

Health and Hygiene Protocol



CRAIGHOUSE
SCHOOL

Health and Hygiene Protocol Preprimary, Primary, Middle & Senior

The objective of the infirmary is to provide timely professional medical attention for any accidents and/or health problems that pupils may have during school hours, including during extracurricular activities. The purpose is to ensure pupils' wellbeing and the continuity of academic activities.

The infirmary is currently attended by four professional nurses working full time Monday to Thursday from 8 a.m. to 6 p.m. and Friday from 8 a.m. to 4.30 p.m. Also, from Monday to Thursday from 8 a.m. to 6 p.m. and Friday from 10 a.m. to 3 p.m. there are two paramedics on duty at the playing fields and at all sporting events.

Internal regulations from Playgroup to Year 12

THE ROLE OF PARENTS

The family has the main responsibility for the health of each one of its members. It is the family's duty to keep the school informed about their children's medical condition, particularly in cases of chronic or acute illnesses or any physical or psychological condition that can affect their adaptation to the school environment or may require special treatment or attention.

This will enable the infirmary to work closely with the family in taking care of their children's health and treating any particular illnesses.

We therefore recommend that all families:

- Read all letters sent by the infirmary informing about ways of handling situations where there is a high risk of contagion for your children.
- Inform the infirmary in case of infectious or chronic diseases, such as infestations, lice, drug therapy, etc.
- Respect the indications in the medical certificate, resting as instructed whether as a result of illness or injury.
- Do not send their children to school if their body temperature is 37.5° or higher, and consult with a doctor.

Internal regulations and procedures

All Craighouse School pupils from Playgroup to Year 12 must have their medical form in the infirmary, which their parents have to fill during the first parents meeting at the beginning of the school year. The information contained in each form will be entered into SchoolTrack for daily reference in the infirmary.

The medical form must be completely filled in and signed by the parent. If not, the pupil will not be able to receive any medication. The nurses will only do an initial examination and apply physical measures (temperature check, rest, herb infusions, etc.). Please note that we will not accept authorisations over the phone or by e-mail.

Visits to the infirmary

Pupils in Playgroup, Prekinder and Kinder who need to see the nurse during school hours must always be accompanied by a teacher, an inspector, the head of section or preschool level assistants.

Pupils from Years 1 to 4 must bring an infirmary pass, issued by the inspectors' office.

Pupils from Years 5 to 8 must visit the infirmary with a pass issued by the inspectors' office or the section assistant.

Pupils in Years 9 to 12 must visit the infirmary with a pass issued by their teacher, and stamped by the inspectors' office or the section assistant.

Returning to the classroom

Playgroup, Prekinder and Kinder children must return to class accompanied by one of the nurses, a teacher, the section inspector or the section assistant.

Pupils in Years 1 to 8 will return to their classroom and will be required to certify their visit to the infirmary showing the infirmary attention slip that they will receive when they leave the infirmary.

Pupils in Years 9 to 12 will return to their classroom with the same pass given to them by their tutor and stamped by the inspector or section assistant, on the back of which the nurse will have written the time when they left the infirmary.

All visits to the nurse are registered in the **infirmary attention file**, which parents can access in **SchoolTrack** using their SchoolNet password.

From Playgroup to Year 8, the nurse will give pupils an infirmary attention slip with information about the reasons for visiting the infirmary and the attention received. For pupils of Playgroup to Kinder the class teacher will have to attach the slip to the diary. From Years 9 to 12 there will be no pass; it will be each pupil's responsibility to inform his/her parents, who in turn can find more information by checking the pupil's medical form in SchoolTrack.

Any pupils with fever, vomiting, diarrhoea or any symptom that does not disappear with physical measures or drug treatment must be collected from school as soon as possible.

If a pupil needs to be sent home, her/his parents will be contacted and asked to pick her/him up from the infirmary. If they cannot come personally, they must e-mail (enfermeria@craighouse.cl) the school authorising a responsible adult to collect the child from the infirmary. Pupils of Year 12 who come to school by car must be authorised by their parents to leave the school from the infirmary, by sending an e-mail to enfermeria@craighouse.cl and to the relevant section.

Pupils may not call their parents directly from their mobile phone without having been seen by the nurse. If they do, the relevant section will have to authorise withdrawal from the school.

Pupils' illnesses and accidents

In case of illness from Playgroup to Year 12

- Any pupil showing symptoms of an illness that requires medication during school hours will be seen and treated by the school nurse as authorised by the pupils' parents in her/his medical form.
- The nurse will later register the procedure in SchoolTrack, specifically in the 'infirmary visits' section.
 - If the illness requires rest, as in cases of fever, gastrointestinal disorders, headaches or permanent pain, the nurse will call the parents, who should come to school as soon as possible to pick up the child from the infirmary and monitor her/his condition at home.
 - If the symptoms indicate an illness that may need to be checked by a doctor, the nurse will inform the parents so that they can take her/him straight to an emergency centre. If they cannot come personally, they must send written authorisation to enfermeria@craighouse.cl for a responsible adult to come. If the child uses a school bus, the parents will contact the driver who will pick him/her up from the infirmary.
 - The school insurance does not cover illnesses; consequently, if there is any suspicion of a serious illness, the nurse will contact the parents to inform them that, in accordance with school policies, the child will be sent by ambulance or helicopter, depending on the seriousness of the case, to Clínica Alemana. Later, the pupils' parents may choose to take her/him elsewhere.
 - After this conversation, the nurse will contact Clínica Alemana (the nearest emergency centre) and inform the relevant section that the child has been sent. The child will be accompanied by a nurse if her/his parents are not present.
 - If the child is sent to the clinic due to a medical issue rather than an accident, the transfer by ambulance will be free of charge and the medical attention provided by the clinic will be charged to the patient or their parents.
 - Pupils may not be driven in a staff member's private vehicle.
- Each of these cases will be recorded in SchoolTrack.

In the case of a traumatic injury from Playgroup to Year 12

- Any child who has an accident during school hours will be treated in the school infirmary.
- The infirmary will phone all parents of pupils in Preprimary and Primary. In cases of contusion to the head or genital area, they will be advised to collect the child from school and keep her/him under observation at home or take her/him to an emergency room, as needed.
- In Middle and Senior the nurse will assess the type of injury and the pupil's evolution and will inform the parents by phone or the infirmary attention pass. In the latter case the pupil will be responsible for showing the pass to his/her parents.
- If the injury is not serious and does not require rest or medical attention, the infirmary will provide the necessary attention and the child will then be sent back to class.
- In cases of accidents that require rest or medical evaluation, the parents will be called and asked to collect the child and keep him/her under observation at home or take him/her to an emergency centre via the school insurance.
- If the accident is serious, after informing the parents and the relevant section, Clínica Alemana (the nearest emergency room) will be called and the child will be taken there by land or air transport, depending on the seriousness of the case. The child will be accompanied by a nurse if the parents are not present.
- Finally, the nurse will draw up an accident report which will be sent to the relevant section.

Accidents are covered by school insurance; Clínica Alemana provides a free ambulance service and the cost of medical treatment will be covered by the accident insurance.

In the event of a life-threatening accident, subject to availability, Clínica Alemana will provide free of charge air transfer in Regions IV, V, VI and VII, as long as the patient's condition is stable.

General considerations from Playgroup to Year 12

The infirmary is a place whose only purpose is to deliver primary medical attention in cases of emergency or other health problems.

The family must inform the infirmary if a pupil is ill or has a physical or psychological condition requiring special treatment. In these cases, they will be required to bring the medical form each year, specifying any chronic illnesses, allergies, and authorised drug treatment that can be administered if needed. They will also be required to present the medical certificate and the corresponding treatment.

Should a child need to take medication during school hours, parents will have to send the medical prescription and the necessary medicine to the infirmary. The nurse will not administer the medication without the prescription.

For pupils in Preprimary, it is the responsibility of the teacher, inspector or section assistant to take the child to the infirmary to receive the medication.

For pupils from Years 1 to 12 it is their responsibility to go to the infirmary to take their medication. However, if a pupil fails to go once or more, her/his parents will be informed of the situation and the inspector's office will be asked to remind her/him.

If a child has been told to rest at home, she/he must comply with the medical licence. Once the medical license has finished, she/he will be authorised to attend school. If a pupil does not respect the instructed rest period the section will contact the child's parents and ask them to pick him/her up. The pupil will have to wait at the infirmary.

It is the parents' responsibility to inform the relevant section (and the infirmary on enfermeria@craighouse.cl) in cases of contagious diseases 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 letter informing the class of the presence of the contagious disease so that other parents are on the lookout for symptoms. Finally, if necessary, the head nurse will contact the head of maintenance, in charge of cleaning and sanitisation, to activate the cleaning protocol in the classrooms. In cases of COVID-19 the school will follow procedures established by the Ministries of Health and Education for schools.

Sick or convalescent children are not authorised to come to school to sit for tests, because they are not in condition to do so and may suffer further complications. In the case of a contagious illness, other members of the community may get infected.

The nurse is authorised to give out passes for children to miss Physical Education or Sports. Children in this situation may not wait in the infirmary; the relevant section, through the inspectors' office, will have to determine where they will have to wait.

In Preprimary and Primary lice inspections are carried out whenever the form teacher reports a case in the class or a parent informs the infirmary of a case, in order to avoid infecting the rest of the community. The nurse will ask the section assistant to send a letter informing all parents in that class so they can check their children at home.

In informed cases of lice from Years 5 to 12, the nurse will ask the section assistant to send a letter informing all parents in that class so they can check their children at home. If the nurse considers that a pupil should be collected from school, she will call parents and explain the situation.

The school is a vaccination centre in the Ministry of Education's Immunisation Programme. Vaccination dates will be fixed by the Lo Barnechea vaccination centre and are generally set for the months of August, September, October and November. Each

parent will receive a letter advising them of the dates together with a written authorisation form to be filled in and signed within the established deadlines. If a child's parents fail to send the signed authorisation, she/he will not be vaccinated. We will not accept authorisations via e-mail or phone, and only the signed slip will be valid.

If at the time of vaccination a pupil has not brought an authorisation form or is absent or ill, she/he must later go directly to the local vaccination centre on the corresponding dates. For this purpose her/his parents will receive an e-mail with the date, time and place where they should take the child to receive the vaccination.

It is the responsibility of all parents from Playgroup to Year 12 to take part in the vaccination campaigns issued by the Ministry of Health and take their children where indicated. By doing so, they will be contributing to the prevention of contagious diseases.

If the nurse lends a pupil medical equipment, such as a sling, etc. because of an accident or other medical condition, the child and her/his family must take care of it and return it to the infirmary as soon as she/he returns to school.

The infirmary does not lend wheelchairs for everyday use, since they are needed for emergencies.

APPENDIX

Considerations regarding toilet training for pupils in Preprimary and Primary

- In the Playgroup and Prekinder levels, pupils must bring a bag with their name on it carrying a full change of clothes and a packet of wet wipes in case of loss of bladder/bowel control. In Kinder there will be a general change of clothes to be used if needed.
- In cases of loss of bladder control, children will be required to clean themselves in the toilet and change their clothes. Two teachers or members of the Primary Section will supervise the change once he/she is out of the toilet. The child will then return to the classroom and continue with his/her activities.
- In cases of loss of bowel control, the parent will have to come to school, while the child is given a pack of wipes to clean him/herself and change clothes in the toilet. Two teachers or members of the Primary Section will supervise the change once she/he is out of the toilet. The parent will then clean the child and the child will be allowed to return to the classroom.

Health and hygiene

Health and hygiene constitute two basic elements to provide preschool education that respects and promotes young children's general wellbeing.

- Infirmary will be responsible of the health issues.
- Parents will be responsible for informing the infirmary in cases of contagious diseases, which in turn will activate the relevant protocols and inform the head of maintenance.
- Maintenance will proceed with cleaning, airing and disinfecting the common areas shared by the community, to prevent common contagious diseases from spreading.
- The inspectors, teachers and toilet ladies will be responsible for bladder/bowel control, under the supervision of the deputy head of preschool.

Note:

During the COVID-19 pandemic the regulations will be complemented with the General Protocol - On-campus classes.

This policy may be subject to change or revision due to national contingencies beyond the control of the school.

Revised: October 2021