

Operational Guidelines for Weekly IFA Supplementation Programme for School Based Adolescents

- Guidelines for Teachers
- Guidelines for Block Education Officers
- Guidelines for District Education Officers

GUIDELINES FOR TEACHER

Goal:

To institute a school based weekly IFA supplementation (WIFS) programme for control of anaemia in adolescent boys and girls attending classes 6 to 12th of government/government aided/ municipal schools.

Objectives:

- ✚ Ensure that all adolescent boys and girls in 6 to 12th standards of government/government aided/ municipal schools are given a tablet of IFA once a week and Albendazole twice a year for de-worming.
- ✚ To inform adolescent boys and girls of the correct dietary practices for increasing iron intake.
- ✚ To inform adolescents of the significance of preventing worm infestation and encourage adoption of correct hygiene practices, including use of footwear to prevent worm infestation. Strategy:

Strategy

- ✚ Administration of weekly iron-folic acid supplements (WIFS). (IFA tablet containing 100mg elemental iron and 500ug Folic acid) for 52 weeks in a year, on a fixed day preferably Monday.
- ✚ Screening of target groups for moderate/severe anaemia and referring these cases to an appropriate health facility.
- ✚ Biannual Albendazole (400mg), six months apart, for control of worm infestation.
- ✚ Information and counseling for improving dietary intake and for taking actions for prevention of intestinal worm infestation.

GUIDELINES FOR THE SCHOOL TEACHER

Distribution of IFA through the platform of School: role of the Nodal Teacher

School children from 6th to 12th standard, in rural and urban regions will be reached through this program.

Each school will designate two teachers as the WIFS nodal teachers.

Nodal teachers will ensure supervised ingestion of IFA tablets by adolescents enrolled in classes 6th to 12th on a fixed day preferably Monday at a fixed time after Mid-Day Meal (where applicable)/lunch. Teachers will also be encouraged to consume IFA. The first dose of de-worming tablet i.e., 400 mg of Albendazole should ideally be administered in month of August and the second dose should be given by February (six months after the first dose).

If the child is absent on a Monday or misses out on the consumption of the IFA tablet, subsequent follow-up during the week needs to be done to ensure that the tablet is consumed.

The programme could be initiated preferably in the month of April after beginning of new session in all schools.

Teachers will screen adolescents for presence of moderate/severe anaemia by assessing nail bed and tongue pallor and refer anaemic adolescents to appropriate health facility for management of anaemia.

Separate time should also be allotted during the school year to provide Nutrition and Health Education (NHE) to the adolescents. The nodal teacher should conduct monthly NHE session(s). Parents should also be oriented on WIFS and NHE during Parent Teacher Association Meetings.

Before the school closes for vacations, the children can be given the requisite number of IFA tablets for consumption during the holidays under parental supervision.

Annual supplies of IFA and Albendazole tablets should be stored in a clean, dry and dust free area away from the direct sunlight.

The nodal teacher (s) for each school will estimate annual requirements for IFA and Albendazole tablets.

Estimation of IFA

- **IFA tablets for the year** = (52 x Total number of children in 6-12th standards) + (52 tablets /per teacher /year). An additional 20 % stock as buffer will be added.
- **Albendazole tablets Requirement per year** = (2 x number of children in 6th-12th standards) + 10 % stock as buffer.
- After estimating IFA and Albendazole tablets requirements for students and teachers , the schools will forward the requirement to the Block Education Officer in the form prescribed below:

Name and address of School:.....

Total Number of Adolescent Boys & Girls:.....Total number of teachers:..... Annual requirement is for the year 20.....

Total IFA required:Total Albendazole required:

Signature (Principal)

Signature (Nodal Teacher 1)

Signature (Nodal Teacher 2)

Monitoring

Individual - Individual Compliance Card (ICC) or a self-monitoring card with simple design will be used (Annexure 1). The nodal teacher will be responsible for overseeing that the compliance card is filled correctly

Class – The class teacher will use monitoring register at school/class level as per (Annexure 2). Information will be entered each week in this register. At the end of the month, the class teacher will need to compile the information on the number of girls and boys who have taken 4 IFA tablets per month (5 tablets in case of 5 weeks in a month).. Similar exercise would also need to be carried out for Albendazole tablets. In case of girls and boys who are not able to consume 4 /5 IFA tablets in a month the reason for non-compliance is to be mentioned in the remarks column of the format and will be compiled in school report.

School - The nodal teachers would consolidate all the information from the class reporting formats on the monthly school-reporting format(Annexure- 3) and submit it to the school principal. The school principal will review the information in the monthly school reporting format, counter sign it and submit it to the block level officials on a monthly basis. A copy of this monthly school report will also be sent to the ANM.

In every school, a school WIFS committee is to be formed headed by the Principal /Head Master with participation of the Nodal teachers, Student representatives and ANM for regular monitoring and management of the programme. The committee will be headed by the school principal and co-chaired by the nodal teacher and will be responsible for monitoring the following:

- Compliance in consumption of the tablets
- Regular IEC and Nutrition and Health Education session
- Record keeping at class level
- Transfer of correct information from recording registers to the reporting format
- Timeliness of the submission of monthly reports
- Ensuring timely IFA and Albendazole distribution
- Proper storage of IFA and Albendazole tablets

Guidelines for Block Education Officer

Roles & Responsibilities:

- ✚ Consolidate requirements from schools for block supply and share with district level.
- ✚ Set up distribution system for schools and ensure uninterrupted supply of IFA and de-worming tablets.
- ✚ Ensure proper storage of IFA and de-worming tablets in schools.
- ✚ Consolidate monitoring data received from schools and share with district on monthly basis.
- ✚ Conduct quarterly meeting to review the programme.
- ✚ Ensure display of IEC material in schools.

Monitoring:

- ✚ The designated block official i.e., Block education officer will review the monthly report from each school and consolidate the reports for all schools in the block and submit it to the District education officer as per Annexure 4.
- ✚ The block education officer will inform the District Education officer about the annual requirement of WIFS and Albendazole tablets.

Guidelines for District Education Officer

Roles & responsibilities: have to be modified in line with final OF

- ✚ Stock request process: The supply request for the district will be submitted by the District Education Officer (DEO) to the District Health Officer (to the officer designated in charge of school health programme) The District Health Department will send the request to State HFW department who will supply the IFA and Albendazole tablets per district requirement. The District Health Officer will coordinate and forward supplies to District Education Officer.
- ✚ DEO will help ensure uninterrupted supply of IFA and de-worming tablets at block level (schools and AWC)
- ✚ DEO will ensure monitoring of programme along with monthly data collection from block level.
- ✚ Consolidate monitoring data received from block by end of every month and share with District Health Department.
- ✚ DEO will help ensure completion of training/orientation sessions of block officers, teachers, DEO will ensure display of IEC material in the school

Monitoring:

- ✚ The District Education Officer would need to consolidate all the block level reports and prepare a district level report (Annexure 5) which will be submitted to the District Health Department with a copy to the State Education Department.

District WIFS Advisory Committee

At the district level, the District WIFS Advisory Committee will be formed with participation from Health, Education and Women and Child Development Departments. The function of the committee will be to monitor the progress of the programme and resolve programmatic issues. The Committee would need to meet every quarter with the participation of Health, Women and Child Development and Education Block officials. Yearly meeting with nodal teachers could be organized to further streamline the implementation of programme . Committee would monitor the following:

- ✚ Status of implementation of the programme and timeliness of the submission of monthly reports
 - ✚ Facilitate convergence and ensure use of community based platform like VHNDs for community mobilization and awareness
 - ✚ Training
 - ✚ Timely and adequate supply and distribution of IFA and Albendazole tablets
 - ✚ Provision and usage of IEC materials
- WIFS monitoring committee

NOTE: The state must ensure that the Emergency response system is activated during the time that deworming tablets are being given

Annexure -I Individual Compliance Card

Name			Village / City				School				Age		Date of starting	
Class / Age	Deworming		Weekly Iron Folic Acid Tablets											
	Date of 1st Dose	Date of 2nd dose	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov.	Dec
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3
			1 5 2 3	1 2 4 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3	1 5 2 3

Note: There is a provision for noting the consumption of 5th tablet of IFA represented by the 5th circle in the event there is a fifth week in the month

ANNEXURE 2 Class wise Monthly Register

Name of school:			Class:			Month:			Year:	
Total WIFS tablets received:			Date of Weekly IFA Tablets consumption (4 tablets/ month)						Remarks/ reason for non-compliance (less than 4 tablets per month)/referral	De-worming tablets in month of February/ August (specify date)
Sl. no.	Name of Student	F/ M	1 st week	2 nd week	3 rd Week	4 th Week	5 th Week	Total		
Total students in the class: Total Girls given 4/5 IFA tablets: Total boys given 4/5 IFA tablets: Total students given 4/5 IFA tablets: Total number of nodal teachers: Total number of teachers given 4/5 IFA tablets:			Opening stock of IFA: TOTAL IFA consumed: BALANCE IFA stock: Nutrition Health Education session planned in the reporting month: NHE session conducted in the month:						Number of non-compliant students: Number of moderate/severe anaemia referred:	Total Deworming tablets given: Balance stock of Deworming tablets: Total girls given deworming tablets: Total boys given deworming tablets:

ANNEXURE 3- Monthly School Report

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State:	District:	Village/Town:	
Name of School:		Classes in school:	
Reporting month and year:			
Total No. of 6-12th class students:		Girls :	Boys:
Total number of Nodal teachers:			
a) Opening stock of IFA:			
b) Date of Supply IFA:			
c) Quantity of IFA received :			
d) Opening stock of Albendazole:			
e) Date of Supply Albendazole:			
f) Quantity of Albendazole received:			
g) Batch Number of IFA: Date of expiry of IFA:			
Adolescent population covered in reporting month	Girls	Boys	Total
h) Given 4 IFA tablets per month (5 in case of 5 weeks in a month) Instead we require number of IFA consumed. For both boys & girls.			
i) Number of non-compliant students (<i>consumed less than 4 tablets per week</i>)			
j)Students with moderate/severe anaemia referred			
k) Total IFA tablets consumed by students			
l) Total number tablets consumed by the nodal teachers:			
m) Balance IFA tablets			
<i>If February/August month for de-worming</i>			
n) Girls given Albendazole			
o) Boys given Albendazole			
p) Grand Total of boys and girls given Albendazole:			
q) Number of Nutrition Health education sessions conducted in the reporting month by nodal teacher			
r) Total Albendazole consumed in month:	Balance Albendazole tablets:		
Remarks if compliance rate less than 70%:			
Remarks on side-effects:			
Nodal Teacher 1Nodal Teacher 2Head Master/Principal			

ANNEXURE 4 Monthly Block Report for Education Dept

State:		District:	Block:
Reporting month and year:		Total No. schools 6-12th class/ ICDS projects:	
Target population for the month		Girls:	Boys:Nodal Teachers: Total:
a)	Opening balance of IFA:		
b)	Date of supply of IFA:		
c)	Quantity of IFA received:		
d)	Opening balance of Albendazole:		
e)	Date of supply Albendazole:		
f)	Quantity of Albendazole received :		
g)	Batch Number of IFA tablets:	Date of expiry of IFA: suggest removal instead have Albendazole & IFA stock this month	
Adolescent population covered in reporting month		In school (for Block Education Officer)	Out of school (for CDPO officer)
g)	Girls given 4 IFA tablets per month (5 in case of 5 weeks in a month)		
h)	Boys Given 4 IFA tablets per month (5 in case of 5 weeks in a month)		
j)	Grand Total of boys and girls given IFA tablets:		
k)	Total number of nodal teachers given IFA tablets:		
l) Total adolescents with moderate/severe anaemia referred			
		Planned	Conducted
m) Number of Nutrition Health Education session conducted in reporting month by nodal teachers (for Block education officer)			
n) IFA tablets stock suggest removal		Consumed: Balance:	
If February/August month for de-worming		In school(for Block Education Officer)	Out of school(for CDPO officer)
o)	Girls given Albendazole		
p)	Boys given Albendazole		
q)	IFA tablets stock	Consumed: Balance:	
r)	Grand Total of boys and girls given Albendazole:		
Remarks:			
CDPO/ Block Education Officer			

ANNEXURE 5 District Monthly Report

ANNEXURE 5 District Monthly Report				
State:		District: High Focus (Y/N)		
Reporting month and year:		Total No. of govt. schools 6-12 th class:		Total ICDS projects:
Target population for the month Girls:Boys:Nodal Teachers: Total:				
a)	Opening stock of IFA:			
b)	Date of supply IFA:			
c)	Quantity of IFA received :			
d)	Opening stock of Albendazole:			
e)	Date of supply Albendazole:			
f)	Quantity of Albendazole received:			
g)	Batch Number of IFA:		Date of expiry of IFA: instead have total stock of IFA & Albendazole this month	
Adolescent population covered in the district in the reporting month			In school	Out of school
h)	Girls given 4 IFA tablets per month (5 in case of 5 weeks in a month)			
i)	Boys Given 4 IFA tablets per month(5 in case of 5 weeks in a month)			
j)	Grand Total of boys and girls given IFA tablets			
k)	Total number of nodal teachers given IFA tablets:			
l)	Total adolescents with moderate/severe anaemia referred			
m)	Total number of ANM in district			
			Planned	Conducted
n)	Total school visits by ANMs in reporting month			
o)	Total number of VHNDs conducted by ANM with session on Adolescent Anaemia in the reporting month			
p)	Total Nutrition Health Education session conducted by nodal teacher in reporting month			
q)	IFA tablets stock		Consumed: Balance:	
<i>If February/August month for de-worming</i>			In school	Out of school
r)	Girls given Albendazole			
s)	Boys given Albendazole			
t)	Grand Total of boys and girls given Albendazole			
u)	IFA tablets stock		Consumed: Balance:	
Remarks				
District Health Officer		District Programme Officer (ICDS)		District Education Officer