



<b>2015.07.16.CPP <u>Procedure for dealing with illnesses</u></b>
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### Nurse on duty

Times	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b> 09:00 - 11:45	<b>Nurse</b> <b>199</b> 072-58 90 199 Room nurse/EHBO	<b>Nurse</b> <b>199</b> 072-58 90 199 Room nurse/EHBO		<b>Nurse</b> <b>199</b> 072-58 90 199 Room nurse/EHBO	
<b>Lunch break</b> 11:45-12:15					
<b>Afternoon</b> 12:15-16:35	<b>Nurse</b> <b>199</b> 072-58 90 199 Room nurse/EHBO	<b>Nurse</b> <b>199</b> 072-58 90 199 Room nurse/EHBO		<b>Nurse</b> <b>199</b> 072-58 90 199 Room nurse/EHBO	

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

**Contact details school nurse: 199 or 072 5890199, [rozien.zijp@esbergen.org](mailto:rozien.zijp@esbergen.org)**

The fundamental principal of this procedure is the safety and protection of any children who become ill at school, 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 and illnesses in the school on Monday, Tuesday and Thursday.

### 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 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.

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.

## **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 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.

## **PRIMARY SCHOOL**

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@esbergen.org**) 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 SCHOOL**

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 pupils 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.