

Protocolo de Enfermería y anexo Higiene y Salud



Infirmary Protocol Preschool-Primary-Middle and Senior

The objective of the Nursing Department is to provide professional and timely care for all accidents and/or health problems that students may experience during the school day, including extracurricular activities. The purpose is to ensure the well-being of the student and the continuity of academic activities.

Currently, Craighouse School has three nursing stations located throughout the school: the Respiratory Nursing Station in Darling Hall, the Trauma Nursing Station between platforms 6 and 7, and the Quincho Courts Nursing Station. The infirmaries are staffed by five nurses and two paramedics who work in shifts to provide care to students during the school day and sporting events.

Internal regulations for Little Darlings Playgroup to Year 12

Role of parents

The family is primarily responsible for and plays a fundamental role in maintaining and promoting the health of its members. Parents must keep the school informed of their children's health status, especially in the case of chronic or acute illness, or any physical or psychological condition that may affect their adaptation to the school environment and/or require special attention or treatment.

In this way, the school nurse will be able to work alongside the family to care for the children's health and treat any particular illness.

For this reason, it is recommended that all families:

- Read the circulars sent by the school nurse, which provide information on how to handle situations of high risk of contagion for their children.
- Inform the nursing staff of any infectious health conditions such as scabies, head lice, chronic illnesses, drug treatments, etc.
- Do not send their children to class if they have a body temperature greater than or equal to 37.5°C, or if they have vomiting or diarrhoea.

Internal regulations and procedures

Medical record

All students at the school, from Little Darlings Playgroup to Year 12, must have a health record with the Nursing Department, which will be sent to parents at the beginning of the school year via a Google Form. Parents must fill out one form for each child.

The infirmary is responsible for transferring the health information to the Alexia system under the "Medical Record" tab in the "Medical Data" section. This information is for the exclusive use of the infirmary.

Admission to the Infirmary

From Little Darlings Playgroup to Year 12, the Inspectorate must first consult the Nursing Department by telephone or radio to check whether there is capacity to receive the student at that time. If there is no capacity, the student must remain in the classroom until the Nurse indicates that they can attend the Nursing Department. Medical or trauma emergencies are excluded from this rule.

Pre-Primary students must be accompanied by their Tutor or Section Assistant when attending the Infirmary. Students in Years 1 to 8 may attend the Infirmary alone, and students in Years 9 to 12 must attend the Infirmary with a pass issued and stamped by the Inspector or Section Assistant.

To avoid crowding and possible contagion, the maximum capacity in the Respiratory and Trauma Infirmary will be eight people, including the staff on duty.

Return to the classroom

Little Darlings Playgroup, Pre-Kindergarten and Kindergarten students must be accompanied back to the classroom by one of the nurses, a teacher, inspector or section assistant, who will be notified by telephone or radio.

Students in Years 1 to 8 will return to class on their own. The nurse will be responsible for recording the student's return on the monthly form shared on the drive with the Section Assistant and Inspectors.

Students in Years 10 to 12 will return to class with the same pass issued and stamped by their Inspector or Section Assistant, completed on the reverse by the Nurse, specifying the time of departure from the Nurse's office.

All care is recorded in the "Medical Report" tab in the Alexia computer system, which will send parents an email with proof of care for the student. It is the parents' responsibility to check their emails, as proof of care will no longer be sent in physical form.

Pick-up from home

Any student with a fever greater than or equal to 37.5°C, vomiting, diarrhoea, or any other symptom that does not subside with physical measures must be removed from school as soon as possible.

If the student's health assessment requires them to remain in the infirmary for more than 20 minutes after receiving care, the nurse will decide whether the student should return to class or leave the school, depending on their health situation.

If it is necessary to send the student home, the parent or guardian will be contacted to come and collect them. If they are unable to come in person, they must send written authorisation to enfermeria@craighouse.cl with a copy to the department, stating the full name of the responsible adult who will collect their child from the infirmary.

Year 12 students who come to school in a private vehicle must be authorised by their parent or guardian to leave school from the infirmary by sending an email to enfermeria@craighouse.cl with a copy to their section.

Students are not permitted to call their legal guardian directly from their mobile phone to be picked up from school without first being assessed by the infirmary. Otherwise, the relevant section will be responsible for authorising their departure from school.

Student illnesses and accidents

In case of illness of students from Little Darlings Playgroup to Year 12

Any student who shows symptoms of illness during the school day will be evaluated and treated in the school infirmary.

The nurse or paramedic must record the procedure performed in the Alexia system.

If the illness requires rest, as in the case of fever, gastrointestinal symptoms, headache, persistent pain, etc., the nurse or paramedic will call the parent or guardian, who must come to the school as soon as possible to collect the student from the infirmary and monitor their progress at home.

In the event of symptoms that suggest a possible illness requiring medical evaluation (allergic rash, suspected appendicitis, infectious diseases, etc.), the nurse will ask the parent or guardian to take the child to the appropriate health service. If you are unable to attend in person, you must authorise in writing to enfermeria@craighouse.cl, with a copy to the section, that another responsible adult will collect your child. **Pupils are not authorised to leave on the school bus.**

If a student is suspected of drug poisoning, the nurse will notify the section and the educational area. In addition, the parents will be contacted by telephone to inform them of the situation. The nurse will monitor the affected student until they are transferred by ambulance to the German Clinic.

If a medical emergency is suspected (seizure, signs or symptoms of stroke (drooping face, weakness in the arms, difficulty speaking, vision problems, walking problems, severe headache), difficulty breathing accompanied by chest pain or pressure, blue discolouration of the lips or nails, confusion, drowsiness, or rapid and shallow breathing, signs or symptoms suggestive of a heart attack, diabetic ketoacidosis, or anaphylactic shock. The nurse will contact the parent or guardian and inform them that, according to school protocol, their child will be transported by land (ambulance) or air (helicopter), depending on the severity of the situation and as indicated by the Clínica Alemana rescue service. Subsequently, the parent or guardian may decide to transfer their child to another healthcare centre.

In accordance with what has been discussed with the parents or guardians and based on the school's definition outlined in the previous paragraph, the nurse will contact the German Clinic (nearest emergency service), notifying the relevant department of the transfer and that a nurse or paramedic will accompany the child if the parent or guardian is not present.

If the transfer is for medical reasons and not due to trauma, the ambulance transfer will be free of charge and the medical care provided will be paid for by the patient or their parents/guardians. Helicopter transfers will only be free of charge in life-threatening situations.

Finally, the nurse or paramedic must send an email to the department with a copy to the Director of Human Resources, Risk Prevention Officer and Headmaster, notifying them of what has happened.

It is not permitted to transport the student in a private car belonging to any school official or institutional vehicle.

In case of trauma Little Darlings Playgroup to Year 12

Any student who suffers a traumatic accident during the school day will be treated in the school infirmary.

If the injury is minor and does not require rest or medical evaluation, the student will receive the appropriate care and then be returned to their classroom.

In the event of accidents that require rest or medical evaluation, the parent or guardian will be called to pick up the student from school and monitor their progress at home or take them to the emergency room using their school insurance.

In cases of trauma emergencies (TBI, open fracture, profuse bleeding, falls from a great height, severe burns, genital contusion with wound, bleeding when urinating or very intense pain, eye trauma involving severe pain, blurred vision, bleeding or abnormally sized pupil, etc.). The nurse will contact the parent or guardian and inform them that, according to school protocol, their child will be transported by land (ambulance) or air (helicopter), depending on the severity of the injury and as indicated by the German Clinic's rescue service.

Once the nurse has contacted the Clínica Alemana and the parent or guardian, she will notify the relevant department of the transfer, informing them that the student will be accompanied by a nurse or paramedic if the parent or guardian is not present.

Finally, the nurse or paramedic must prepare an accident report, which will be sent to the relevant department by email, with a copy to the Director of Human Resources, Risk Prevention Officer and Headmaster, informing them of what has happened.

In the event of a traumatic event, Clínica Alemana provides free ambulance service and medical care will be provided under the accident agreement coverage.

Air transport in the event of a **life-threatening accident** in Regions IV, V, VI, VII and the Metropolitan Region will be provided by Clínica Alemana at no cost, subject to the availability of clinics, provided that the patient is stable.

Nursing action in the event of suicidal behaviour

If a student is found to be experiencing suicidal thoughts, they must be taken to the infirmary, where they will remain accompanied by an adult who can support them at that time (the section psychologist or nurse). The Director of Education, together with the nurse, will contact the parents so that they can come and collect the student from school.

The Director of the Educational Area and the section psychologist will meet with the Nursing Coordinator to provide information about the student's situation and the support they will require from a nursing perspective.

The nursing department must record the diagnosis and treatment in the student's health file.

If the student needs to take any emergency medication during the school day, the parent or guardian must provide the nursing staff with the medical prescription and the medication in its original packaging, and they will administer it according to the treating doctor's instructions. Instructions given by telephone or email are not authorised.

Action in the event of a suicide attempt at school

In the event of any type of suicide attempt by a student, the nurse's office must be contacted, who will come to the scene and assess whether it is feasible to transfer the student to the nurse's office or whether they should be assessed on site.

The nurse will assess the student's state of health and take the necessary first aid measures according to their observations. The student will also be accompanied and monitored at all times.

The Nursing Department, together with the Director of the Educational Area, will contact the parents and inform them that, according to protocol, the student will be transferred by ambulance to the emergency department of the German Clinic, accompanied by a nurse or paramedic, if the parent or guardian is not present.

The Director of the Training Area and the section psychologist will meet with the Nursing Coordinator to provide information regarding the student's situation and the support they will require from a nursing perspective.

Nursing must record the diagnosis and treatment in the student's health file.

If the student needs to take any emergency medication during the school day, the parent or guardian must deliver the medical prescription and the respective medication in its original packaging to the nursing department, who will administer it according to the treating physician's instructions. Instructions given by telephone or email are not authorised.

Action in the event of a completed suicide at school

The nurse will go to the scene to assess the situation and immediately notify the headmaster, head of department, head of the training area, head of human resources and risk prevention officer.

At the same time, the nurse or paramedic will contact the emergency service of the German Clinic to send an ambulance with a medical professional to confirm the death and will ask the Duty Coordinator to contact the police.

The body will not be moved. The nurse will contact the Risk Prevention Officer and Duty Coordinator to keep the area isolated and secure until the authorities (police, emergency medical services) arrive.

The Headmaster will contact the parents to inform them of what has happened and will coordinate actions with the different areas of the School to deal with the incident, from complying with the requirements of the official bodies to providing support to the students and staff of the School.

All actions to be taken by the nursing department are based on the Protocol for Action in the Event of Suicidal Behaviour.

Administration of Medication

Administration of over-the-counter medication: headache, menstrual pain, abdominal pain, muscle pain, sore throat, etc.:

In accordance with current Ministry of Health regulations (Health Code Articles 112 and 113), the Craighouse School Nursing Unit is not authorised to administer over-the-counter medication for acute conditions. This also applies to teachers and school staff, who are not authorised to administer any type of medication to students.

If a parent or guardian wishes to leave medication at the Nursing Unit to be administered to their child in the event of acute symptoms, they must provide the Nursing Unit with a medical prescription (indicating when the medication is authorised for use and the dose to be administered) plus the respective medication in its original packaging.

The only exception will be made for trips outside the country, where the teachers in charge of the group may administer commonly used, over-the-counter medication to students who present symptoms such as fever, sore throat, menstrual pain, headache, etc. To this end, the parent or guardian must complete and sign the health form sent by the section, which will serve as a legal document supporting the teacher in charge of the group. Only medications that the parent or guardian has marked as authorised and indicated the dose to be administered may be administered.

To manage symptoms, only sprays, ointments, gels or drops such as ArnicaDerm, ArnicaDerm Sport Spray, Calorub, Foille, artificial tears, Hedera Helix (Abrilar), mouthwash and physical measures to relieve discomfort should be used.

Administration of commonly used medications in the infirmary: allergies, headaches, epilepsy, mood disorders, attention deficit disorder, etc.:

It is the responsibility of the parent or guardian to contact the Nursing Department to deliver the medications that students need to use during the school day, which will be stored and administered in the Nursing Department.

The parent or guardian must personally deliver the medication to the infirmary in its original packaging, along with a copy of the prescription, indicating the student's name, the name of the medication, the schedule, and the dosage.

At the time of delivery, the infirmary will ask the parent or guardian to sign the medication receipt log.

The infirmary has a suitable place (locked cabinet, refrigerator for exclusive use) to store these medications individually.

The prescription must be updated annually to comply with Ministry guidelines.

In the case of Little Darlings Playgroup and Preschool students, it is the responsibility of the teacher, inspector, or section assistant to take the student to the infirmary for the administration of daily medication.

In the case of students in Years 1 to 12, it is the student's responsibility to go to the infirmary to take their medication. However, if the student does not attend for one or more days, their parent or guardian will be informed and the inspectorate will be notified so that they can remind the student.

General information

Students who are ill and have been instructed to rest at home must comply with the instructions in the medical certificate. Once the prescribed rest period has ended, they may return to school. If the student does not comply with the rest period prescribed by the doctor, the section inspector will be responsible for contacting the parent or guardian to arrange for the student to be picked up, who must wait in the school infirmary.

It is the guardian's responsibility to notify enfermeria@craighouse.cl (with a copy to the section) in the event of an infectious disease such as hepatitis, influenza, rotavirus, measles, typhoid fever, meningitis, mumps, whooping cough, rubella, tetanus, COVID-19, etc. The infirmary will then ask the section to send a circular informing the class of the presence of a case of infectious disease, so that other parents/guardians are alert to the appearance of new cases. Finally, if necessary, the Nurse Coordinator will contact the General Services Coordinator, Cleaning and Sanitation Manager, to activate the cleaning and disinfection protocol for the classrooms and reinforce ventilation and hand washing.

It is not recommended to send sick or convalescent students to take tests, as they are not in optimal condition to take an exam and may be at risk of relapse or complications. Furthermore, if the illness is contagious, they could infect other members of the community.

The nurse is authorised to issue passes for students to be absent from Physical Education or Sports classes. These students may not wait in the nurse's office; it will be the responsibility of the section through the inspectorate to determine the appropriate waiting area.

At Little Darlings Playgroup, Preschool and Primary, head lice checks will be carried out on the affected student as soon as the head teacher reports that a case has been detected in the class or if a parent or guardian notifies the nurse directly, in order to prevent the spread of infection to other members of the community. The nurse will contact the section assistant to send a circular informing the rest of the parents in the class so that they can check their children at home.

In cases of head lice reported from 5th grade to 12th grade, the nurse will contact the section assistant to send a circular notifying the rest of the parents of the class so that they can check their children at home. If the nurse considers that the student should be removed from school, she will call the parent and explain the situation.

The school is a venue for the Ministry of Health's Immunisation Programme. The vaccination schedule is determined by the Lo Barnechea Clinic. For this process, a letter will be sent to each parent informing them of the vaccination process. It is the parent's responsibility to authorise or refuse their child's vaccination by filling out the Google Form attached to the letter. Students who have not submitted the authorisation form by the specified date will not be vaccinated. Last-minute emails or phone calls will not be accepted.

If the student is absent or ill at the time of vaccination, they may go directly to the location designated by the local vaccination centre on the dates stipulated by this body. An email will be sent informing the guardian of the date, time and place where they should take the student for vaccination.

It is the responsibility of the guardian of Little Darlings Playgroup up to Year 12 to participate in the vaccination campaigns carried out by the Ministry of Health, taking their children to the designated locations, thus helping to prevent the spread of infectious diseases.

In the event that the nurse lends a student a medical device such as a sling, immobiliser, etc., for medical or traumatic reasons, the student and their family must agree to take care of the equipment and return it as soon as they return to school.

The infirmary does not lend wheelchairs for daily use, as they are intended for emergency use only within the school.

Appendix 1

Management of Children and Adolescents with Type 1 Diabetes

Protocol for the management of children and adolescents with type 1 diabetes at school

1. Initial information and planning

This will take place the week before the start of the school year, when the nursing department will ask the parent or guardian for:

- Individual treatment plan (insulin doses, checks, etc.)
- The student's knowledge of their condition (delegate responsibilities progressively and according to their abilities).
- Usual meal and snack times.
- Signs of hypoglycaemia and hyperglycaemia.
- Authorisation to administer insulin, glucose and take measurements.
- Emergency contact numbers.
- Referral in case of emergency to Clínica Alemana; the means of transport will depend on the student's condition and will be determined by the nurse or paramedic.

2. Provide in-person training to teachers who teach the student

(including sports teachers), library staff, inspectors, dinner ladies, and toilet ladies on:

- What diabetes is
- Signs and symptoms of hypoglycaemia and hyperglycaemia
- Blood glucose control, normal values
- Administration of glucagon
- When to call the nurse

In the event of a substitute teacher in the class, the section is responsible for informing them of the student's health status.

3. Request for mandatory materials from parents.

- Glucometer, test strips, lancets (if the child uses them)
- Insulin pen or pump
- Fast-acting glucose (glucose tablets, juice or sugary soft drink, glucose gel)
- Glucagon
- Snacks with slow-acting carbohydrates
- Medical certificate indicating insulin use

Note:

Insulin, glucagon, and snacks will be stored in the infirmary.

Insulin administration will be carried out in the Nursing Room by the Nurse or Paramedic, in accordance with the medical instructions provided by the parent or guardian.

If the student is authorised by the treating physician to administer their own dose, the parent must send a medical certificate to the infirmary indicating that the student is responsible for their own administration.

4. Blood glucose monitoring

- Before lunch
- Before physical activity
- In case of symptoms of hypo- or hyperglycaemia
- If using a continuous sensor, respect alarms and check as needed.

Depending on their level of knowledge and development, students may be able to measure their glucose levels on their own. However, they may require supervision from the nurse or paramedic for this process. This should be established and recorded in the "Health Record for Students with Type 1 Diabetes."

5. Meals and snacks

The meal plan is established on an individual basis, so the nursing staff will coordinate a face-to-face meeting between the family and the nutritionist to clarify the meal plan that your child should follow, depending on their age, gender, level of physical activity, habits, and preferences. It is the guardian's responsibility to keep the school informed of any changes during the school year.

If the parent or guardian requests supervision during meal or snack times, the nursing staff will meet with the department in charge to designate a responsible adult to supervise the student's eating at the established times.

In the case of social gatherings, the guardian must notify the nurse's office in advance, who will contact the parent/guardian to assess whether they should bring any special food options or if they will need to use insulin during the celebration. The nurse's office will be responsible for emailing this information to the guardian in charge.

Allow them to measure their glucose and administer insulin privately and in an appropriate place if they wish.

6. Physical activity

The nurse or paramedic will be responsible for measuring glucose levels before exercise. If glucose levels are low (below 70 mg/dl), they will administer fast-acting carbohydrates and wait 15 minutes to measure again.

It is the responsibility of parents and students to send fast-acting carbohydrates and a snack to have during sports time.

The sports teacher must monitor whether the student shows symptoms of hypo- or hyperglycaemia during and after exercise. If so, they must contact the nurse by telephone, radio or WhatsApp, who will come to the location to manage the situation.

7. Management of hypoglycaemia (glucose level below 70 mg/dl)

Mild hypoglycaemia is the most common emergency, and the symptoms that students may experience are:

- Cold sweat, trembling, paleness
- Sudden hunger
- Irritability or confusion
- Headache
- Drowsiness
- Dizziness or difficulty concentrating
- Blurred vision
- Weakness or fatigue
- Dizziness
- Pale skin, dark circles under the eyes

In the event of mild hypoglycaemia, the student should be sent to the nurse's office, always accompanied by another student or responsible adult.

The nurse will assess the symptoms, check their blood glucose level and administer fast-acting carbohydrates (glucagon tablet, glucose gel, sugary liquids) according to medical instructions. The student will remain in the infirmary until their glucose level is back to normal.

If, after an episode of hypoglycaemia, the student feels headache or tired, the guardian will be called and it will be suggested that the student be sent home to rest.

Severe hypoglycaemia is a serious emergency, where the student may experience loss of consciousness or seizures, therefore nothing can be administered by mouth. In these cases, glucagon should be administered IM in the upper arm, thigh or abdomen. The nurse will contact the parents and inform them that, according to school protocol, their child will be transferred by ambulance to the German Clinic.

Students who use an insulin pump may require hypoglycaemia treatment with lower blood glucose ranges. For this reason, it is important that the parent or guardian informs the school of the cut-off range to be used.

8. Management of hyperglycaemia (glucose level above 180 mg/dl)

In the event of symptoms of hyperglycaemia such as excessive thirst, frequent urination, fatigue, abdominal pain, or fruity breath, the student's blood glucose should be checked and the medical plan reviewed to see if there is an indication to administer corrective insulin. In addition, fluid intake should be encouraged.

In the event of warning signs such as vomiting, difficulty breathing, confusion, or fruity breath, blood glucose should be measured. If it is above 250 mg, the parent or guardian should be contacted to inform them of what has happened and decide whether to send the student home for observation. If the student remains at school, they will be asked not to exercise, as there is a risk of ketoacidosis.

Values above 400 mg/dl will always be treated as a medical emergency and the student will be sent home or to the emergency room, as appropriate.

9. Recording and communication

Each student with type 1 diabetes will have a health plan which will be modified in the infirmary annually or whenever necessary.

The infirmary will keep a daily record of blood glucose levels and insulin doses.

The infirmary will maintain fluid communication with the guardian and will keep them informed if necessary.

10. Outings outside the school

When a student leaves school, the department must inform the infirmary, which will contact the parents to determine what requirements are necessary based on the student's age, the child's ability to manage their health condition, where they are going, and what activity they will be doing.

It is important that the student has their supplies with them at all times. In the case of young students or those who have recently been diagnosed, the possibility of the guardian accompanying the student will be evaluated.

Appendix 2

Nursery, Management of sick children

Considerations regarding sick children in the Nursery and medication:

- If a nursery child shows symptoms during the day, they will be referred to the nurse. The nurse or paramedic will assess the child and determine whether they can remain in the nursery or should be sent home, to the paediatrician or to the emergency department for medical evaluation.
- The Nursery Manager will monitor the sick child and request a medical certificate for their return.
- In the event of a contagious infectious disease, the Nursery Manager will contact the Nursing Department and request a circular to notify the parents.
- With regard to medication, it cannot be administered by Nursery staff. If necessary, the child's mother will do so.

Note:

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

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