



2015.07.17.CPP Procedure for dealing with accidents and medical emergencies

Staff on duty

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 09:00 -	Rozen Zijp, nurse 199 072-58 90 199 Room nurse/EHBO	Rozen Zijp, nurse 199 072-58 90 199 Room nurse/EHBO Roel Brussel is available	Roy Stroomer, caretaker 199 072-58 90 199 Room caretakers	Rozen Zijp, nurse 199 072-58 90 199 Room nurse/EHBO	Roy Stroomer, caretaker 199 072-58 90 199 Room caretakers
Lunch break	199 072-58 90 199 11:45-12:15	199 072-58 90 199 11:45-12:15	Roy Stroomer, caretaker 199 072-58 90 199 Room caretakers	199 072-58 90 199 11:45-12:15	199 072-58 90 199 12:15-13:15
Afternoon -16:35	Rozen Zijp, nurse 199 072-58 90 199 Room nurse/EHBO	Rozen Zijp, nurse 199 072-58 90 199 Room nurse/EHBO Roel Brussel is available	199 072-58 90 199 Room caretakers	Rozen Zijp, nurse 199 072-58 90 199 Room nurse/EHBO	Roy Stroomer, caretaker 199 072-58 90 199 Room caretakers

There is always a first-aiders on duty in the school: dial 199 (internal) or 072 5890199 (external). If the nurse or other personnel in the list above are absent, the number above can always be used and the connection will be made with the security guard who will know who is on duty.

The fundamental principal of this procedure is the safety and protection of any children or adults who have accidents, and therefore it is necessary for all adults involved in the procedure to use their judgement and be flexible if this is necessary.

- The nurse is responsible for first-aid in the school on Monday, Tuesday and Thursday. The caretakers, Roy Stroomer, and Roel Brussel (Tuesdays), is responsible in the absence of the nurse. In case of need the nurse and/or the laboratory assistant can call for assistance of first-aiders in the school by walkie-talkie.
- The walkie-talkie of the guard is always reachable – channel 5.
- The BHV-ers, deputies and director can be contacted by walkie-talkie – channel 5.

PREVENTION

Parents **MUST** give the school all necessary contact information in case of emergencies at the start of the school year and be reachable at all times by phone or email.

The nurse is responsible for providing the class teacher and each teacher with information about students in his/her classroom with special medical or physical needs. Such conditions might include allergies, fainting, seizures, or diabetes and include procedures that the teacher may follow in these specific emergencies.

Parents must communicate the names and contact details of any other adults who may take responsibility for their children in case of emergencies, and they will only be allowed to take responsibility if this is in the school management system, or the information has been communicated to the teacher, nurse or other member of staff responsible.

Parents should be asked on enrolment and at the beginning of each year to provide information about children with allergies and special medical conditions on a 'need to know' basis, taking into account medical advice and parents' wishes and appropriate confidentiality. Parents need to inform the school and the nurse of any new information. If teachers are given any special information from parents they need to ensure that the nurse is also informed.

Staff are encouraged to provide accurate contact information, and details of any medical conditions to ensure that in the case of accident or medical emergency the school is able to provide the best possible response. If adults are injured, the same procedure can be followed. If it is necessary for a family member to be contacted this will be done using information provided by the adults.

There should be enough members of staff who are trained in first aid, and in particular specialist teachers (eg science and sport). The school needs to have a list of trained staff at all times, and this list will be updated in this document when there are changes.

All first-aiders on duty must be prepared to make contact with parents as necessary.

COMMUNICATION

Effective communication is essential. All staff need to be aware of the procedure and have a copy in case it is needed.

The school nurse should be contacted immediately in the nurse/EHBO room, telephone number 199 or 072-58 90 199 with your own mobile phone. The nurse is available as much as possible in the nurse/EHBO room at the times in the schedule. Outside the hours when the nurse is working, or if she is not available, Roy Stroomer and Roel Brussel should be available (see table above).

The nurse or first-aider will inform the pedagogical advisers (secondary school), the class teacher (primary school) and the deputy directors as soon as possible about the accident and how it is being handled.

The nurse or in her absence the primary class teacher, the educational advisers or deputy directors will inform the parents of the student as soon as possible about the accident and about what has been done by the school. In particular parents must be told where their child is and whether they must fetch their child from the hospital.

ACTIONS

If an accident occurs on school grounds during the school day, staff should immediately dial 199 or 072 5890199 to contact the nurse or first-aider by phone or send a dependable student or other messenger to notify the nurse. In all cases instruct the messenger to: (a) tell the location of the injured person; and, (b) describe the nature, cause and probable extent of the injuries.

Minor as well as serious injuries should be referred to the school's nurse or first-aider promptly. In the event that a decision needs to be made as to the advisability of further treatment for a student, that decision shall be referred to the student's parent(s)/ guardian(s). Notification and communication with parent(s) or guardian(s) in such situations shall be the responsibility of the school's nurse, first-aider, the management or staff member on the scene depending on the situation.

In the case of minor injuries, the nurse or first-aider shall use his/her professional judgment in deciding whether to contact the student's parent(s)/guardian(s). In the event that a decision needs to be made as to the advisability of further treatment for a student, that decision shall be referred to the student's parent(s)/guardian(s).

HOSPITAL PROCEDURE

The nurse or first-aider on duty will be able to deal with most problems in the school, but he/she may find that the student should be taken to hospital. If this is the case, the nurse will contact the parents and ask them to come to the school and take their child to the hospital. If this is not possible or if the accident or illness is very serious, the nurse will accompany the student herself, or a first-aider or other staff member. The nurse/first-

aider will use their judgement in such cases. In principle the nurse's place is in school to deal with any other problems which may arise.

REPORTS

The nurse or first-aider on duty must file accidents.

The first-aider and the teachers involved in serious accidents must provide the nurse with the relevant information the same day: rozien.zijp@esbergen.org

Within 2 working days after the accident the nurse will send the letter to the parents to inform them about the accident (annex 1).

The nurse must draw up the accident report, based on the information provided by first-aiders and teachers. She should finalise this report within due time (annex2).

LIST OF FIRST-AID ASSISTANCE

- 1. Rozien Zijp**
- 2. Roy Stroomer**

**verpleegkundige
first-aider**

ANNEX 1: NOTIFICATION OF THE ACCIDENT

Bergen,

To the parents/guardians of: (name), (class)

Dear Parents,

On (date) at (time) your son/daughter was involved in the following accident:

If you would like any further information about the accident, please contact the school nurse (072 5890199) or by e-mail to rozien.zijp@esbergen.org.

If you would like to report the accident to the school's insurance company, we would like to ask you to complete the form below. Please return this form to the administration of the European School Bergen within one week. The administration will inform the insurance company about the accident. Please contact Mrs Els de Vries if you have questions about the school's insurance (072 5890120 or els.de_vries@eursc.org).

The school's insurance is a supplementary insurance. Only medical expenses not covered by your own medical sickness insurance can be reimbursed. Please see the information in the financial brochure.

Yours sincerely,

Rozien Zijp
Nurse

The undersigned

Parent/guardians of wish to report the
accident of (date) to the school's insurance company.

Date: Signature:

