Standard Operating Procedure of

AYURVIDYA Promotion of Healthy Lifestyle through AYUSH for School Children





National AYUSH Mission Kerala





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STANDARD OPERATING PROCEDURE FOR AYURVIDYA – Promotion of Healthy Lifestyle through AYUSH for School Children

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PREFACE

AYURVIDYA represents a pioneering effort to enhance the health and well-being of school children through a dedicated approach rooted in AYUSH systems. This Standard Operating Procedure (SOP) aims to establish a structured approach to delivering school health services effectively and efficiently, ensuring the highest standards of care and safety.

School Health Programmes play a critical role in promoting the overall health and development of children, addressing physical, mental, social, and environmental health domains. Through consistent and high-quality health education and awareness initiatives, we can lay a strong foundation for lifelong healthy habits and well-being among students.

The guidelines in this document standardize AYURVIDYA's delivery across Kerala, setting a high standard for health education and student care through AYUSH. By adhering to these protocols, AYUSH healthcare providers can ensure that students receive comprehensive health education and awareness, promoting a balanced approach to health that encompasses all aspects of well-being. The implementation of these SOPs will contribute to the broader goal of promoting holistic health and wellness, preventing diseases, and managing chronic conditions effectively. We are confident that with the commitment of all stakeholders, AYURVIDYA will set a benchmark in school health services and significantly contribute to the overall health and well-being of the community.

This initiative reflects the National AYUSH Mission's commitment to promoting a healthier community by shaping a robust foundation of wellness in schools. We extend our gratitude to all the experts, practitioners, and stakeholders who have contributed to the development of this SOP. Their insights and expertise have been invaluable in shaping this document.

Together, let us strive to create a healthy and supportive school environment that empowers every child to reach their full potential in health and life.

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ABBREVIATIONS

AEO Assistant Education Officer

ASHA Accredited Social Health Activist

AYUSH Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy

BMI Body Mass Index

DEO District Education Officer

DMO District Medical Officer

DPI Director of Public Instructions

DPM District Program Manager

IEC Information, Education, and Communication

ISM Indian System of Medicine

LSGI Local Self Government Institution

MO Medical Officer

MPW Multi-Purpose Worker

SOP Standard Operating Procedure

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a consistent protocol for potential program implementers to effectively execute the AYUSH public health programme, 'AYURVIDYA-Promoting Healthy Lifestyle through AYUSH for School Children' and monitor its activities uniformly across the State of Kerala.

2. Scope

This SOP applies to Medical Officers and Multi-Purpose Workers under the AYURVIDYA AYUSH Public Health Program and other healthcare personnel involved in the program. It outlines the procedures, responsibilities, and necessary documentation required to ensure compliance and efficiency.

3. Introduction:

The AYUSH systems of medicine emphasize the importance of hygiene, lifestyle, diet, and moral conduct in maintaining good health. For school children, who are at a tender age, it is crucial to promote behavioural change and modifications to adopt a healthy lifestyle, improve dietary patterns, and raise awareness about the significance of emotional health and the management of stress. Moreover, addressing scholastic backwardness and behaviour problems in children requires a thorough evaluation of their physical and sociological causes, with early mitigation efforts involving parents, teachers, and other health experts. Given the scenario the Ministry of AYUSH initiated a Public Health Programme called 'AYURVIDYA' to promote a healthy lifestyle through AYUSH to schoolchildren.

4. Objectives of the Programme

- **4.1.** To promote a healthy lifestyle among school children through AYUSH by encouraging a balanced diet and proper regimen.
- **4.2.** To encourage and promote health-seeking behaviour among school children through AYUSH principles.
- **4.3.** To sensitize school children about the importance of personal hygiene and maintaining a clean and healthy environment.
- **4.4.** To establish and maintain medicinal plant garden on school premises, and to raise awareness among students, parents, and teachers about common medicinal plants and their use in self- care as described in

AYUSH system of medicine.

- **4.5.** To educate school children about the importance of exercise for fitness and wellbeing, with a particular emphasis on the benefits of Yoga.
- **4.6.** To conduct basic health screening for school children and to address their health status.

5. Target Group:

School children across all districts of Kerala.

- Target group 1 Students in classes 1-5
- Target group 2 Students in classes 6 -12

6. Process and Implementation

6.1. Administrative Setup

STATE LEVEL

- Chairperson: State Mission Director.
- Co-Chairperson: Director of Public Instructions.
- Vice Chairperson: Director (Indian System of Medicine), Director(Homoeopathy)
- Convenor: State Program Managers (Indian System of Medicine & Homoeopathy)
- Joint Convenor: Nominated DPM (State Convenor)

DISTRICT LEVEL

- Chairperson: District Medical Officer(Indian System of Medicine & Homoeopathy), Deputy Director of Education
- Convenor: District Program Manager
 Coordinator: Project Coordinators

UNIT LEVEL

- Convenor: District Program Manager (NAM)
- Joint Convenor: Assistant Education Officer/District Education Officer.
- Members: Project Coordinator, Medical Officer(Ayurvidya)

INSTITUTION LEVEL

- · Convenor: Head of the Institution
- Joint Convenor: Block Resource Coordinator
- Member: Medical Officer, Multi-Purpose Worker, PTA President, Teacher in Charge

Figure 1: Administrative setup of Ayurvidya

The State Level Committee is responsible for providing overall leadership and strategic direction, ensuring alignment with national health policies, and overseeing program implementation and performance.

The District Level Committee for the AYURVIDYA program is responsible for leading district-level implementation, coordinating with schools, health departments, and community stakeholders, and overseeing reporting and documentation of program activities. The committee assists in implementing educational strategies that support the program, liaises with schools to promote health education initiatives, and supports the evaluation of program effectiveness within schools.

The Unit Level Committee for the AYURVIDYA program is responsible for coordinating

activities and logistics for program implementation, serving as the primary communication point with district- level authorities, and monitoring program activities to ensure alignment with overall objectives. The committee supports the integration of AYURVIDYA into school programs, assists in selecting and coordinating schools for implementation, and monitors the educational aspects of the program. It liaises with teachers and school administration for effective delivery and conducts health awareness sessions and screenings. Additionally, the committee provides guidance on health practices and interventions, collaborating with school staff to address health-related issues.

The Institutional Level Committee for the AYURVIDYA program is responsible for providing overall leadership and oversight of the program's implementation within the school. It facilitates coordination between teachers, medical officers, and other stakeholders, ensuring necessary resources are available for program activities. The committee communicates with parents, teachers, and students about the program's objectives, schedule, and activities, and engages parents in the program, encouraging their participation and support. It assists in planning and coordinating activities at the block level, provides support and training to teachers and staff, and ensures that educational materials, health screening tools, and other resources are available and properly utilized. The committee monitors the program's implementation and reports progress to district-level coordinators, conducts basic health screenings for students, delivers awareness sessions on health-related topics, and addresses scholastic backwardness and behavioural problems. It also coordinates class schedules, prepares and disseminates educational resources, supports students in adopting healthy lifestyle practices, and provides feedback on the program's progress and effectiveness.

6.2. Implementation strategy

- Target area of work: One unit of AYURVIDYA shall cater to an educational subdistrict.
- **Selection of schools:** Schools shall be selected in consultation with the Assistant Education Officer/District Education Officer of the respective Educational Subdistrict.
- Frequency of visit per school: Each school shall receive 3 sessions per month for each target group.
- **Duration of Session**: Each session shall be of 45-60 minutes duration.

• Areas to be covered:

- o *Target group 1* (Classes 1-5):
 - 1. Health-seeking behaviour.
 - 2. Healthy Food and regimen.
 - 3. Personal hygiene.
 - 4. Importance of Exercise, particularly yoga.
 - 5. Awareness of medicinal plants and Environmental Health.
- o *Target group 2* (Classes 6-12):
 - 1. Health-seeking behaviour.
 - 2. Healthy food and regimen.
 - 3. Education on physiological body changes.
 - 4. Importance of Exercise, particularly yoga.
 - 5. Awareness of medicinal plants.
 - 6. Negating social media and mobile phone addictions.
 - 7. Fostering social values and environmental conservation.

*The topics to be covered under each heading is provided in the annexure for reference. (Annexure I)

6.3. Roles and Responsibilities of Healthcare Providers

6.3.1. Roles and Responsibilities of Ayurvidya Medical Officer

1. Deliver Awareness Sessions:

o Medical Officers are responsible for conducting awareness sessions for school going children.

o Deliver sessions on AYUSH system, health-seeking behavior, healthy diet, body changes during adolescence, yoga, social media addiction, medicinal plants, and social values etc.

2. Health Screening:

- o Conduct basic health screening, including vision checks, BMI calculations, nutritional assessments, and identifying deficiencies.
- o Record findings in the Health Screening Record and provide advice or referrals for further medical care when necessary.

3. Coordinating with School Staff:

- o Collaborate with school counselors and teachers to identify students facing scholastic backwardness or behavioral issues, providing necessary advice or referrals to their parents.
- o Oversee the plantation and maintenance of medicinal herbs on school premises.

4. Implementation of Program:

- O Visit a minimum of 25 schools per month and conduct at least 3 sessions per school. They should conduct a minimum of 3 sessions per day, each tailored to different target groups.
- o Prepare a detailed work plan for each month in consultation with the zonal coordinator and get approval from the District Program Manager
- o Engage with the Head of the Institution, Teachers and Parents during visits to ensure smooth implementation.
- o Assist in follow-up activities related to health interventions, such as coordinating with parents for medical referrals or advice based on health screenings.

5. Physical Exercise Sessions:

o Organize and conduct Yoga Camps in schools, followed by regular follow-up sessions.

6. **Documentation and Reporting**:

- o Maintain detailed health screening records and other related documentation for each student and school.
- o Maintaining registers for all activities under the AYURVIDYA project, including health screenings.
- o Ensure that all documentation, such as attendance registers, stock records, and activity logs, is up to date and properly maintained.
- o Submit monthly reports on the progress of the Ayurvidya program to District Project Coordinators.

6.3.2. Roles and Responsibilities of Ayurvidya Multipurpose Worker

1. Support Medical Officers:

o Assist Medical Officers during health screenings and awareness sessions by handling logistical aspects, such as setting up spaces, managing student groups, and distributing educational materials.

2. Coordination and Logistics:

- o Help in organizing and setting up activities within the school, including health screening and Yoga sessions.
- o Ensure that the necessary resources (e.g., projectors, medical tools, first aid kits) are available for the sessions.

3. Health Awareness and Follow-up:

o Participate in the follow-up process, helping in organizing continuous activities like Yoga sessions and the maintenance of medicinal herb plantations in the schools.

4. Documentation Assistance:

o Maintain registers for health screening, Yoga sessions, and the plantation of medicinal herbs.

o Help collect and compile relevant data for monthly reports submitted by Medical Officers.

6.4. Activity Framework

The AYURVIDYA services should be delivered to the school students through Medical Officers
and trained teachers.

Training and Delivery of Awareness Sessions:

- o Teachers with excellent communication and presentation skills, with a special interest in delivering health promotion, should be trained on selected health-related topics to deliver awareness sessions for Target Group 1.
- The Medical Officers should deliver awareness sessions to Target Group 2.

Planning and Coordination

- A list of schools to be covered in one quarter should be made in consultation with the District Education Officer/Assistant Education Officer.
- o A detailed work plan for a month should be prepared by the Ayurvidya Medical Officer in advance and get approval from the District Program Manager. The work plan should include:
 - 1) List of institutions to be covered in that month.
 - 2) Form a team for each institution for the effective implementation of the programme. The team members should consist of Block Resource Coordinators, the Head of the respective Institution, AYUSH Medical Officers, supporting staff/Multi-Purpose Workers, ASHA, School Counselors, LSG member, PTA representatives, and other stakeholders.
 - 3) Calendar for institutional visits, which includes the names of the schools to be visited, the date of visits, the team members, planned activity, expected outcome, contact number of the school head/teacher in charge, manuals, and IEC materials to be delivered. (Annexure II)

• Implementation in Schools:

- The team shall visit at least one school per day (excluding public holidays), with a requirement to conduct **three** mandatory sessions during each visit, with each session targeting a different group.
- o One target group should receive a minimum of **3 sessions**.
- o In addition to the Ayurvidya sessions, the team shall conduct Health Screening Camps at each school.
- o As per the detailed plan made earlier, the Headmaster and school authorities will be informed of the visit in detail one week in advance. The team, on arriving at the school, shall inform the Head of the Institution and meet with the concerned teacher or facilitator. For effective implementation of the project, the classes should cater to a group of 40-60 students considering the strength of the students in each school.
- o Students will undergo basic assessments conducted by medical officers, with results recorded in a case sheet/Health Screening Record (Annexure III). These assessments will include vision, Body Mass Index, Basic nutritional assessments, and identification of deficiencies.
- o The Medical Officers under the program should work with school counselors and teachers for the identification of scholastic backwardness and behavioural problems in children. Advice or referrals should be provided to parents of children in need, after the awareness classes.

Physical Exercises and Medicinal Herb Plantations

- Exercises particularly Yoga Camps should be organized in each school and follow-up sessions can be conducted. A separate register should be maintained for this. (Annexure III C)
- **o** Plantation and maintenance of Medicinal Herbs in school premises may also be undertaken under the program. Awareness sessions regarding their use in self-care should be given to the students and teachers.

IEC Materials and Behavioral Change Communication:

o The IEC materials shall be prepared, including videos, PowerPoint presentations, Prashnotari, pamphlets, pictorial descriptions (e.g., in the form of cartoon characters),

and slogans (writing on the wall and gate of the school), handbooks, posters, reels, and pamphlets in association with NAM mass media for easy understanding of students. In addition to that, intervention through behavioral change communication techniques may also be adopted.

o Every activity must be digitally photographed, containing the place, beneficiaries' activity, and speaker/lead role makers. In the case of online seminars, screenshots should be made.

• Documentation:

- o The Health Screening Record of each student should be stored in the respective schools.
- o Registers should be maintained for all activities of AYURVIDYA including Health Screening, Work schedule and activity register, Awareness session and Yoga session register, Medicinal plant register, and a stock register.

6.5. Monitoring and evaluation mechanism

- Regular monitoring shall be done to assess the effectiveness of AYURVIDYA and to identify the strengths and weaknesses of program implementation.
- Monthly reports of the AYURVIDYA programme shall be forwarded to District Project Coordinators by the respective Medical Officers before the 3rd of every month. The monthly reporting format is annexed. (Annexure III)
- The District Project Coordinators should compile the monthly reports and submit the report to the District Program Manager before 4th of every month.
- After the approval from the DPM the Project Coordinator shall forward the report to AYURVIDYA State Coordinator before the 5th of every month.
- The State Project Coordinator shall perform the impact analysis of the project at the 3rd month of every year.

7. Outcome indicators

- 1. Total number of schools enrolled.
- 2. Total number of awareness sessions conducted.
- 3. Total number of awareness session beneficiaries.
- 4. Total number of school children undergone basic screening.
- 5. Total number of school children referred to higher centres.
- 6. Total number of yoga sessions conducted.
- 7. Total number of yoga session beneficiaries.
- 8. Total number of herbs planted.

8. Infrastructure and equipment required

- Adequate space for educational sessions, health screenings
- Privacy screens or partitions if necessary
- Whiteboard or bulletin board
- Projector
- Laptop
- Torch
- Stethoscope
- Sphygmomanometer (Small cuff)
- Tongue depressor
- Tuning fork
- Pulse oximeter

- Stadiometer
- Measuring Tape
- Weighing machine
- Infra-red Thermometer
- Ishihara Chart
- Vision chart/ Snellen's Chart
- Otoscope
- Gloves
- Mask
- Sanitizer
- First Aid Kit
- Yoga Mat
- Registers Health Screening Register, Work Schedule & Activity Register, Awareness Session

& Yoga Session Register, Medicinal Plant Register, Follow-up Register, Stock Register

• IEC Materials – Flex, Banner, Pamphlets, Standees.

Annexure I

Topics - AYURVIDYA

Areas to be Covered for Target Group 1 (Classes 1-5):

1. Health-Seeking Behaviour

- o Understanding the basics of health and wellness
- o Recognizing the signs and symptoms of common illnesses
- o Encouraging self-reporting of health issues
- o Seeking timely medical help
- o Basic first aid knowledge

2. Healthy Diet and Regimen

- o Importance of a balanced diet
- o Identifying nutritious foods
- o Healthy eating habits
- o Importance of breakfast
- o Hydration: Importance of drinking water
- Avoiding junk food and sugary drinks
- o Importance of regular meals and portion control

3. Personal Hygiene

- o Daily hygiene practices (brushing teeth, bathing, hand washing)
- o Importance of clean clothing and surroundings
- o Safe disposal of waste
- o Importance of clean drinking water
- o Preventing the spread of germs
- o Role of personal hygiene in preventing illness

4. Importance of Exercise, Particularly Yoga

- o Benefits of regular physical activity
- o Introduction to different forms of exercise
- o Simple yoga poses for children
- o Breathing exercises and their benefits
- o Developing a daily exercise routine

o Fun activities that promote physical fitness

5. Environmental Health

- o Introduction to common medicinal plants
- o Identification and use of common medicinal specific plants. (e.g., Tulsi, Neem, Aloe Vera)
- o Importance of planting trees in sustaining environment
- o Growing and maintaining a medicinal plant garden
- o Importance of plants in maintaining health
- o Encouraging family involvement in planting
- o Environmental benefits of growing plants
- o Impact of pollution on health and ways to minimize it

Areas to be Covered for Target Group 2 (Classes 6-12):

1. Health-Seeking Behavior

- o Understanding personal health and wellness
- o Recognizing signs and symptoms of common and chronic illnesses
- o Importance of preventive healthcare and regular check-ups
- o Self-monitoring health status
- o Vaccinations and their importance
- o Basic first aid and emergency response
- o Awareness and prevention of anemia

2. Healthy Diet and Regimen

- o Principles of a balanced diet and nutrition
- o Importance of macro and micronutrients
- o Reading and understanding food labels
- o Impact of diet on physical and mental health
- o Managing dietary preferences and restrictions
- o Dietary considerations for preventing anemia

3. Education on Physiological Body Changes

- o Understanding puberty and adolescence
- o Physical and emotional changes during adolescence
- o Importance of reproductive health education
- o Coping with hormonal changes
- o Personal hygiene and care during puberty
- o Building a positive body image and self-esteem
- o Access to reliable information and resources
- o Menstrual hygiene and management

4. Importance of Exercise, Particularly Yoga

- o Benefits of regular physical activity and exercise
- o Yoga for flexibility, strength, and relaxation
- o Developing a personalized exercise routine
- o Incorporating exercise into daily life
- o Preventing and managing stress through physical activity.

5. Awareness of Medicinal Plants

- o Introduction to common and locally available medicinal plants
- o Uses and benefits of specific plants (e.g., Tulsi, Neem, Aloe Vera)
- o Growing and maintaining a medicinal plant garden
- o Medicinal plants in self-care

6. Negating Social Media and Mobile Phone Addictions

- o Understanding the impact of social media and mobile phone use
- o Recognizing signs of addiction and overuse
- o Setting healthy boundaries and screen time limits
- o Importance of digital detox and offline activities
- o Cyberbullying awareness and prevention
- o Safe and responsible use of social media
- o Impact of social media on mental health and self-esteem

7. Fostering Social Values and Environmental Conservation

o Understanding and practicing core social values (e.g., empathy, respect, responsibility)

- o Importance of community service
- o Encouraging a positive attitude towards vulnerable populations, especially differently-abled students.
- o Promoting sustainable living and environmental conservation
- o Understanding climate change and its effects
- o Practices for reducing, reusing, and recycling
- o Role of students in environmental conservation efforts
- o Encouraging eco-friendly habits and practices

Annexure II

Work Plan Calendar

N	I onth
:	Year:

Unit:

School to be visited					Responsible person	
Name	Contact number	Date of visit	Team members	Planned activity	Name	Contact number

Annexure III-A

HEALTH SCREENING RECORD

Name of School:		Class/Division:			
Name of Principal:		Name of Class	Геаcher		
Date and Time of Visit:					
Name of Student:		Age/Gender:			
Contact person name:	Contact person name:		number:		
PHYSICAL EXAMINATION:		,			
Height:	Weight:		BMI:		
Remarks (Overweight/Underweight	nt/Short Stati	are/Other):			
Presenting complaints, if any:					
Treatment given by (Stream):					
Referred to (if any):					
EYE EXAMINATION:					
(Put tick 🏈 mark) Acquity of visio	on/ Squint/ C	Colour Blindness			
Any other findings:					

Treatment given by (Stream):	
Referred to (if any):	·

EAR EXAMINATION:

(Put tick 🏈 mark) Impacted Ear Wax/ Secreto	ory Otitis Media/ Suppurative Otitis Media/ Otitis
Externa/ Hearing Defect	
A 41 C. 1:	
Any other findings:	
Treatment given by (Stream):	
Referred to (if any):	
ORAL HEALTH SCREENING:	
Teeth:	Palate:
Tongue:	Gums:
Tongue.	Guins.
Tonsils and Pharynx:	Buccal mucosa:
,	
Remarks:	
Treatment given by (Stream): Referred to (if any):	
RESPIRATORY SYSTEM EXAMINATIO	N:
Rhinitis/DNS/sinusitis/ Any Other finding:	
Cough / Duration/Expectoration/Fever/Che	est Pain/ Shortness of Breath/Any other complaint:
Treatment given by (Stream).	
Treatment given by (Stream):	

Referred to (if any):

SKIN EXAMINATION:
Scabies/Eczema/ Folliculitis/ measles/ Wound / Any other findings:
Remarks:
Treatment given by (Stream):
Referred to (if any):
HEALTH SCREENING – GIT:
Appetite/ Nausea/Vomiting/diarrhoea/ Pain abdomen/ Worm infestation/Hernia/Any other findings:
Remarks:
Treatment given by (Stream):
Referred to (if any):
SCREENING – LEARNING DISABILITIES
Hyperactivity/ difficulty in reading and writing/ problem with Math Skills/ difficulty in remembering
Remarks:

Treatment given by (Stream):

Referred to (if any):

HEALTH SCREENING - MUSCULOSKELETAL SYSTEM

Pain/ Stiffness of joints/muscles/back, Deformity, other findings:
Any physical impairment of Upper limb/Lower limb/ Back:
This physical impairment of opper inno, bower inno, back.
Remarks:
Treatment given by (Stream):
Referred to (if any):

Annexure III-B

WORK SCHEDULE & ACTIVITY REGISTER

Institutio	Date/month		Contact person with phone no		Team members		Activity undertaken	
n	Planned	Undertaken	Given	If any change	Planned	If any change		Undertake n

Annexure III-C

AWARENESS SESSION & YOGA SESSION REGISTER

Date	Institution	Awareness	Number of	Number of	No of	Remarks
		class details (subject)	beneficiaries	yoga sessions conducte d	beneficiaries	

Annexure III-D

MEDICINAL PLANT REGISTER

Date/ month	School	Name of Common Medicinal Plant	Number of plants

Annexure III-E

FOLLOW-UP REGISTER - YOGA AND MEDICINAL PLANTS

Date / Month	Institution	Number Of	Number Of	Remarks
		Yoga Sessions	Medicina l Plants	

Standard Operating Procedures of AYURVIDYA										

MONTHLY REPORT

Sl Name of the institutio	Awareness session		Yoga sessio n	Screening	No of planted medicina	No of children referred for	Remarks	
	n	No of	No of	No of	No of	l herbs	further	
		sessions	beneficiaries	sessions	beneficiaries		treatmen	
							t	
Total								