



**Ref: ENF1-2023-09-GM-so-02**

**Orig: ES**

Courtesy translation into English

## **Nursing action protocol for emergency situations and health emergencies during school hours.**

---

Alicante, September 2023

Dear Parents:

The School Management maintains a constant concern for the well-being of the pupils, which is why it has organised First Aid courses for the teaching staff and other school staff. The need to draw up a medical assistance protocol has also been raised in the various Education Councils.

The purpose of this communication is none other than to inform all of you in a clear and concrete way of the action protocol that the nursing and Management carry out when emergency situations and health emergencies occur in pupils during school hours.

**PREAMBLE:**

The official opening hours of the Infirmary are from 8.30 am to 4.30 pm on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays this timetable is from 8.30am to 1.15pm.

When a pupil suffers a serious accident, or in cases of health problems (fever, vomiting, diarrhea, headaches, etc.) that require the intervention of parents, they will be informed by the School nurse.

For this reason, it is extremely important that parents keep their child's contact details up to date with the School, either directly or through an authorised person, in order to be able to take care of their child. This will benefit the health and well-being of the child at that time, which is the main objective of this protocol.

In the interest of Public Health, parents are reminded that in case of fever or general discomfort, children should not attend school on that day.

The School Infirmary only has equipment for a first care (material of cures, digital splints...) as well as to carry out a physical examination and drugs frequently used in common processes (analgesics, antipyretics, anti-inflammatories) and others that some pupils with various pathologies have been prescribed by a doctor to be administered and kept in the care of the nurse during school hours.

The procedure to be followed in cases where the resources of the Infirmary are insufficient to provide satisfactory care for the student as a result of the accident is specified below.

The School has an accident insurance whose policy is contracted with the insurance company AIG.

As indicated on the School's website, the procedure in the event of an accident is as follows:

- The AIG company will reimburse the parents for the expenses incurred in the school accident billed by the hospital of the parents' choice.
- The reimbursement request form (available on the School's website) must be completed and signed by the pupil's legal representatives, and must be attached with the medical report and the invoice(s), and sent by the parents to: [claims.be@aig.com](mailto:claims.be@aig.com)
- The School Infirmary will provide you a report/referral sheet with the medical details of the accident observed for delivery to the hospital.

## **HOW TO PROCEED DEPENDING ON THE CASE:**

### **I - HEALTH EMERGENCY:**

"In this situation, the injured person requires medical attention WITHOUT DELAY and transfer to a health center as soon as possible".

Such cases may include, among others:

- Cardio-respiratory arrest.
- Convulsions with or without loss of consciousness.
- Moderate and severe cranioencephalic trauma.
- Open fractures.
- Incised bleeding contused wounds.
- Asthma crisis, allergic reactions, or foreign bodies in the respiratory tract.
- Vomiting with the presence of blood.
- Acute abdomen
- Otorragias

How to act in a health emergency situation:

#### **STEP 1. Call 112.**

- a) Indicate that it is a "School Alert", when it is an emergency due to chronic illness (asthma, diabetes, epilepsy or allergy), or that it is a sudden situation.
- b) Indicate to 112 the location of the emergency: address of the school and contact person and telephone number.
- c) Medical details of the pupil and symptoms and signs (conscious, unconscious, breathing difficulties, injuries, etc.).
- d) Follow the instructions of 112 or, in the case of referral from 112, the medical instructions of the Emergency Information and Coordination Centre (CICU), which will give guidelines of action and indicate the sending of health services to the place, or if appropriate, the transfer of the pupil to the health center, among others.

#### **STEP 2. Notify the family**

Parents or guardians are contacted to give information about what has happened and to inform them of the health center to which the pupil will be taken by basic support or SAMU so that they can go there as soon as possible.

If telephone contact with the parents or guardians is not possible, the School Management will decide which of its staff will go to the hospital and, once at the emergency department, accompany the pupil until the parents or guardians are located and go to the hospital.

If the CICU decides to send ordinary medical transport other than SAMU, the person accompanying the pupil may go in the ambulance to the medical center. Any extraordinary expenses not covered by the School's insurance may be claimed from the parents, after they have been duly informed.

## II - MEDICAL CARE:

If the emergency care of the injured person requires medical attention, which admits SOME DELAY, but which must be referred to a health center for assessment and treatment:

1º.- The pupil will be treated in the infirmary, where initial care will be given and action will be taken as appropriate, and IMMEDIATELY, the parents or guardians will be contacted, so that they can come to pick up the pupil, and they will be the ones to take the pupil to the health center of their choice.

2º.- If the parents or guardians cannot be reached within a reasonable period of time, it will be the School Management who will decide how and who will accompany the injured pupil and to which health center the pupil will be taken.

Such cases may include:

- Various contusions in extremities or different areas of the body where radiological assessment is necessary to rule out possible fractures, fissures, etc....
- Incised contused wounds requiring stitches.
- Contusions in the mouth where there is partial breakage or total loss of a tooth and for which a dental assessment is required.
- Foreign bodies in the eyeball.

## **HEALTH CONDITIONS IN WHICH THE PUPIL MUST GO HOME FOR POSSIBLE ASSESSMENT BY HIS/HER PAEDIATRICIAN OR GENERAL PRACTITIONER.**

"These health conditions generally require medical assessment at the respective health center or medical consultation". They are not school accidents that require treatment in a health center and it should be up to parents to make an appointment with their family doctor or paediatrician, who will assess the cases and provide medical treatment if necessary.

1° An initial assessment will be made in the Infirmary.

2° Parents or guardians will be notified to come and pick up the student from the Infirmary as soon as possible, and until the parents or guardians are located and come, the student will remain in the School Infirmary.

Such cases may include:

- vomiting
- diarrhea
- fever.
- influenza and catarrhal processes
- otitis.
- abdominal pain.

It should be noted that in some cases, such as headaches, sore throats and minor anomalies, if the child is authorised to take medication, he/she may be given an analgesic, antipyretic or anti-inflammatory medicine in the Infirmary and return to class. The pupil will be observed and, if there is no improvement, parents will be contacted again to come and collect their child.

Minor accidents, which can be treated by the School's medical staff, will be dealt with without any formalities.

In all cases, the School's medical staff will be responsible for the first cures of accidents and will proceed, with prior notice to parents, as they consider most appropriate and in accordance with this protocol.

Finally, we ask for the cooperation of all parties involved, especially parents, as the ultimate aim of this protocol is to provide maximum safety for the pupils and their well-being.

## **SCHOOL FIRST-AID KIT: CONDITIONS**

Although legislation does not require any school to be equipped with a first-aid kit, the School Management considers it advisable to have one in the following conditions:

- That there is a responsible person in charge of checking and replenishing the first-aid kit after use; of avoiding the accumulation of unnecessary products or products in poor condition, expired, etc., and of checking that all the material is tidy and properly labelled. The person in charge at the School is the nurse.
- That is located in a visible place, without a lock and out of reach of the students. The medicine cabinet is located in the nurses' room.
- That the conservation and safekeeping of medicines is in accordance with the indications established in the medical prescription.

A sticker with the following information must be visible:

1. The emergency telephone number 112,
2. the number of the health center of reference, and
3. the address and telephone number of the school.

All school staff should be aware of the exact location of the first aid kit and the materials it contains.

Recommended contents:

- 1 container of oxygenated water (250 ml)
- 1 container of chlorhexidine (100 ml)
- 1 pack of greasy tulle
- 1 pack of sterile gauze
- 4 bandages (2 bandages of 5x5 and 2 bandages of 10x10)
- 1 adhesive tape
- 1 pack of plasters
- 1 tourniquet or rubber band for compression
- Sterile single-use gloves
- Tweezers and scissors

If it is decided to include medication, include a container of anti-inflammatory ointment and a container of burn ointment.