



European School Bergen
2023.06.01

ILLNESSES, ACCIDENTS AND MEDICAL EMERGENCIES PROCEDURE

1. Staff on Duty

1.1. School Nurse

The school nurse is responsible for first aid of students and staff. This includes dealing with all illness, accidents and medical emergencies. A school nurse is on duty during every school day from 08:45-16:30 pm. The nurse can be found in the school nurse office and is also reachable on phone number internally 199 and/or externally 072-5890 199 and or general email: BER-NURSE@eursc.eu.

The school nurse is ultimately responsible for all first-aid in the school from Monday to Friday.

In case of needed assistance, the nurse can call a first aider (FA) in the school by telephone. The school has a minimum of 5 qualified FAs.

Please refer to Table 1: School nurses, non-pedagogical and pedagogical FAs.

Table 1: School nurses and first aid

Staff	Function	Contact
Claudia Davis	School Nurse	199 072-5890 199
Roy Stroomer	Caretaker	102 072-5890 102
Susan Hamelink	Caretaker	103 072-5890 103
Vincent Dreijer	Head Caretaker	100 072-5890 100
Renee Oosterwijk	Nursery Assistant	No nr
Michelle Bergler	Lab Technician	165 072-5890 165
Arie Ramp	Teacher	No nr
Leah Schoffelmeer	Teacher	190 072-5890 190
David Hay	Teacher	190 072-5890 190

1.2. First Aid

In the event of absence of the school nurse, a designated FA will ensure to have the 199 mobile phone and to inform school nurse visitors of the change in permanence. The designated FA carries out the FA duties of the school nurse. FA duties consist of dealing with accidents and medical emergencies.

One AAS FA is scheduled on each school day. In the event that FA#1 is absent, FA#1 informs FA#2 so FA#2 takes over the duties.

Table 2: Availability of AAS FA, or non-pedagogical first aid medical responder(s)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	FA#1 Roy FA#2 Vincent	FA#1 Roy FA#2 Vincent	FA#1 Roy FA#2 Susan	FA#1 Roy FA#2 Vincent	FA#1 Susan FA#2 Vincent
PM	FA#1 Roy FA#2 Vincent	FA#1 Vincent FA#2 Michelle	FA#1 Roy FA#2 Susan	FA#1 Roy FA#2 Vincent	FA#1 Susan FA#2 Vincent

2. Documentation

2.1. Illness

Parents give the school all necessary contact information in case of emergencies at the start of each school year or at enrolment. Taking into account appropriate levels of confidentiality, the school nurse is responsible for providing the teachers with information about students with special medical or physical needs.

The school nurse is the only staff member with access to health records in the school's management system. The school nurse is ultimately responsible for all documentation of illnesses, accidents or medical emergencies during school hours.

In the event of the absence of the school nurse, the assistants to the Deputy Directors will contact the parent(s)/guardian(s).

2.2. Accidents

Minor as well as serious injuries should be referred to the school nurse promptly.

If an accident occurs on school grounds during the school day, staff should immediately dial 199 or 072-5890 199 to contact the nurse by phone or send a dependable student or other messenger to notify the nurse. Critical information for the school nurse includes the location of the injured person, the nature of the accident and extent of the injuries.

Notification and communication with parent(s) or guardian(s) in such situations shall be the responsibility of the school nurse. In the case of minor injuries, the school nurse shall use her professional judgment in deciding whether to contact the student's parent(s)/guardian(s). Where appropriate, the school nurse will advise the student's parent(s)/guardian(s) for further treatment. The school nurse may ask the parent(s)/guardian(s) to come to school and take their child to a medical practitioner.

The parents are responsible for arranging any medical intervention, including transportation, that may be needed.

The school nurse's place is in the school premises.

2.3. Absence of the School Nurse

Whenever the school nurse is absent, FA duties will be performed by the FA (see above for an overview of available FA). FA will hold the 199 mobile phone and ensure the information is available on the school nurse's office door.

The FA will report the accident by email to BER-NURSE@eursc.eu within 24 hours. The school nurse will make the accident announcement and email this to the parent(s)/guardian.

The school nurse will write the accident report based on the information provided by persons involved. The accident report will be finalized within 72 hours of the accident and placed in the nurse's file. Please refer to Addendum A: Accident Announcement and Addendum B: Accident Report.

In case the school nurse is absent for more than 72 hours, the assistants to the Deputy Directors are in charge of all communications towards the parent(s)/guardian(s).

2.4. Medical Emergencies

The school nurse is the priority staff member when dealing with medical emergencies.

In the event of absence of the school nurse, the FA will be expected to perform these duties.

The FA will email the documentation related to all medical emergencies that occurred to BER-NURSE@eursc.eu within 24 hours.

3. Prevention

In order to provide appropriate care in light of illness, accidents or medical emergencies, the following information needs to be completed with administration.

- 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 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.

Addendum A: Notification of the Accident

Bergen N-H, date

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

Dear Parents,

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

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If you would like any further information about the accident, please contact the school nurse (072-5890 199) or by e-mail to BER-NURSE@eursc.eu.

Please note that the school can report the accident to the school's insurance company. The school insurance is a supplementary insurance. Only medical expenses not covered by your own medical sickness insurance can be reimbursed.

For any questions about the school insurance or if you wish to report the accident to the school's insurance company, we kindly ask you to contact the safety and security officer, Ms Neuman, within 48 hours from the date of dispatch of this message. Her direct number is 072-5890 113 or via email: marije.neuman@eursc.eu

Yours sincerely,

Claudia Davis
School Nurse

Addendum B: Accident Report



<i>Date</i>		<i>Time</i>	
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	<i>Students involved - Name</i>	<i>Class</i>
<i>1</i>		
<i>2</i>		

<i>Short description of what happened</i>

<i>Name of the teacher/nurse/TMP/other adult involved in the accident/incident</i>	<i>Signature</i>

<i>Follow-up</i>

<i>Name of the teacher/nurse/TMP/other adult involved in the follow-up</i>	<i>Signature</i>