

First aid & Accidents policy

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Aim

When accidents happen in school we have to collect as much information as possible to improve the communication towards medical service, parents and teachers. With this policy and procedure we try to improve the flow of information as much as possible.

Procedure

First aid stations and first aid responders

Every building is equipped with a first aid station to apply first aid. In most buildings we have first aid responders. When only first aid is given at the first aid station by yourself or a first aid responder follow up is not mandatory.

Always inform the parents about the situation so that they are informed. This can be done by the class teacher or secretary. In more serious situations it is mandatory to fill in the online form.

School nurse

When you are not able to help, you sent the student to the school nurse. Whenever necessary you can contact the school nurse on the following number: (014 561) 140. At this point you will have to make a small report about what happened. Make sure to mention following elements in your report:

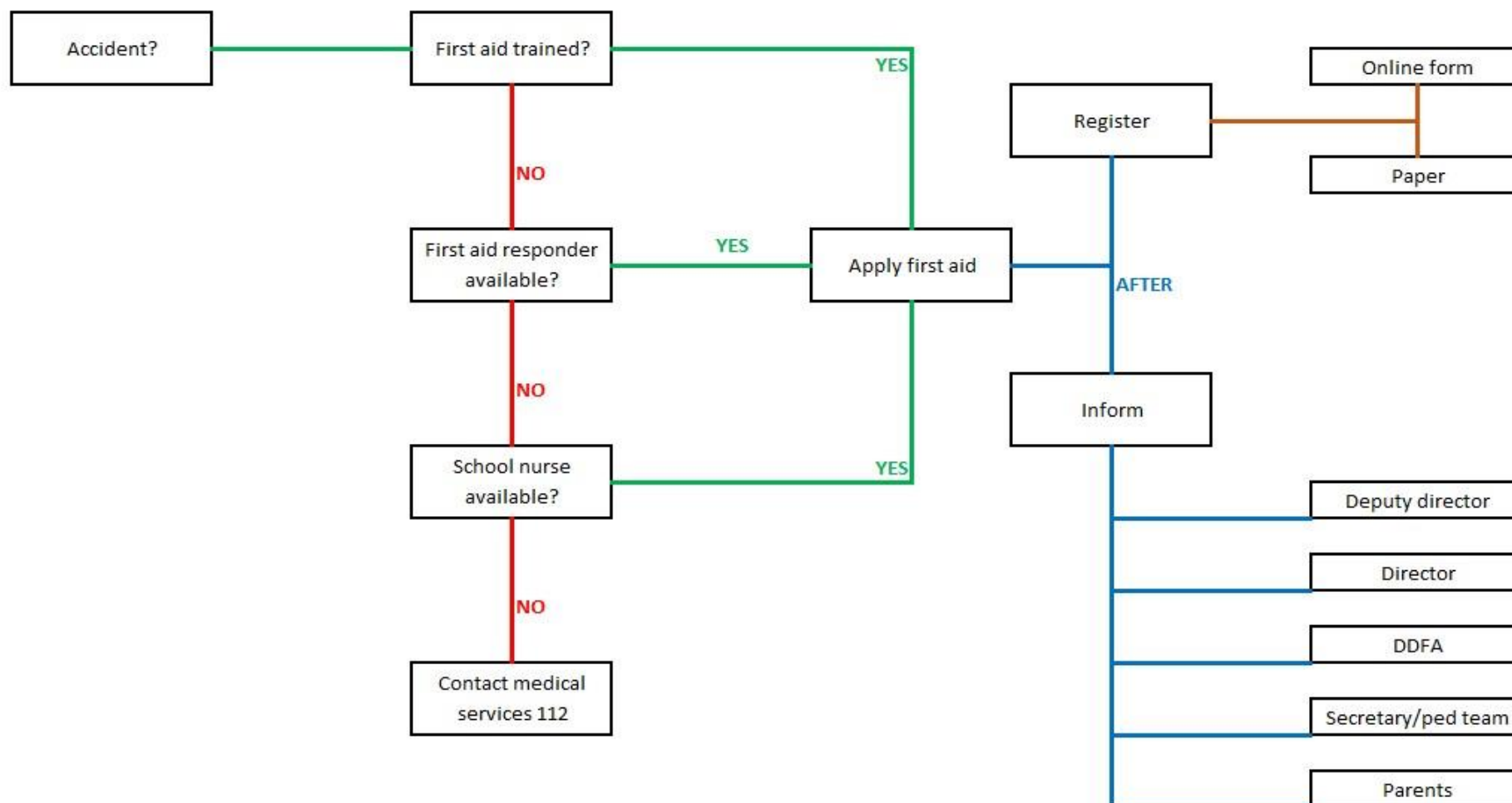
Medical services

In serious cases you cannot reach the first aid responders and the school nurse, please contact the medical services as soon as possible using the number 112.

Procedure to follow

Apply first aid when you can in simple situations. When you do not feel comfortable with applying first aid, look for a first aid responder in your building. The list of first aid responders is available on SharePoint via this [link](#). When the situation looks serious always inform the school nurse and the secretary/pedagogical team. The nurse will decide if the medical services need to be informed. When the nurse is not available you will have to decide what actions to take.

After the accident always inform the management (deputy director, DDFA and Director) of what happened.



Annex 1

Accidents registration form

Name student:		First name student:	
Class:			
Date:		Hour:	
Location accident:			
Teacher supervising:			
Contact with parents	Class teacher <input type="checkbox"/>	Secretary <input type="checkbox"/>	Nurse <input type="checkbox"/>
Applied first aid:			
Sent to infirmary:			
Contact medical services			