NURSE STATION PROTOCOL
MEDICAL EMERGENCIES DURING SCHOOL HOURS

MARY OKEKE
BFIS NURSE
REGISTRATION No. 08-052228
General Information

- Nurse Station hours:
  - Monday to Friday 8:30am – 4:30pm
- Important: up-to-date parent* contact numbers
- Parents informed by Nurse in the event of serious accidents or health problems (fever, vomiting, diarrhea, headaches, etc….)
- Students should not attend school with a fever or feeling unwell
- Nurse equipped to:
  - Deliver first aid (dressing materials, digital splints, etc.)
  - Carry out physical explorations
  - Administer over the counter medication:
    - Common illness (pain killers, antithermic medication, anti-inflammatory medication)
    - Other situations (creams, iodine, saline solution)

*Throughout this document, wherever it says ‘parent’ it refers to both parents and legal tutors
School Insurance: Ferma

• Covered risks:
  • On school grounds
  • Due to classes
  • Patio time and common games at school
  • Field trips and excursions organized by the school, museum visits, laboratories, or other educational centers (always accompanied by teachers or other adults in charge)
  • School sports
  • Competitions BFIS partakes in
  • En route from home to school and vice versa (any method of transportation except scooter/motorbike)
Vital Emergencies Protocol

(Patient requires IMMEDIATE medical assistance/urgent transfer to hospital):

1. Administer first aid
2. Activate SEM* (Medical Emergency System) dialing 112, to request an ambulance
3. Inform parents about emergency and which medical center student is at for them to go ASAP
4. If immediate telephone contact with parents not possible, school director/principals assess which two staff members accompany student to medical center. Once there, staff members stay with student until parents are located and have arrived
5. Extraordinary expenses, which are not covered by the school insurance, will be requested from the parents after being duly informed

Vital emergencies:

- Cardio-respiratory arrest
- Convulsions (with/without loss of consciousness)
- Moderate to severe head injury
- Open fractures
- Bleeding, incise-contuse injuries
- Asthma attacks, allergic reactions, blocked airways
- Presence of blood in vomit
- Acute abdomen
- Otorrhage

*Please see slide titled Medical Emergencies System (SEM)
Accidents at School

Protocol in the event of accidents at school:
1. Nurse assesses the injury
2. Parents are informed
3. Student is administered first aid at Nurse Station
4. If parents cannot be reached within 30 minutes, school follows same procedure as in Vital Emergencies (see slide)

Accidents at school may include:
- Diverse sprains on extremities or other body parts where X-rays may be necessary to discard the possibility of any fractures
- Incise-contuse injuries, which require stitches
- Hits to the mouth with partial fracture or total loss of a tooth; where a dental exploration is required
- Foreign object in the eye
Students sent home for evaluation by doctor

Conditions which generally require medical evaluation at student’s doctor’s office:

- Vomiting
- Diarrhea
- Fever
- Flu and cold symptoms
- Ear inflammation
- Abdominal pain

Although an initial evaluation will take place at the Nurse’s Station, it will of course be the parents who take students to their doctor for further evaluation and treatment. Parents will be contacted in order to pick up the student as soon as possible at the Nurse’s Station, where the student will wait until he/she is picked up.

In cases such as headaches or throat aches, after phone approval from parents, student may be given pain killers, antithermic or anti-inflammatory medication at the Nurse’s Station and return to class. Nevertheless, the student will remain under observation and, in the event of no improvement, parents will be contacted to pick the student up.
During student outings, such as field trips or other school trips, a first aid kit will be available along with the following document to be handed to the hospital that treats any injured students. Teachers will simply fill out the student’s full name, grade, date and type of lesion. The document includes:

- Policy number and name of insurance company
- Name of hospital / medical center / clinic
- Name, last name and grade of injured student
- Type of lesion
- Date, director’s signature and BFIS stamp

### Field & Overnight Trips

**COMUNICAT D’ACCIDENT**

<table>
<thead>
<tr>
<th>DADES LESIONAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOM I COGNOM:</td>
</tr>
<tr>
<td>DATA NAIXEMENT:</td>
</tr>
<tr>
<td>CURS/ACTIVITAT:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DADES ACCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA:</td>
</tr>
<tr>
<td>LLOC DE L’ACCIDENT:</td>
</tr>
<tr>
<td>HORA:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPCIÓ DE L’ACCIDENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEGELL I SIGNATURA</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ORIENTACIÓ DIAGNÒSTICA</th>
</tr>
</thead>
</table>

---

FACTURAR A: FERMA Assesors Escolars, S.L. – Gran Via de les Corts Catalanes, 444, Entl. 1a 08015 – BARCELONA, CIF-B-61755641
Horari: Dii-Div 9 a 14h, 16 a 19h telf. 93 426 84 84 sinistres@fermaseguros.com

El jurídic lesionat del sinistre anteriorment descrit autoritza el tractament de les dades personals subministrades voluntàriament a través del present document i la actualització dels mateixos per:
- El compliment del present contracte d’assegurança
- La valoració dels danys ocasionats en la seva persona
- La quantificació, si esca, de la indemnització que li corresponga
- El pagament de la part d’indemnització.

Així mateix, accepta que els referits dades personals siguin cedits, exclusivament, a aquelles persones o entitats que ingressi la intervenció de les quals sigui necessari per al desenvolupament de les finalitats indicades anteriorment, així com el proceder de la pòlissa d’assegurança, i sembla la necessitat de que li sigui comunicada cada primera cessió que s’efectui als referits cessionaris.

Tots les dades són tractades amb absoluta confidencialitat, no són accessibles a tercers proper a finals discrits per a les quals han estat autoritzats.

El centre esté ubicat en Gran Via de les Corts Catalanes, 444 Entl. 1a, 08015 – BARCELONA, sota la supervisió i control de FERMA Assessors Escolars S.L., que assenyal·la l’adreça delos mesures de seguretat d’indole tècnica i organitzativa per a protegir la confidencialitat i integritat de la informació, d’acord amb el Reglament (UE) 2016/679 de Protecció de Dades de caràcter Personal i d’altres legislació aplicables. En virtut de les línies abans mencionades, tienent dret d’oposició, accés, rectificació i cancel·lació de les seves dades personals subministrades.
Field & Overnight Trips

If you are leaving campus with a child who has been prescribed an epipen, please take an epipen with you. The school nurse can provide you with one. Also, please make sure they have their epipen with them if they are MS/HS students.

If you are leaving campus with a child who is diabetic, take some juice and biscuit with you (the kitchen can provide that), and more importantly please take their glucagon with you. The school nurse will provide you with one in an isothermal bag. Also please, make sure they have their insulin with them.

If you are leaving campus with a child who has asthma, if they are middle and high school students, please make sure they carry their salbutamol inhalers with them, if they are ES students, please take it with you.

If you are leaving campus with students with any other known prescribed emergency medicine (cortisone, antihistamine.....) please make sure they have it with them or take it with you.
Medical Emergencies System (SEM)

No Vital Organs Affected
- Stabilize Student
- Call Parents / Taxi Teknon ER

Vital Organs Affected
- Dial 112
- Stabilize Student
- Call Parents / ER San Juan de Dios by ambulance
Additional Information

• Small accidents, which can be treated by the Nurse, will not require any formalities
• In all cases, the Nurse will administer first aid and contact parents following the protocol
• Finally, Mary Okeke would like to request the collaboration of all parts involved, especially that of parents, as the final objective of this protocol is to keep students safe as well as guarantee their physical and psychological wellbeing