



## FUNCTIONING OF THE INFIRMARY SERVICE

When a pupil has a serious accident or health problem (fever, vomiting, diarrhea, etc.) which requires the intervention of the parents, they will be informed by the school infirmary.

For this reason, it is essential that parents update the means of contact available to the school.

Injuries that occur outside the school should be treated at home.

Parents are asked to keep sick children at home for health reasons. And we invite them to treat at home, together with their doctor, all the small ailments of everyday life (sore throat, warts, etc.).

Parents are also asked to fill in the **medical questionnaire when registering** their child at the school. They are then asked to inform the infirmary immediately of any medical problem their child may be suffering from (e.g. asthma, allergies, diabetes, intolerances, epilepsy, psychological problems, stress, anxiety, etc.).

What to do in each case:

### 1. Vital emergency

In such a situation, the student must be transferred to hospital without delay.

Cases such as:

- Cardiorespiratory arrest
- Head injuries
- Open fractures
- Severe dislocations
- Severe asthma attacks
- Anaphylactic shock
- ...

The infirmary will give first aid and call an ambulance. Then they will notify the parents and in case of an accident, they will fill in an accident report for the insurance companies.

In general, the ambulance takes the pupil to the nearest hospital (Cliniques de l'Europe Saint-Elisabeth, Avenue de Fré 206, 1180 Uccle)

## 2. Relative urgency

In some cases, the student needs hospital care but does not require an urgent transfer to hospital by ambulance.

For example:

- Various bruises in the extremities or different parts of the body that require an X-ray
- examination.
- Injuries that require stitches
- Suspected closed fractures
- Suspected mild concussion
- ...

The pupil will be given first aid treatment in the infirmary, after which parents will be notified to collect the child and take him/her to the hospital of their choice. The infirmary will fill in an accident report for insurance purposes.

## 3. Medical conditions that require a non-urgent medical examination by the attending physician

An initial assessment will be made in the infirmary. The nurses will telephone the parents to **collect their child (kindergarten – primary – secondary)** as soon as possible (**by a parent or a designated responsible person**). The pupil will remain in the infirmary while waiting. However, it is not the intention to keep the children for hours. The best place for children is at home for their comfort and for a good recovery.

Cases such as:

- Vomiting
- Diarrhea
- Earache with temperature
- Fever
- Severe cough
- ...

We would also like to clarify that visits to the infirmary must be for genuine health reasons. Situations such as free study periods (« quiet periods »), exam preparation or absence from lessons deemed « unimportant » do not constitute valid reasons for leaving the school via the infirmary.

Furthermore, to avoid any misunderstanding or incomplete information, **all communication with parents** in this context will be handled **exclusively by the**

**school infirmary.** Students will therefore no longer be permitted to contact their parents themselves using their mobile phones when they visit the school infirmary.

To facilitate contact, we invite you to save the **infirmary's numbers** on your phones:

- **02/373 86 35**
- **02/373 86 34**
- **02/373 87 54**
- **02/373 87 55**

#### **4. Small accidents that can be treated at the infirmary**

In some cases, the infirmary will give medication (fever, headache, sore tummy, nausea, period cramps). If the student's condition does not improve, the parents will be contacted and asked to come and collect the student as soon as possible.

Small accidents that can be treated in the infirmary will be insured without further procedure (e.g. scratches, hematomas, falls on the head without loss of consciousness and without aggravating signs, punctures, epistaxis, etc.).

In all cases, the infirmary staff will be responsible for administering first aid following accidents and will proceed as they see fit, in accordance with the protocol.

Students who need sanitary pads or tampons can purchase them from the vending machine located in the toilets of the Breughel building. If they do not have any money with them, they may obtain them from the infirmary and pay later. The price for one item is 1 €. The first menstrual product is provided free of students experiencing their first period.

To ensure that we can assist all students who may need them, we kindly ask that any crutches borrowed from the infirmary be returned within two days.

We kindly request that any borrowed clothing is returned clean and as soon as possible.

In conclusion, we ask for the collaboration of all parties involved, especially the parents, since the final objective of this protocol is to offer maximum safety to the students and their physical and psychological well-being.

The medical service

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