



Alicante, March 2005

## **PROCEDURES FOR THE MEDICAL ROOM IN CASES OF EMERGENCY AND URGENT MEDICAL SITUATIONS DURING THE SCHOOL DAY**

Dear Parents

The school's management is always alert to the wellbeing of our students. For this reason we have organised several short courses on 'First Aid and Basic Life Support' for the teaching and non-teaching staff. In each of the Education Councils we have also stressed the need for procedures for medical assistance.

This letter explains clearly and definitively the procedures that the medical room and school management will bear in mind in the event of an emergency or urgent medical situation arising during the school day.

### **INTRODUCTION**

The normal hours of the medical room are 8.30am to 4.30pm on Monday, Tuesday, Thursday and Friday. On Wednesday, hours are 8.30am to 1.15pm.

When a student has a serious accident, or when there is a health problem (fever, vomiting, diarrhoea, etc.) which requires parental involvement, parents will be informed by the school nurse.

For this reason it is very important that parents ensure that they can always be contacted by the school, either directly and through another authorised person, so that they can take charge of their child. This is to best ensure the physical and psychological wellbeing of the child at the time, which is the purpose of these procedures.

For everyone's health, we remind parents that children should not attend school on any day when they have a fever or illness.

The school's medical room only has facilities for immediate first aid ( bandages, digital thermometers, and the like ), for simple physical examination, as well as drugs in regular and widespread use, such as painkillers, drugs for temperature reduction, and anti-inflammatory, and others with specific uses.

Below you will find how to proceed in cases where the medical room does not have the resources to deal adequately with a student following an accident.

The school has a medical insurance arranged with the MAPFRE insurance company which in turn provides an arrangement with two clinics in the centre of Alicante, the Perpetuo Socorro Hospital and the Medimar International Hospital, as well as other clinics in Alicante Province.

When a student has an injury at school, the nurse or doctor will assess the situation and, if necessary, arrange admission to hospital. They will contact MAPFRE to notify the injury and they will give us a reference number to put on the Accident Report. Parents will always be informed: in some cases to let them know what has happened and to collect their child, and in others so that they can let us know to which hospital, of those with whom we have an arrangement, they want their child to be sent. This information is very important because if in the end the parents decide to send their child to a hospital other than that initially chosen, the insurance company IS NOT OBLIGED TO PAY THE COSTS.

The top copy of the Accident Report will be given to the parents for them to take to the hospital, and a copy will be filed in the medical room.

## PROCEDURES FOR PARTICULAR SITUATIONS

### 1. LIFE-THREATENING EMERGENCY

“When this happens, the patient requires medical help WITHOUT DELAY and transport to hospital in the shortest possible time.”

Situations include:

When the heart and breathing stops  
Convulsions while conscious or unconscious  
Head injuries, both light and severe  
Open fractures  
Injuries with serious bleeding  
Asthma attacks, allergic reactions, blocked airways  
Vomiting with blood  
Acute abdominal pain  
Ear injuries

#### STEP ONE

To notify the CICU (Centro Información y Coordinación de Urgencias: Ambulance Control Room) to request a SAMU (Servicio de Ambulancia Médica Urgente: Emergency Ambulance) at the school. First Aid is already likely to have been given.

#### STEP TWO

To contact the parents by phone to let them know what has happened and to which hospital the student has been sent, so that they can reach the hospital in person as soon as possible.

### STEP THREE

If the parents cannot be reached by phone, the Director will assign a member of the school staff to go to the hospital emergency department and then remain with the student until the parents are contacted and reach the hospital.

If the CICU decides to provide ordinary transport rather than an emergency ambulance, then the accompanying member of staff will be able to travel with the student to the hospital. Any additional costs not met by the insurer may be reclaimed from the parents, when they have been properly notified.

## 2. WHEN MEDICAL HELP IS REQUIRED

In this situation, medical help is required, including admission to hospital for assessment and treatment, but the timescale is less urgent.

- i. The student will be examined by the school nurse where first aid will be given and parents will be immediately contacted in order to collect the child and take him/her themselves to the hospital of their choice, out of the ones agreed by the school.
- ii. The MAPFRE insurance form must be filled in.
- iii. If the parents cannot be contacted in a reasonable time, the management of the school will decide how to organise the transport of the injured student and who will accompany her/him to one of the agreed hospitals

Such cases may include:

Injuries to the limbs or other body parts where an X ray would be needed to rule out possible fractures

Open wounds that may require stitching

Injuries in the mouth where there may be a broken or lost tooth and when a dental check is needed

Foreign bodies in the eye

## 3. CASES WHERE THE STUDENT IS REQUIRED TO LEAVE THE SCHOOL TO BE CHECKED BY THEIR CURRENT DOCTOR

“Generally these cases require attention in student’s own health centre”

They are not school accidents which would need treatment in a hospital and it is up to the parents to make the appointment to see the doctor who will advise on any necessary treatment

- i. There would be an initial assessment by the school nurse.
- ii. Parents will be contacted as soon as possible to come and collect their child from the medical room. Until their arrival students will be kept in the medical room.

Such cases may be

Vomiting

Diarrhea

Fever

Flu and cold

Ear pain (otitis)

Abdominal pains

In some cases such as headache, sore throats and minor discomfort if the student is authorised he/she can take a pain killer, anti-inflammatory or something for the temperature and return to lessons. The student would be monitored and, if there is no improvement, parents will be contacted to come and collect their child.

Small accidents will be dealt with by the school nurse without further ado.

In all cases the medical staff of the school will administer the first aid required and will contact the parents according to the procedures laid out in this document.

To finish we would like to request the collaboration and cooperation from all involved parties, especially the parents, as the aim of these procedures is to provide the best level of safety and physical and mental wellbeing for our students.