

Health and Safety Handbook — Parent Guide

2026/27 Edition

A simple guide for parents to help keep their child healthy and safe at TIS.

1. Objective

This guide explains what parents need to know and do to help keep our school community healthy and safe. It covers illness and return-to-school rules, medication at school, accidents, vaccinations, food safety, and cleanliness on campus.

What You Need To Do

- Complete [the Health Information Form](#) at enrollment, and update it if anything changes
- Tell the school nurse about any diagnosis, medication, or allergy changes as soon as possible
- Return vaccination consent forms by the deadline
- Keep your emergency contact details up to date
- Bring your child's medication in person and complete the required [consent form](#)
- Notify the school and keep your child home if they're unwell

2. When Your Child Is Unwell

If your child has a fever, cough, sore throat, vomiting, diarrhea or is feeling unusually tired, please keep them home and notify the school nurse or your homeroom teacher as soon as possible.

2.1 When can my child return to school?

- For common illnesses like a cold or the flu: your child can return once they have had no fever (without medicine) and no symptoms. No doctor's note is needed.

2.2 When do I need a doctor's note?

- For certain notifiable illnesses identified by the Health Bureau: a doctor's certificate confirming recovery is required before your child can return. The list is as follows:
 1. Diphtheria
 2. Scabies
 3. Scarlet fever and other nasopharyngeal infections caused by group A hemolytic streptococcus

4. Typhoid fever and paratyphoid fever
5. Hepatitis A
6. Hepatitis B
7. Impetigo
8. Meningococcal infections - meningitis and sepsis
9. Mumps
10. Lice disease
11. Poliomyelitis (infantile paralysis)
12. Rubella
13. Measles
14. Ringworm
15. Pertussis
16. Tuberculosis
17. Chicken pox
18. Enterovirus infection

2.3 Illness during examination period (Secondary only)

- According to school policy, students who are absent from an examination for medical reasons must provide a doctor's certificate and inform the school administrator or teachers at the same time.

2.4 What if there is an outbreak at school?

If several children become unwell at the same time, the school is required to report this to the Health Bureau. Reporting does not automatically mean school will close — that decision is made by the Health Bureau based on their own assessment. While we wait for guidance, we may increase health checks, encourage mask-wearing, and carry out extra cleaning to keep everyone safe. We will keep you informed at every step.

3. Medication/Administration during school hours

3.1 Student Medication Administration Procedures

To ensure the safety, accuracy, and timeliness of medication administration for students at school, please follow [the procedure](#) to reduce medication errors and health risks through a standardized mechanism, while building trust and collaboration between parents and the school. If a student needs to take medication during school hours, parents should go to the nursing room, complete the Medication Consent Form, and submit it along with the medication to the school nurse.

3.2 Telling Us About Your Child's Medical Condition

Please tell the school nurse about any ongoing medical condition your child has — such as asthma, diabetes, epilepsy, or a severe allergy — as early as possible, ideally when you enroll or at the start of each school year.

- Complete the Health Information Form when your child enrolls, and update it any time their condition, medication, or emergency plan changes.
- For ongoing or chronic conditions, the school nurse will contact you to set up an Individual Health Care Plan (IHCP) — a short written plan shared with your child's teachers so they know exactly what to do if something happens.
- EpiPen Authorization: If your child has a severe allergy requiring an EpiPen, parents must submit the [EpiPen Consent Form](#). Please ensure that at least 3 unexpired EpiPens are delivered to the school nurse at the beginning of the school year.
- Allergy Action & Consent: Complete the [Authorization for Administration of Antihistamine Medication](#) for any known food, seasonal, or environmental allergies requiring medication. Submit the form along with the prescribed medication in its original packaging directly to the school nurse.
- If your child needs to carry their own medication at school (for example, an asthma inhaler), please complete the [Self-Carry Medication Consent Form](#).

This information is kept confidential and is only shared with staff directly responsible for your child's care and safety.

4. Accidents and Injuries at School

If your child is injured or unwell at school, they will be taken to the school nurse for assessment. You will be contacted if your child needs to see a doctor or go home early. In this case, the school will communicate with parents in accordance with the [Student Injury Communication Standard Operating Procedure](#) (SOP).

4.1 When Parents Cannot Be Immediately Contacted

In the event that a parent or guardian cannot be reached immediately following an injury or sudden illness, the school will follow these protocol steps:

- **Secondary Emergency Contacts:** The school will immediately attempt to reach the secondary emergency contacts listed on your child's enrollment record. Parents are encouraged to ensure all contact information is up to date.
- **Immediate Medical Intervention:** If the situation requires urgent medical treatment, school staff will act in the best interest of the child's health and safety. Emergency medical services (ambulance) will be summoned, or the student will be transported to the nearest hospital.
- **Staff Escort & Support:** In the event when a student needs to go to the hospital, a designated school staff member (e.g., school nurse, teacher, or administrator) will accompany your child to the medical facility and remain with them continuously until a parent or authorized guardian arrives.
- **Continued Outreach:** School staff will continue to contact parents and your emergency contacts until a confirmation is made.

5. School Vaccinations

Each year, TIS partners with the Macau Health Bureau to offer vaccinations at school, including the annual flu vaccine and routine vaccinations for Grade 1 and Grade 6 students.

- You will receive a permission form from your child's homeroom teacher ahead of the vaccination date. Please sign and return it by the deadline.
- If we do not receive your signed form by the deadline, your child will not be vaccinated at school. For the flu vaccine, the nurse will also try to reach you by phone or email to confirm your decision.
- Kindergarten and Grade 1 parents: you will need to accompany your child on vaccination day.
- Your child's comfort always comes first. If they are frightened but willing, we will gently proceed. If they show real distress or refuse, the vaccination will be paused and you will be informed.
- Please bring your child's Macau ID or passport on vaccination day for identification.

6. Food Safety at School

Our school kitchen follows the DSEDJ Guidelines. Meals are prepared with strict hygiene standards, and food temperatures and kitchen cleanliness are checked regularly by staff.

- TIS is a Nut Aware/Allergy Aware school. If your child's class includes a student with a severe allergy, you will be notified and asked not to send certain foods (such as nuts) to school.
- Please let the school know about any food allergies your child has as early as possible.

7. Keeping Our Campus Clean

Our cleaning team works daily to keep classrooms, restrooms, hallways, and shared spaces clean and safe for your child. During times of illness in the community, we increase cleaning and disinfection across campus, including high-touch areas like door handles and railings, to help reduce the spread of germs.

8. Who to Contact

- School Nurse: for anything related to your child's health, medication, vaccination forms, or an injury. Email address nurse@tis.edu.mo
- Absence notification: If your child will be absent due to illness or personal reasons, please notify the school office as early as possible by emailing absentee@tis.edu.mo with your child's full name, grade, and reason for absence.

Thank you for partnering with us to keep every child at TIS healthy, safe, and cared for.

* In case of any discrepancy between the English version and the Chinese version, the English version shall prevail.

健康與安全手冊 – 家長指南

2026/27學年版

請閱讀手冊，協助孩子保證在校的健康與安全。

1. 目標

本手冊旨在讓家長知悉須知事項，以協助維護學校的健康與安全。內容涵蓋疾病與返校規定、在校用藥、意外事故、疫苗接種、食品安全以及校園環境清潔。

須知事項

- 於入學時填妥「[健康資訊表](#)」，如有變動請及時更新
- 若孩子的診斷、用藥或過敏狀況有任何變化，請盡快通知學校護士
- 請於截止日期前交回疫苗接種同意書
- 保持緊急聯絡資料為最新狀態
- 親自將孩子的藥物送交學校，並填妥所需的[同意書](#)
- 若孩子身體不適，請讓孩子留在家中，並通知學校

2. 當孩子身體不適時

若孩子出現發燒、咳嗽、喉嚨痛、嘔吐、腹瀉或異常疲倦等情況，請務必讓孩子留在家中休息，並儘快通知班主任或學校護士。

2.1 病後返校政策

- 一般常見疾病（如感冒或流感）：孩子可以在未使用退燒藥的情況下退熱，便可在症狀消失後返校上課，無需遞交醫生證明。

2.2 甚麼時候需要醫生證明

- 患上衛生局公告的特定傳染病：以下疾病需提供醫生開立之康復證明書，方可回校上課。相關疾病如下：

1. 白喉
2. 疥瘡
3. 猩紅熱及其他由 A 組溶血性鏈球菌所引起之鼻咽感染
4. 傷寒及副傷寒
5. 甲型肝炎
6. 乙型肝炎

7. 膿疱病
8. 腦膜炎球菌引起之感染（腦膜炎及膿毒病）
9. 流行性腮腺炎
10. 蝨病
11. 脊髓灰質炎（俗稱小兒麻痺）
12. 風疹（俗稱德國麻疹）
13. 麻疹
14. 癬
15. 百日咳
16. 肺結核
17. 水痘
18. 腸病毒感染

2.3 補考（僅供中學生參考）

- 根據學校政策，因健康原因缺考之學生，除通知學校行政人員或老師外，需同時提供醫生證明。

2.4 若學校大規模爆發病情

若多名學生同時出現身體不適，校方須向衛生局通報。通報不代表學校會隨即停課 – 停課與否將由衛生局依其評估決定。在等待進一步指示期間，學校有可能會加強健康檢查、鼓勵佩戴口罩、並進行額外清潔等措施，以維護所有在校人員的安全。學校會在每個階段持續向家長通報最新情況。

3. 在校期間的藥物治療/給藥

3.1 學生在校用藥程序

為確保學生在校用藥的安全、準確與即時，請遵循[本程序](#)以透過標準化機制減少用藥錯誤與健康風險，同時建立家長與學校之間的信任與合作。若學生需要在上課時間內服藥，家長應前往醫護室，填妥「服用藥物同意書」，並將同意書連同藥物一併提交給學校護士。

3.2 告知我們孩子的健康狀況

請及早（建議於入學時或每學年開始時）告知學校護士孩子任何持續性的健康狀況，例如哮喘、糖尿病、癲癇或嚴重過敏。

- 請在孩子入學時填妥「健康資訊表」，並於孩子的健康狀況、用藥或緊急應變方案有任何變動時及時更新。
- 若孩子患有持續性或慢性疾病，學校護士將與您聯繫，共同制定「個人健康計劃」(IHCP)，一份簡短的書面計劃，並會分享給孩子的老師，以便在緊急情況發生時清楚知道應對方式。
- 腎上腺素自動注射筆使用授權：如果您的孩子有需要使用腎上腺素自動注射筆的嚴重過敏症，家長必須提交「[腎上腺素注射筆使用同意書](#)」。請務必在學年開始時，向學校護士提供至少 3 支有效期的腎上腺素自動注射筆。
- 過敏應對與同意書：若有任何需要藥物治療的已知食物、季節性或環境過敏情況，請填寫《[抗組織胺藥物給藥授權書](#)》。請將該表格連同原包裝的處方藥直接交予學校護士。
- 若孩子需要在校自行攜帶藥物（例如哮喘吸入器），請填妥「[自行攜帶藥物同意書](#)」。

此資訊將被保密處理，僅提供予直接負責孩子照顧與安全的相關教職員。

4. 校園意外與傷害

若孩子在學校受傷或出現身體不適，將會被即時送往學校護士室進行評估。若評估後認為孩子需即時就醫或提前離校，校方將直接與家長聯絡。在此情況下，學校將依照《[學生傷病通報標準作業程序](#)》與家長進行溝通。

4.1 當無法立即聯繫到家長時

若在發生傷害或突發疾病後無法立即聯繫到家長或監護人，學校將採取以下處置步驟：

- 緊急備用聯絡人：學校將立即嘗試聯繫您孩子註冊紀錄中列出的緊急備用聯絡人。建議家長確保所有聯絡資訊均為最新狀態。
- 即時醫療處置：若情況需要緊急醫療，教職員將以孩子的健康與安全為最大考量採取行動。學校將叫救護車或將學生送往最近的醫院。
- 教職員陪同與支援：當學生需要送醫時，指定的學校教職員（如校醫、教師或行政人員）將陪同您的孩子前往醫療機構，並持續陪伴直到家長或授權監護人到達。
- 持續聯繫：學校教職員將繼續聯繫家長及您的緊急聯絡人，直到確認聯繫上為止。

5. 在校接種疫苗

學校每年均會與衛生局合作，在校內為學生提供免費疫苗接種服務，當中包括年度流感疫苗以及小一至小六學生的常規疫苗接種。

- 家長將在接種日期前收到由孩子班主任發出的同意書。家長需於截止日期前簽妥回條，並交回學校，以示知悉及同意。
- 未在截止日期後收到由家長簽署的同意書，孩子將無法在學校接受疫苗接種。針對流感疫苗安排情況，學校護士會嘗試以電話或電郵方式聯繫家長，以確認是否同意。
- 幼稚園至小一家長：接種當日需陪同孩子接種。
- 孩子的舒適感受是學校的優先考量。若接種當天孩子感到害怕但願意嘗試，學校會以溫和的方式溝通；但若當日孩子表現出明顯的不安或拒絕，校方將暫停接種，並通知家長。

- 請於疫苗接種當日攜帶孩子的澳門居民身份證或護照，以便核對身份。

6. 校園食品安全

學校廚房遵循教青局指引。餐點製作過程嚴格遵照衛生標準，食品溫度及廚房整潔狀況由相關人員定期檢查。

- TIS 是一所「堅果過敏警覺／過敏警覺」學校。若孩子班上有嚴重過敏體質的學生，家長將收到通知，避免攜帶特定(含堅果類)的食物回校。
- 請儘早將孩子的任何食物過敏狀況通告學校。

7. 維護校園環境清潔

學校清潔團隊每天均會進行定時清潔，以確保課室、洗手間、走廊以及公共空間乾淨安全，為孩子提供良好舒適的環境。在社區傳染病好發期間，學校亦會加強校園內部的清潔與消毒，包括門把、扶手等高接觸區域。

8. 聯絡窗口

- 學校護士：處理與孩子健康、用藥、疫苗接種表格或受傷等相關事宜。電子郵件 nurse@tis.edu.mo
- 缺席通知：如果您的孩子因病或個人原因缺席，請儘早通知學校辦公室。請發送電子郵件至 absentee@tis.edu.mo，並註明孩子的全名、年級及缺席原因。

感謝家長與學校攜手，共同守護每一位澳門國際學校學生的健康、安全與關懷。

* 此中文譯本僅供參考之用，文義如有歧異概以英文版本為準。