



PROTOCOL FOR CONDUCT OF THE INFIRMARY SERVICE WHEN FACED WITH SERIOUS SITUATIONS AND HEALTH EMERGENCIES DURING SCHOOL TIME

The purpose of this communication is to inform you in a clear and concrete way of the protocol that the infirmary and the school management follow in serious situations and health emergencies during school hours.

When a student has a serious accident, or a health problem (fever, vomiting, diarrhoea, headache, etc ...) that requires the intervention of the parents, they will be informed by the school infirmary.

For this reason, it is essential that parents update the general information that they give to the school, whether directly or through someone authorized to act as the person responsible for their child. The physical and mental health of the child is at such times the main priority of this protocol.

1. Infirmary

The official opening hours of the infirmary are from 8:00 to 16:45 on Mondays, Tuesdays, Thursdays and Fridays. On Wednesday the opening hours are from 8:00 to 13:45.

We do not treat injuries that have occurred outside the school.

Parents are asked to keep sick children at home for health reasons. We encourage parents to take care of the small problems of daily life (sore throat, warts, etc.) at home with their doctor.

Parents are asked to report immediately to the infirmary any medical conditions that their children are suffering from (ex: asthma, diabetes, etc.).

The school infirmary is only equipped to provide first aid, to carry out a physical examination, and to provide drugs used for common complaints, (analgesics, antipyretics, anti-inflammatory) and others used in more specific situations.

2. Procedure to be followed in the following cases:

A. SERIOUS EMERGENCY

Faced with this situation, students must be transferred WITHOUT DELAY to the hospital. In cases such as

- cardiac and respiratory arrest
- head injuries
- open fractures



- severe asthma attacks
- anaphylactic shocks

The infirmary will provide first aid and will call an ambulance. Then the parents will be alerted and in case of an accident, the infirmary will fill in a statement.

The ambulance generally takes the pupil to the nearest hospital (**Delta – Chirec Hospital, 201 Boulevard du Triomphe, 1160 Auderghem, Brussels. Emergencies telephone number: 02.434.88.00**), accompanied by a person in charge designated by the school management.

B. STANDARD EMERGENCY

In certain cases, the pupil will require hospital care but doesn't require an urgent transfer to hospital by ambulance.

For example:

- Different contusions in the extremities or different body parts that require radiological exam.
- Injuries with cuts requiring stitches
- Suspected closed fractures.

The student will be treated for first aid at the infirmary, and then parents will be notified IMMEDIATELY. They will have to come and pick up their child and take him to the hospital of their choice.

C. STATES OF HEALTH WHICH REQUIRE A MEDICAL EXAMINATION – NOT URGENTLY AT THE DOCTOR

A first examination will be carried out at the infirmary. The nurse will telephone the parents to ask them to come and get their child as quickly as possible. The pupil will wait at the infirmary; however, we are not equipped to keep children for several hours.

Such cases as:

- vomiting
- diarrhoea
- fever
- otitis

In certain cases the school nurse herself will give medication (low fever, headache etc.) to a pupil of the nursery or of a primary class only after having called his/her parents. For the pupils of the secondary cycle, the infirmary generally administers a medication (GLS drug, no prescription needed) after consulting the pupil.

We will observe the pupil and if his/her condition does not improve we will contact the parents so that they come and get their child without delay.

The treatment of minor accidents can be carried out at the infirmary without any other procedure.



ECOLE EUROPEENNE DE BRUXELLES III
EUROPEAN SCHOOL BRUSSELS III
EUROPÄISCHE SCHULE BRÜSSEL III

In all cases it is the infirmary staff who will be charged with administering the first aid following accidents and which will proceed, to do whatever they judge appropriate according to this protocol.

Finally, we request the collaboration of all the parties involved, especially that of the parents, in order to achieve the final objective of this protocol, which is to offer maximum security to our students and to their physical and mental well-being.

Infirmery: **Mrs RIVAS /M. CLAEYS /Mrs RYSMAN**
Telephone: 02/629.47.38
Email: IXL-infirmierie@eursc.eu