



TAIPEI EUROPEAN SCHOOL 台北歐洲學校
***POLICY FOR STUDENT INJURY AND
ILLNESS***

Issue 1.0

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PURPOSE OF POLICY

- **Advise staff and parents on guidelines for dealing with incidents of student injury or illness.**

1.0 Introduction

1.1 TES has a duty of care to minimise incidents of injury and illness of students on TES premises, and also off premises where feasible (please see the respective school section's school trip policies for further information). However, if an accident occurs or there are sick students on TES premises, the following policy and procedures apply.

1.2 Students will be taken from TES to one of the nearest hospitals by ambulance for emergency treatment (see Appendix A below). The school does not arrange for transportation to any other hospital. If parents wish to transfer their child to another hospital, they must make their own arrangements.

2.0 Incidents of Accident/Injury/Illness

2.1 Students with minor injuries as a result of an accident on TES premises or who are feeling ill will be taken to the medical room in Phase 1 of the secondary campus, or the Infant or Junior medical room on the primary campus, where the nursing staff will conduct first aid if necessary.

2.2 Students who sustain more serious injuries as a result of an accident on TES premises or who fall seriously ill at school will be checked by the nursing staff who, in consultation with senior staff members, if appropriate, will make a recommendation as soon as possible as to whether the student will need to be transferred to one of the nearest hospitals. In an emergency, transport to the nearest hospital shall only be arranged using a licensed ambulance. If it is deemed necessary for a student to be taken to hospital by ambulance, this will be done immediately. In such cases, parents may not request that staff wait for the parent(s) to collect the child from school.

2.3 The administration office of the relevant school section under the guidance of a senior staff member is responsible for contacting the parents/guardian of a student involved in a



serious medical incident if the school nurse is unable to do so. If possible, this should happen prior to transporting the student to the nearest hospital.

2.4 A member of staff of TES shall accompany the student to hospital.

2.5 The section administration office shall be informed as soon as possible if a student is reported seriously injured or sick during the school day. Appropriate details of the incident shall be conveyed to the class teacher or form tutor as soon as possible.

2.6 If a serious incident occurs, TES shall follow up with appropriate action for after care of the student. This will include follow up contact for progress and prognosis and may include visits unless the family requests otherwise.

3.0 Absence Owing to Illness

3.1 Students should be kept out of school if they feel generally unwell or suffer instances of symptoms such as fever, vomiting or diarrhoea, or upon any recommendation by a physician to do so. The sick party is requested to stay at home for a minimum of 24 hours after the symptoms cease.

3.2 When a student is diagnosed as suffering from a contagious and/or communicable disease or infestation (e.g. chickenpox, measles, enterovirus, head lice), they must stay out of school. The sick party may only re-enter TES upon written clearance by a physician. Information about when a child can return to school after a specific type of illness is published here in the following document: School Absence with Infectious Disease.

If there is an outbreak of a contagious disease in the community, parents should check their child's temperature every morning before leaving for school and keep the child at home if their temperature is over 37.5 degrees.

4.0 Dispensing Medication to Students

4.1 Medication without prescription

By law nurses are not allowed to dispense medication without a physician's prescription.

4.2 Medication with prescription

In exceptional cases the TES nursing staff may be requested to dispense medication to a student provided the request has been made by the parents/guardian in writing to the nursing staff. The medication shall be directly submitted to a member of the nursing staff, who will sign the Medication Request and Receipt Form and will keep the medication in a locked cupboard. The request, accompanied by a copy of the prescription, should be



written in English and state: the student's name, section and class code; the name of the medication; the purpose of the medication; possible side effects; the dosage; the time to dispense; the doctor's name and the clinic's contact details. Note that other than in exceptional circumstances, only one dose will be dispensed daily in school.

4.3 Over the counter medication

TES does not provide any non-prescriptive medication.

Appendix A: hospitals to which staff members may be taken for emergency treatment

✦ **Shin Kong Memorial Hospital**

--TEL: 28332211 *9995 (For emergency)

--ADD: No. 95, Wen Chang Road, Taipei City

✦ **Cheng Hsin General Hospital**

--TEL: 28264400

--ADD: No.45, Cheng Hsin St., Pai-Tou, Taipei

✦ **Yang Ming Hospital**

--TEL: 28332211 *9995 (For emergency)

--ADD: No. 95, Wen Chang Road, Taipei City

✦ **Taipei Veterans General Hospital**

--TEL: 28712121 *8 (English service)

28757377 (For emergency)