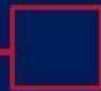


**Infirmary Protocol  
and addendum  
of  
Health and Hygiene**



## **Infirmary Protocol and addendum of Health and Hygiene 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 from Monday to Thursday in a shift system from 8 a.m. to 6 p.m., and Friday from 8 a.m. to 4.30 p.m. There are also two paramedics on duty during Sports hours and at all sporting events.

### **Internal regulations from Little Darlings 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, or if there is vomiting or diarrhoea.

### **Internal regulations and procedures**

All Craighouse School pupils from Little Darlings Playgroup to Year 12 must have their medical form in the infirmary, which will be sent to their parents through a Google Form and which must be filled in during at the beginning of each school year. The information will be transferred to Alexia system under the "medical record" tab k for exclusive use by infirmary staff.

### **Visits to the infirmary**

For pupils from Little Darlings Playgroup to Year 12, the inspectors' office will previously contact the infirmary by phone or radio to inquire about the capacity at the time. If there is no space available, the pupil will have to remain in the classroom until the nurse informs the inspector that he/she may come. This does not include cases of medical or traumatic emergencies.

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.

To avoid crowding and possible infections, there will be a maximum of eight people in the respiratory and trauma infirmary, including attending staff.

### **Returning to the classroom**

Little Darlings 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 on their own. The nurse will inform the inspector via radio or phone.

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.

Infirmary attention slips will only be given to pupils from Little Darlings to Year 4 who visit the infirmary when the nurse has not made telephone or email contact with the parent. For the rest of the year levels, it will be each pupil's responsibility to inform his/her parents, who in turn can view more information through Alexia (in the process of implementation).. Pupils from Little Darlings Playgroup to Kinder will have their attention slip attached to their diary by the classroom teacher. From Years 1 to 4, each pupil will be responsible for showing the attention slip to his/her parents.

All visits to the nurse are registered in the Alexia system under the "medical record" tab.

### **Pupils to be sent home**

Any pupils with fever (37.5°), headache, vomiting, diarrhoea or any other symptom that does not disappear with physical measures must be collected from school as soon as possible.

If after the health evaluation it is decided that the pupil must rest in the infirmary for more than 20 minutes after receiving attention, the nurse will decide if he/she will have to return to his/her classroom or go home, depending on the case.

If a pupil needs to be sent home, her/his parents will be contacted and asked to pick her/him up. If they cannot come personally, they must e-mail [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), with copy to the relevant section, 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](mailto: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 - pupils from Little Darlings 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 infirmary.
- The nurse or paramedic will have to register the procedure.
  - If the illness requires rest, as in cases of fever, gastrointestinal disorders, headaches or permanent pain, the nurse or paramedic 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 a health centre. If they cannot come personally, they must send written authorisation to [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl) and to the section for a responsible adult to come. **Pupils in this situation will not be allowed to go home in a school bus.**
  - If there is a suspected case of medication intoxication on the part of a pupil, infirmary will inform the section and the Formative Area. The pupil's parents will also be contacted and informed. The infirmary will monitor the student until he/she can be taken by ambulance to Clínica Alemana. The cost of the ambulance drive will be covered by the parents.
  - 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.
- If a staff member shows health symptoms that require urgent medical attention, the infirmary will inform the section. A close relative will be contacted and informed of the situation and a decision will be made on whether the staff member should be withdrawn by his/her relative or by land/air transport, depending on the seriousness of the health issue. In the latter case he/she must be taken to Clínica Alemana (nearest emergency centre). Later, he/she may choose to go elsewhere.
- The transfer by ambulance or helicopter will have to be paid by the staff member, and he/she must be accompanied by a relative or someone from her/his section.

#### **In the case of a traumatic injury from Little Darlings 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 Little Darlings Playgroup, Preschool 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 if the infirmary deems it necessary.
- The pupil's parents will be contacted by the Infirmary by phone in those cases in which after the nurse's evaluation the pupil shows a sign or symptom of head trauma or if his/her symptoms do not subside after rest and physical measures.
- 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 or paramedic if the parents are not present.
- Finally, the nurse or paramedic will draw up an accident report which will be sent to the relevant section.

Clinica Alemana provides a free ambulance service in case of a traumatic event 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 Little Darlings Playgroup to Year 12**

### **Administration of medicines**

The infirmary's only purpose is to offer primary attention to emergencies or other health issues.

If a pupil needs to take medication regularly during the school day (for allergies, headaches, epilepsy, mood disorders, ADHD, etc.), his/her parents will be required to bring the medical prescription and the medication in its original packaging to the infirmary. Infirmary staff will administer the medication as per the medical prescription. This indication cannot be sent by phone or email.

As per current regulations from the Ministry of Health (Health Code art. 112 and 113), the Craighouse School infirmary is not authorised to administer medication for acute cases (headaches, menstrual pain, abdominal pain, sore throat, etc.).

This also applies to school teachers and staff, who are not authorised under any circumstance to administer any kind of medication to pupils, unless parents provide a prescription and the respective medicine in its original packaging.

### **Protocol for the administration of medicines in the infirmary**

1. All medicines that pupils must take during the school day will be kept and administered in the infirmary.
2. The pupil's parents must personally bring to the infirmary the medication in its original packaging and a copy of the medical prescription, including the name of the pupil and name of the medicine, times and dosage. At the time of delivery, the infirmary will ask the parent to sign the medicine reception book.
3. The infirmary has a safe location (locked cupboard, refrigerator for this exclusive purpose) to store these medicines individually.
4. The medical prescription must be updated every six months in order to comply with ministerial guidelines.
5. Symptoms are only treated with sprays, ointments, gels or drops, such as Arnikaderm, Arnika sport spray, Calorub, Foille, eye drops, Hedra Helix (Abrilar), oral antiseptics, and physical measures to relieve discomfort.
6. If a pupil's discomfort continues, his/her parents will be contacted and asked to pick up the child from the infirmary and monitor her/his condition at home and/or take him/her to seek medical assistance.
7. Families will be required to inform the infirmary in case of illness, or physical or mental health conditions requiring special attention or medical treatment. They will have to bring the updated medical form each year or whenever necessary, specifying any chronic illnesses, allergies, and drug treatment.

For pupils in Little Darlings Playgroup and Preprimary, it is the responsibility of the teacher, inspector or section assistant to take the child each day 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 email [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl) and the relevant section 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 and to reinforce the ventilation in the classroom and the washing of hands.

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 Little Darlings Playgroup, 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 Health's Immunisation Programme. Vaccination dates will be fixed by the Lo Barnechea vaccination centre, and each parent will receive a letter advising them of the vaccination process.



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If at the time of vaccination a pupil is absent or ill, she/he may later go directly to the location designated by the vaccination centre on the date specified by that entity. For this purpose her/his parents will receive an email with the date, time and place where they should take the child to receive the vaccination.

It is the responsibility of all parents from Little Darlings 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.



## ADDENDUM

### Health and hygiene

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

#### 1. Nursery

Considerations regarding personal hygiene measures:

- Use of a face mask during the workday at all times inside the classroom.
- Frequent hand washing.

Hygiene considerations in the nursery:

- Use of gloves during nappy changes.
- Disinfection of changing tables after every change.
- Cleaning and disinfection of all toys used daily with the children.
- Ventilation of enclosed spaces.
- Sanitisation and disinfection of enclosed spaces.
- Frequent washing of bedding.

Considerations regarding sick children and medications:

- Sick children are not allowed to attend, and if they develop any symptoms during the day, they will be referred to the infirmary to assess whether they should stay or go home.
- Follow-up on sick children with medical certificate for their return.
- Nursery staff is not authorised to administer medications. If necessary, the child's mother will do so.

#### 2. PlayGroup, Prekinder and Kinder

Considerations regarding toilet training for pupils in Preprimary and Primary:

- In the Little Darlings 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 accidents. 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



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be allowed to return to the classroom. During the COVID-19 pandemic, the support protocol will be carried out at school, but since parents are not authorised to enter the school, they will have to withdraw the child and clean him/her up at home.

### 3. Responsibilities

- The infirmary will be responsible for 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.

### Cleaning and sanitisation programme

BUILDING	SHIFT	TIME	ANCILLARY STAFF	WEEKS	ACTIVITIES
				M T W T F	
PRIMARY 10, 11, 12	AM	7 TO 7.15 AM	3	X X X X X	5-MINUTE TALK. REVIEW OF CLEANING PLAN AND DISTRIBUTION OF SUPPLIES
		7.15 TO 8 AM		X X X X X	INSPECTION AND RESTOCKING OF TOILETS AND SUPPLIES
		8 TO 8.30 AM		X X X X X	CLEANING OF MUSIC ROOM, PAPER DISPOSAL, RUBBISH BAG REPLACEMENT AND DUSTING OF FURNITURE
		8.30 TO 9.45 AM		X X X X X	TOILET SPOT CLEANING, SUPPLY RESTOCK, PAPER DISPOSAL AND FLOOR CLEANING
		9.45 TO 10 AM		X X X X X	PUPILS' BREAK TIME, PAPER DISPOSAL, RUBBISH BAG REPLACEMENT AND AIRING
				X X X X X	PUPILS' SNACK TIME + PAPER DISPOSAL IN PLAYGROUNDS (PLAYGROUP, PREKINDER & KINDER)
	10 TO 11.15 AM	X X X X X	TOILET AND OFFICE SPOT CLEANING, SUPPLY RESTOCKING AND PAPER DISPOSAL		
	AM PM	11.15 AM TO 12 PM	8	X X X X X	PUPILS' BREAK TIME, PAPER DISPOSAL, RUBBISH BAG REPLACEMENT AND AIRING
		12 TO 12.30 PM		X X X X X	PUPILS' SNACK TIME YEARS 1 & 2
		12 TO 1 PM		X X X X X	PYC LUNCH AM (X3)
	1 TO 2 PM	X X X X X		PYC LUNCH PM (X4)	



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		1 TO 4 PM		X X X X X	DEEP CLEANING AND SANITISATION OF CLASSROOMS, TOILETS, OFFICES AND COMMON AREAS VOL. 10
	PM	4 TO 8 PM	5	X X X X X	DEEP CLEANING OF CLASSROOMS, TOILETS, OFFICES, COMMON AREAS AND LIBRARY VOL. 11 & 12

BUILDING	SHIFT	TIME	ANCIL LARY STAFF	WEEKS	ACTIVITIES
				M T W T F	
VOLUME 9 / HEADMASTER'S OFFICE	AM	7 TO 7.15 AM	1	X X X X X	5-MINUTE TALK. REVIEW OF CLEANING PLAN AND DISTRIBUTION OF SUPPLIES
		7.15 TO 8 AM		X X X X X	CHECKING OF SUPPLIES IN CLASSROOMS AND INFIRMARIES: SANITISER, PAPER TOWELS AND SOAP
		8 AM TO 12 PM		X X X X X	PAPER DISPOSAL, SANITISATION, CLEANING OF OFFICES, HALLWAYS AND VOLUME ACCESS
	AM PM	12 TO 1 PM	3	X X X X X	PYC LUNCH AM (X1)
				X X X X X	PYC LUNCH AM (X2)
				X X X X X	OFFICE SPOT CLEANING AND SURFACE SANITISATION
				X X X X X	DEEP CLEANING OF INFIRMARY, SANITISATION AND SUPPLY RESTOCKING (PAPER TOWELS, SOAP, SANITISER)
				X X X X X	CLEANING OF FLOORS, OUTDOOR STAIRS AND RAILINGS
	PM	4 TO 5 PM	2	X X X X X	HELPING WITH WINDOWS IF NECESSARY UNTIL 4 PM
				X X X X X	DEEP CLEANING OF OFFICES, TOILETS AND COMMON AREAS + RUBBISH DISPOSAL
				X X X X X	DEEP CLEANING OF NURSERY + SANITISATION
				X X X X X	DEEP CLEANING OF OFFICES, TOILETS AND COMMON AREAS + RUBBISH DISPOSAL
X X X X X				DEEP CLEANING OF OFFICES, TOILETS AND COMMON AREAS + RUBBISH DISPOSAL	

**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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