Care Club for the academic year 2018-19.

#### **INFIRMARY FACILITIES /HEALTH CENTRE**

The aim of the facility is to enhance the campus experience of the students by providing them with the access to primary health care facility. Infirmary care is provided for students who may need medical attention for minor ailments/injuries. There are two beds in the infirmary care. A medical doctor for the local community visits the facility if there is a necessity. Basic medications and First aid box are available in the infirmary and the sports department. Sanitary napkins are also made available in the infirmary for lady faculty and students.

A comprehensive Health Issue Register (HIR) will be maintained by the college of students using the girls' common room or any medical assistance.

The college also shares the facility available at the Nitte Meenakshi Institute of Technology (NMIT) and Nitte International School (NIS) in case of emergencies. The student is taken in vehicle provided by the college with a staff member to the NMIT /NIS Campus.

In case of more serious injuries/ailments, the parents of the student are contacted. If required the student would be taken to the nearby hospital.

### **Girls Common Room:**

The college has set up a girls' common room for students and staff members to take rest in case of any health issues. The girls' common room is equipped with four beds and all the necessary equipment and facilities to address the immediate health needs. There is an attached bathroom for use when required.

### **HEALTH CARE CLUB**

A healthy body and mind is the key to successful life. The club plays a key role in promoting this message in the college campus. The club attempts to educate the students and staff about health-related issue and provides assistance in the context of a health-related crisis in the campus.

### **Objectives of the Club:**

The main objective of the committee are as follows:

- To create awareness about healthcare among the students and staff.
- To promote awareness about personal hygiene.
- To help the students and staff members who require a place to rest and to provide medical assistance when required.

<b>Sl. No.</b>	<b>Designation</b>	<b>Number of members</b>
1.	Chairperson- Principal	1
2.	Faculty representatives (with one as coordinator)	2
3.	Student representatives	2
	<b>TOTAL</b>	<b>5</b>

### **Constitution of the Club membership:**

To ensure that the club functions effectively, a committee would be set up with the following membership:

The constitution of the committee can be increased if required as per the requirement during the academic year.

### **Working of the Committee:**

- The committee will deal with all issues relating to health in the campus- awareness campaigns, preventive and in emergency situations that arises
- Some basic medication for stomachache, cough and cold, headache, fever, flu symptoms, motion sickness, allergies (e.g. for insect bites, bee stings) are kept in the custody of the infirmary.
- Sanitary napkins are also made available in the infirmary for girl students and lady faculty.
- The contents of the basic first-aid kit are kept in the Infirmary/ sports department will be regularly checked and made available for students when required.
- The committee members are responsible in emergency health related situation that arises in the campus.
  - Committee members are responsible for taking the students to NMIT/NIS Campus or hospital as per the requirement.
  - In the event of an emergency requiring serious medical attention, parents will be informed by the members of the committee.
- In the context of awareness campaigns/preventive care, the committee is responsible for organizing any activity to achieve the objectives set. This could be talks on hygiene or even organizing yoga and meditation sessions for students and staff.

### **Responsibilities of the Coordinator:**

- The Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion.
- The Coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- To write and circulate the minutes of the meeting.

### **Documents maintained by the Committee:**

- Comprehensive Health Issue Register (HIR)
- Copy of Strategic Perspective Plans submitted

- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted (minimum 500 words)
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press release or media coverage.



**PRINCIPAL**

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