



2016 International Accreditation of Health Promoting School

INTERNATIONAL COMMITTEE MEMBERS GUIDEBOOK

Organized By : Health Promotion Administration, Ministry of Health and Welfare
K-12 Education Administration, Ministry of Education

Implemented By : Department of Public Health, Fu Jen Catholic University
Health Promoting School International Accreditation Center

October, 2016

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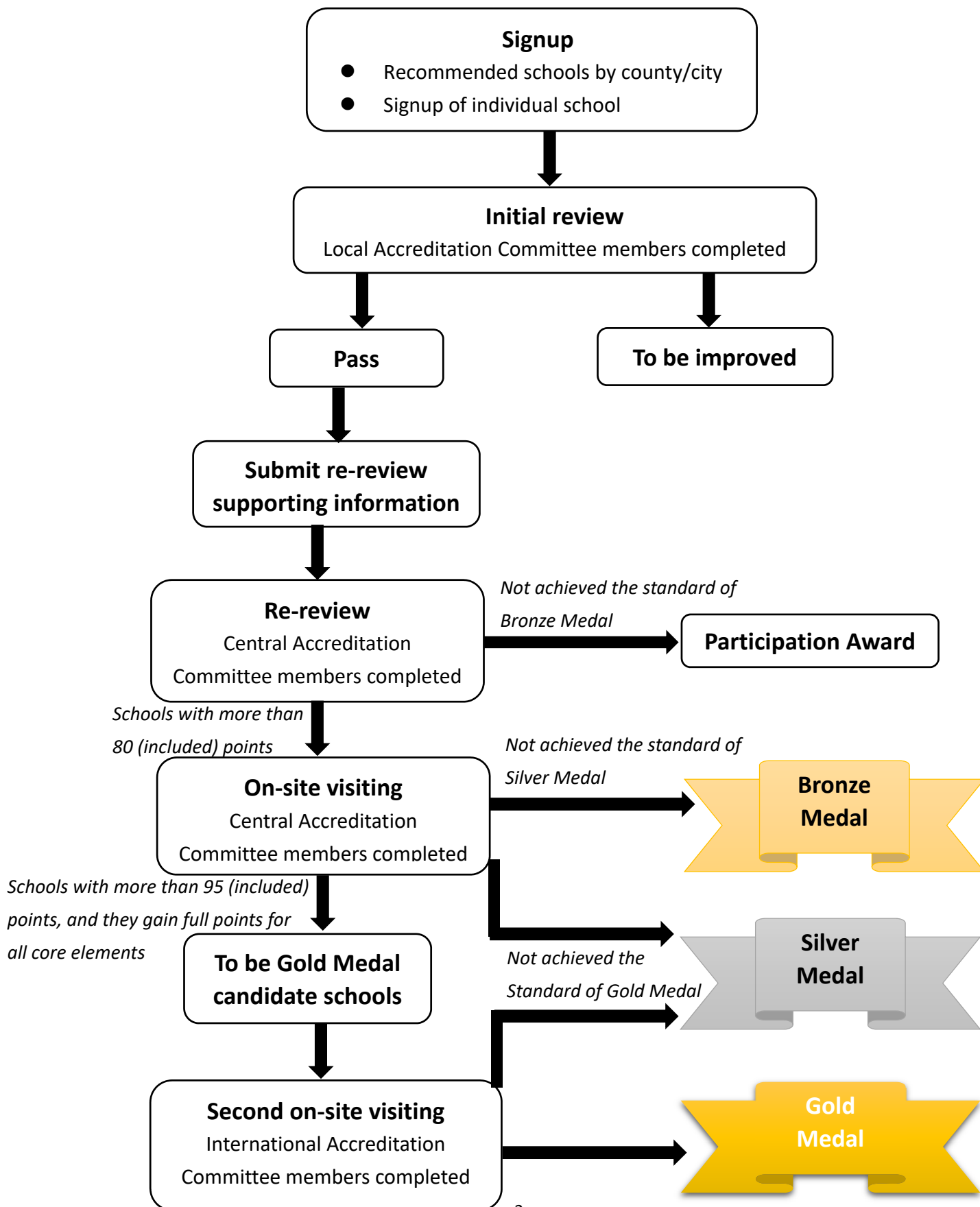
ITINERARY FOR TAIWAN VISIT

| DATE | TIME | EVENT | VENUE |
|------------------------------|-------------|---------------------------------|---|
| OCT 29-30¹ | | Arrive and Preparation | |
| OCT 31¹ | 10:00-12:00 | ITINERARY CONSENSUS MEETING | FU JEN CATHOLIC UNIVERSITY MD 355 room |
| | 14:00-17:30 | SCHOOL ON SITE VISIT | NEW TAIPEI CITY Chi-Ching Elementary School |
| NOV 1² | 13:30-17:00 | SCHOOL ON SITE VISIT | CHIAYI COUNTY Da-Shiang Primary School |
| NOV 2¹ | 09:00-13:00 | SCHOOL ON SITE VISIT | CHIAYI COUNTY Song-May Elementary School |
| NOV 3¹ | 09:00-13:00 | SCHOOL ON SITE VISIT | NEW TAIPEI CITY Heng-Shan Elementary School |
| | 14:30-16:30 | FUTURE OF TAIWAN HPS DISCUSSION | FU JEN CATHOLIC UNIVERSITY MD 355 room |
| NOV 4¹ | 11:00-13:00 | VIDEO SHOOT & LUNCH | FU JEN CATHOLIC UNIVERSITY MD 355 room |
| | 13:00-14:00 | SCHOOL AWARD CONSENSUS MEETING | FU JEN CATHOLIC UNIVERSITY MD 379 room |
| | 14:00-16:30 | WORKSHOP | FU JEN CATHOLIC UNIVERSITY International Conference Hall |

ACCOMMODATION¹: Just Sleep Hotel@NTU

ACCOMMODATION²: Ocean hotel

THE **FLOW CHART** FOR 2016 HEALTH PROMOTING SCHOOL ACCREDITATION



ON-SITE VISIT PROCEDURE

| Time | Duration | Work Items | Key Points |
|--|----------|---|---|
| Morning session 09:00-09:20 Afternoon session 13:30-13:50 | 20 min. | Consensus meeting: procedural discussion | Work and discussion of this visit |
| Morning session 09:20-09:30 Afternoon session 13:50-14:00 | 10 min. | Introduction | Introducing the team members respectively |
| Morning session 09:30-09:50 Afternoon session 14:00-14:20 | 20 min. | Briefing | The school principal shall introduce the current situation of health promoting development in the school they will visit according to the 6 main elements. |
| Morning session 09:50-10:30 Afternoon session 14:20-15:00 | 40 min. | On-site visit | Visit the campus and the related facilities |
| Morning session 10:30-11:00 Afternoon session 15:00-15:30 | 30 min. | Interview | Interview the students, teachers, staffs and parent's representatives <ul style="list-style-type: none"> ● 3-5 students ● 2-3 teachers and related staffs ● 1-2 parent representatives |
| Morning session 11:00-11:40 Afternoon session 15:30-16:10 | 40 min. | Consensus meeting: discussion and drafting recommendations | Discussing and drafting the visiting recommendations |
| Morning session 11:40-12:10 Afternoon session 16:10-16:40 | 30 min. | Panel Feedback and Recommendations | Giving feedback to the visiting school |

*Actual visit time can be adjusted in accordance with the time schedule of the visiting day

**THE CORE ELEMENTS FOR
2016 HEALTH PROMOTING SCHOOL ACCREDITATION**

1-1-1 School formulates a set of comprehensive school health policies based on their own needs.

1-2-2 The self-management of effectiveness of health-promoting schools in accordance with indicators expressed by the Ministry of Education or the municipal bureau of education.

4-1-1 Health education curriculum was designed based on life skill-oriented. Furthermore, the school conducted health education based on student-centered teaching strategies and activities.

4-2-1 The school's health-education teachers have professionally health pedagogical competent

5-3-1 The school collaborates with government departments, local agencies, and community groups when carrying out health education and health promotion activities.

6-3-2 The school has established a job-representative regulations for school nurse while taking personal leave.

**THE RE-REVIEW ELEMENTS FOR
2016 HEALTH PROMOTING SCHOOL ACCREDITATION**

| Standard I. School health policy | |
|---|--|
| Component | Element |
| 1-1 The position of health education and health promotion in school | 6-3-3 School formulates a set of comprehensive school health policies based on their own needs. |
| | 6-3-4 A working group or committee is set up to plan, implement, and monitor the school health promotion. |
| | 6-3-5 Enlisting of health financing and budget allocations or fundraising. |
| | 6-3-6 The school staff participate in job training or learning activities related to school health or health care |
| 6-4 The existence and periodic reviews of health policies | 6-4-2 The school has implemented an evidence-based health promotion program according to school main health issue. |
| | 6-4-3 The self-management of effectiveness of health-promoting schools in accordance with indicators expressed by the Ministry of Education or the municipal bureau of education. |
| Standard II. School physical environment | |
| Component | Element |
| 2-1 Provision of a safe environment | 7-3-2 School provides safety guidelines when purchasing new equipment and setting up new facilities, and, if appropriate, ensures that all relevant personnel know how to use them safely. |
| | 7-3-3 School has a safe design and organizes regular checking and maintenance for the school's building, facilities, amenities, and equipment. |
| | 7-3-4 School has a system in place for the management of emergencies and natural disasters. |
| 2-2 School provides sufficient sanitary facilities and clean water for use and drinking | 2-2-1 The school has installed an adequate number of toilets and hand-washing facilities. Cleanliness of these facilities is maintained in accordance with regulations. |
| | 2-2-2 The school regularly maintains set drinking-water equipment and drinking-water hygiene. |
| 2-3 Promotion of an environmental friendly school | 7-5-2 The school develops environmental actions through recycling, paper and energy conservation measures |
| 2-4 Schools encourage students to take | 2-4-1 The school encourages students to participate in keeping their surroundings clean and beautiful. |

| | |
|--|--|
| care of campus facilities | |
| 2-5 Provision of a suitable physical environment to enhance learning | 2-5-1 There is sufficient and proper lighting at the school. 2-5-2 The school should be able to find outside resources to improve substandard facilities and equipment. |

Standard III. School social environment

| Component | Element |
|---|---|
| 3-1 Addressing the needs of students and staff | 3-1-1 The school prohibits inappropriate punishment such as corporal punishment and verbal insult. 3-1-2 The school has established healthy life rules for classes (or a reward system) to encourage students to practice healthy behaviors. 3-1-3 The school has organized relevant health promotion actions for school staff. |
| 3-2 Creating an environment of friendliness and care in school | 3-2-1 The school sets up a system to provide mutual support and care for the students and staff. 3-2-2 The school has a system in place to look after students and staff with emotional needs and/or unexpected traumatic life events. |
| 3-3 Assistance for students and staff with special needs | 3-3-1 The school has a system in place and carries out appropriate actions to facilitate students with special needs. |
| 3-4 Schools should provide resources to assist parents in maintaining student welfare | 3-4-1 Schools should provide settings and various training activities for volunteering parents. |

Standard IV. Skill-based health curriculum

| Component | Element |
|---|---|
| 4-1 Comprehensive curriculum with health-related issues for students to acquire life skills | 4-1-1 Health education curriculum is life-skill oriented. Furthermore, the school conducted health education based on student-centered teaching strategies and activities. 4-1-2 The school arranges health-education courses according to the course requirements (at least one class per week for each grade). 4-1-3 The school teachers design health curriculum that is connected with students' community or living experiences and ensures to apply it in their daily life. |

| | |
|--|---|
| <p>4-2 Staff are well-equipped to promote health</p> | <p>4-2-1 The school’s health-education teachers have a professionally health pedagogical competent. (1)Health-education teachers have health education certification. (only for High and Vocational High School). (2)Health-education teachers are required to participate in health related in-service training and attend at least 18 h every two school years.</p> <p>4-2-2 The school health-education teachers provide a teaching profile.</p> <p>4-2-3 The school organizes teaching demonstrations for health education during each school year.</p> |
| <p>4-3 Schools should provide students’ parents and community members with an opportunity to learn healthy life skills</p> | <p>4-3-1 The school provides parents and community members with life-skill oriented health education courses or activities.</p> <p>4-3-2 The school has organized health-related societies.</p> |

Standard V. Community relations

| Component | Element |
|--|---|
| <p>5-1 Family and community involvement in school activities</p> | <p>5-1-1 The school has invited key persons from the local community to participate in school health promotion activities, and those who have actively participated in health activities have been publicly acknowledged.</p> <p>5-1-2 The school actively promotes health activities for family members.</p> |
| <p>5-2 Proactive linkage with other schools and communities</p> | <p>5-2-1 The school has invited key persons from the local community to participate in media marketing, and sharing experience on HPS program achievement.</p> <p>5-2-2 The school has established a safety protection network within the school area.</p> <p>5-2-3 The school surroundings have safety features that facilitate students’ safety when they are attending and leaving school.</p> |
| <p>5-3 Schools should establish connections with local community resources to conduct health</p> | <p>5-3-1 The school collaborates with government departments, local agencies, and community groups when carrying out health education and health promotion activities.</p> |

| promotion activities | |
|--|--|
| Standard VI. School health services | |
| Component | Element |
| 6-1 Basic health care services for students and staff | <p>6-1-1 The school conducts an immunization survey and defect correction with complete records. (only for Elementary School)</p> <p>6-1-2 The school provides health examinations and educational instructions to students. Their parents are notified before conducting the examinations.</p> <p>6-1-3 The school has achieved an acceptable accomplishment rate regarding student health examinations.</p> <p>6-1-4 The school develops and maintains individual, comprehensive and up-to-date student's health records, the students' privacy were ensured.</p> <p>6-1-5 Student health records are digitally managed using a health information management system; the students' privacy is ensured.</p> <p>6-1-6 The school maintains a list of detailed records to assist in managing students affected by special diseases, and has established caring method to assist them in managing their daily life.</p> |
| 6-2 Infectious disease control | 6-2-1 The school has a system for monitoring, control and management of infectious diseases. |
| 6-3 Schools should improve the function of their health center | <p>6-3-1 The school conforms to the facility of school health center regulated by the Ministry of Education.</p> <p>6-3-2 The school has established a job-representative regulations for school nurse while taking personal leave.</p> <p>6-3-3 The school uploads health-examination data in a regular and timely manner, and using the statistical results as a reference for setting the school's health policy.</p> |
| 6-4 School staff health promotion | 6-4-1 The school provides health care consultant services for school staff. |

2015–2016

International Accreditation HPS Program

Principal Investigator : Chen, Fu-Li
Professor, Department of Public Health
Fu Jen Catholic University
Date : 2016.10.31

ITINERARY

Oct.31—Nov.4

10/31 MON

| | | |
|-------------|-----------------------------|---|
| 10:00-12:00 | Itinerary Consensus meeting | FuJen Catholic University (MD 355 room) |
| 14:00-17:30 | School on site visit | New Taipei City Chi-Ching Elementary School |

11/01 TUE

| | | |
|-------------|----------------------|--|
| 13:30-17:00 | School on site visit | Chiayi county Da-shiang Primary School |
|-------------|----------------------|--|

11/02 WED

| | | |
|-------------|----------------------|---|
| 09:00-13:00 | School on site visit | Chiayi county Song-May Elementary School |
|-------------|----------------------|---|

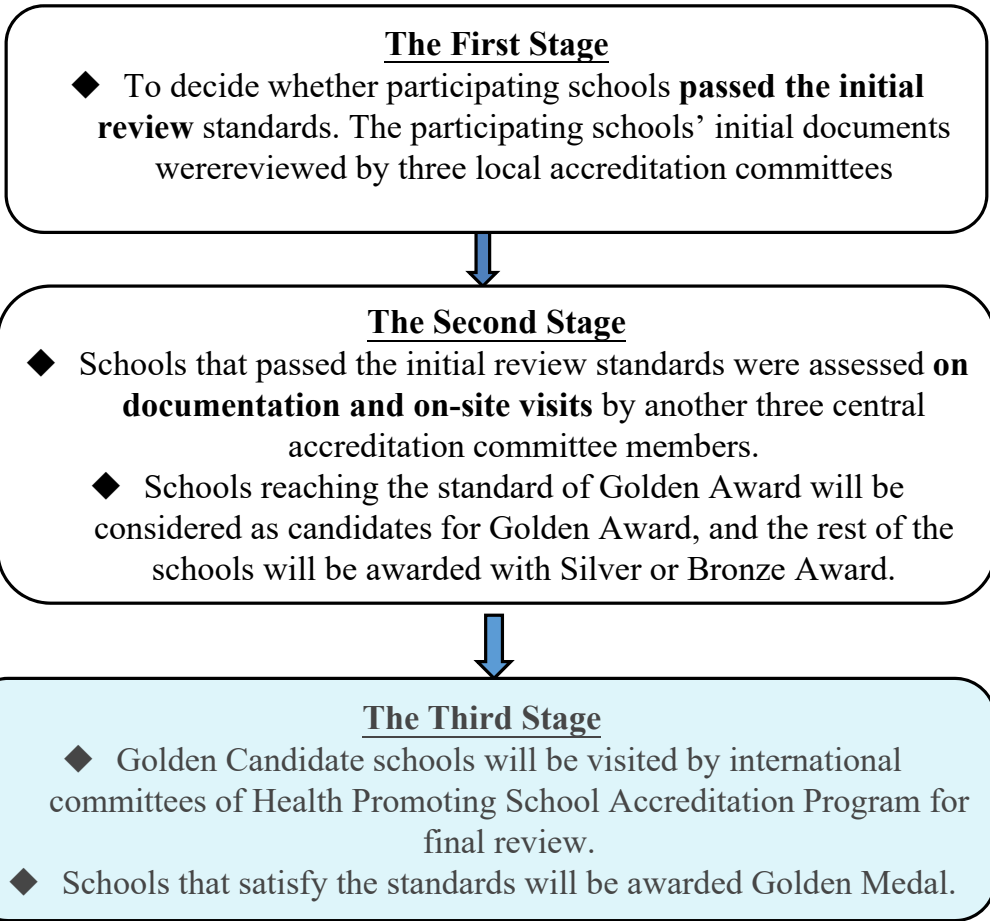
11/03 THU

| | | |
|-------------|------------------------------------|---|
| 09:00-13:00 | School on site visit | New Taipei City Heng-Shan Elementary School |
| 14:30-16:30 | Future of Taiwan HPS Discussion | Fu Jen Catholic University (meeting Room: MD355) |

| | | |
|-------------|-----------------------------------|---|
| 11:00-13:00 | Video shoot &lunch | Fu Jen Catholic University (Room: MD 355) |
| 13:00-14:00 | School award consensus meeting | Fu Jen Catholic University (Meeting room: MD 379) |
| 14:00-16:30 | Workshop | Fu Jen Catholic University International Conference Hall |

2016 HPS Accreditation

Initial Results



47 Scoring Elements of Taiwan HPSAS

| Standard | Items | Score |
|---|---|---|
| <u>Standard 1.</u> School Health Policy | 6 | 17 |
| <u>Standard 2.</u> School Physical Environment | 9 | 17.5 |
| <u>Standard 3.</u> School Social Environment | 7 | 15 |
| <u>Standard 4.</u> Skill-based Health Curriculum | 8 (Elementary school) 9 (Secondary school) | 16.5 (Elementary school) 18.5 (Secondary school) |
| <u>Standard 5.</u> Community Relations | 6 | 17 |
| <u>Standard 6.</u> School Health Services | 11 (Elementary school) 10 (Secondary school) | 17 (Elementary school) 15 (Secondary school) |
| Total | 47 | 100 |

The HPS accreditation initial results in 2016

| Award | No. of schools |
|-------------------------------|----------------|
| Gold Medal Award Candidates | 4 |
| Silver Medal Award Candidates | 20 |
| Bronze Medal Award Candidates | 24 |
| Non-pass | 53 |
| Total | 101 |

Phase III:
The International Expert Advisory Board will conduct another on-site visit of the potential Gold-medal School candidates to adjudicate final results.

Introduction of four Golden Award schoolcandidates

Criteria for HPS Accreditation Awards

Gold Medal Award

- Schools with **more than 95 points**, having gained full points for all core elements.

Silver Medal Award

- Schools with **more than 90 points but less than 95 points.**
- Schools with more than 95 points but didn't achieve full points for all 5 core elements.

Bronze Medal Award

- Schools with **more than 80 points but less than 90 points.**

Not passed (to be improved)

- Schools with **below 80 points.**

This schools satisfy the 6 Core Elements

1-1-1 School formulates a set of comprehensive school health policies based on their own needs.

1-2-2 The self-management of effectiveness of health-promoting schools in accordance with indicators expressed by the Ministry of Education or the municipal bureau of education.

4-1-1 Health education curriculum was designed based on life skill-oriented. Furthermore, the school conducted health education based on student-centered teaching strategies and activities.

4-2-1 The school's health-education teachers have professionally health pedagogical competent

5-3-1 The school collaborates with government departments, local agencies, and community groups when carrying out health education and health promotion activities.

6-3-2 The school has established a job-representative regulations for school nurse while taking personal leave.

I. New Taipei City Chi-Ching Elementary School



School size

small

13 classes 262students

Teachers

29 teachers
(total)

12 teachers
(health education)

Participated in accreditation

2012 Bronze award

2014 Silver award

2016

Main health issue

Healthy diet and physical activities

II. Chiayi County Da-shiang Primary School



| |
|--------------|
| School size |
| small |
| 6 classes |
| 108 students |

| |
|-------------------------------|
| Participated in accreditation |
| 2016 (First time) |

| |
|----------------------------------|
| Teachers |
| 11 teachers (total) |
| 5 teachers (health education) |

| |
|--|
| Main health issue |
| Oral hygiene Safety education and first aid |

III. Chiayi County Song-May Elementary School



| |
|--------------|
| School size |
| small |
| 6 classes |
| 129 students |

| |
|----------------------------------|
| Teachers |
| 11 teachers (total) |
| 5 teachers (health education) |

| |
|-------------------------------|
| Participated in accreditation |
| 2014 Silver award 2016 |

| |
|--------------------------------------|
| Main health issue |
| Healthy diet and physical activities |

IV. New Taipei City Heng-Shan Elementary School



School size

small

6 classes

75 students

Participated in accreditation

2012 Silver award

2016

Teachers

14 teachers

(total)

4 teachers

(health education)

Main health issue

Vision care

SCHOOL ON SITE VISITS AGENDA

ON-SITE VISIT AGENDA

| Time | Duration | Work Items |
|-------------------------------|----------|--|
| Morning session 9:00-9:20 | 20 min. | Consensus meeting: procedural discussion |
| Afternoon session 13:30-13:50 | | |
| Morning session 9:20-9:30 | 10 min. | Introduction |
| Afternoon session 13:50-14:00 | | |
| Morning session 9:30-9:50 | 20 min. | Briefing |
| Afternoon session 14:00-14:20 | | |
| Morning session 9:50-10:30 | 40 min. | On-site visit |
| Afternoon session 14:20-15:00 | | |
| Morning session 10:30-11:00 | 30 min. | Interview |
| Afternoon session 15:00-15:30 | | |
| Morning session 11:00-11:40 | 40 min. | Consensus meeting: discussion and drafting recommendations |
| Afternoon session 15:30-16:10 | | |
| Morning session 11:40-12:10 | 30 min. | Panel Feedback and Recommendations |
| Afternoon session 16:10-16:40 | | |

Consensus meeting (20 mins)



Procedural discussion of visit

Introduction
[附件5] 105年健康促進學校國際認證 - 國際認證委員手冊
(10 mins)



Team members and school representative introductions

Briefing
(20 mins)



The school representative shall introduce the current situation of health promoting development according to the 6 main elements.

0 [附件5] 105年健康促進學校國際認證 - 國際認證委員手冊
(40 mins)



Visit the campus and the related facilities

Interview
(30 mins)



Interview
3-5 students



Interview
1-2 parent's representatives



Interview
2-3 teachers and related staffs

Consensus meeting (40 mins)



Discussion and drafting recommendations

Panel Feedback and Recommendations (30 mins)



Giving feedback to school

