



European School Bergen

2017.11.03

Illnesses, Accidents and Medical Emergencies

Timetable of the Nurse and other staff

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

Coffee break school nurse, M, T, Th – 15:15-15:25

Contact email for the school nurse: rozien.zijp@eursc.eu

- There is always a first-aider 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 main priority 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. In case of need the nurse 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 first-aiders, 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 illnesses.
- Parents must communicate the names and contact details of any other adults who may take responsibility for their children in case of emergencies and illnesses, 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

are 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.

- Staff are encouraged to provide accurate contact information, and details of any medical conditions to ensure that in the case of illness or accident the school is able to provide the best possible response. If staff members or other adults in school are injured or ill, 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.
- 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 in the nurse/EHBO room, telephone number 199 or 072-58 90 199 with your own mobile phone. There are enough members of staff who are trained in first aid, and in particular specialist teachers (eg science and sport). The school has a list of trained staff. All first-aiders on duty must be prepared to make contact with parents as necessary.

Illnesses

Nursery and Primary Cycles

- If the teacher judges that a pupil is ill and he or she needs to go home, the teacher contacts the nurse by telephone or e-mail (**199 or 072 5890199, rozien.zijp@eursc.eu**) and sends the pupil to the nurse/EHBO room. If the nurse judges that the pupil needs to go home, she will contact the parents.
- If the parents give permission that the child will go home, the nurse will inform the class teacher, deputy director and guard. If the nurse is not available, the class teacher will contact the parents, deputy director and guard.

Secondary Cycle.

- If a student becomes ill during the school day, he/she has to visit the school nurse to get treatment or to get permission to go home. If the nurse judges that the student should go home, she contacts the parents and she fills in the green form for the educational advisors. She also fills in the absence in SMS with the information "*note sent home by nurse.*".
- In doubt she will contact the educational advisors or deputy head. The nurse hands the green slip to the pupil and the pupil gives it to the guard as permission to leave the school. Afterwards the guard will find a way to return the green forms to the educational advisors. If the nurse is not available or not in school the educational advisor will be responsible.

Accidents and medical emergencies

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 are available (see table above).
- The nurse or first-aiders 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 advisors 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).
- 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 first-aider and the teachers involved in serious accidents provide the nurse with the relevant information the same day: rozien.zijp@eursc.eu
- 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 writes the accident report, based on the information provided by first-aiders and teachers. She should complete this report as quickly as possible.

ACCIDENTS AND EMERGENCIES: 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@eursc.eu

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.eu)

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:

ACCIDENTS AND EMERGENCIES : ACCIDENT REPORT

This report should be completed as soon as possible after the accident. . The report will be filled in by the nurse.

Date		Time	
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	Students involved - Name	Class
1		
2		
3		
4		

Short description of what happened

Name of the teacher/nurse/TMP/other adult involved in the accident/incident	

Follow-up

Name of the nurse	Signature