



Protocols for Student Illness, Injury or Accident

A certified nurse is stationed in our main building as well as our Early Years building during times when children are present. The school nurses take on the responsibility of caring for the health and safety of students in the school. Additionally, teachers monitor their students state of health at all times.

Sending a Child to the Nurse

When feeling unwell, Pre-K and Kindergarten to Grade 5 children will be escorted to the nurse's station by a teacher or TA. Children from Grade 6 to 12 can go to the nurse's station unaccompanied but must report to their teacher first. The nurse's station is located in room S102.

Nurse's Station: Early Years

Nurse: Sherley Yao
Room number 108 (Early Years Building)
Nurse office number: 055162656972
Phone number: 18919657948
Email address: Sherley.yao@cishefei.com
Monday, Tuesday, Wednesday, Thursday: 7:30 – 16:30
Friday: 7:30 – 15:30
Closed evenings, weekends and holidays

Nurse's Station: Main Building

Nurse: Shanshan Chen
Room number S102
Nurse office number: 055162657330
Phone number: 18256921098
Email address: Shanshan.chen@cishefei.com
Monday, Tuesday, Wednesday, Thursday: 7:30 – 16:30
Friday: 7:30 – 15:30
Closed evenings, weekends and holidays

The following symptoms are indications for sending a student to the nurse station:

- General weakness
- Fatigue
- Severe sore throat
- Headache
- Dizziness
- Fever
- Rash
- Vomiting
- Diarrhea
- Bad cough



Sending a Student Home

The following medical problem are indications for sending a student home:

- Fever above 37.5 degrees (centigrade);
- Diarrhea;
- Vomiting;
- Suspected communicable diseases;
- Eye infections;
- Head lice;
- Suspicious looking rashes;
- Any other medical conditions in which the child becomes unwell and the teacher feels the child cannot continue in the lesson.

The local Hefei Government requires students to see a doctor and remain at home until the fever has settled for 24 hours without medication or until 24 hours after the last episode of vomiting or diarrhea.

We recommend all students who are absent from class due to fever, cough or other symptoms provide a nucleic acid test report.

The school nurse will be in touch with the parents after a child is sent home in order to keep track of the child's medical condition. If a student is ill with a contagious disease, the parents must contact the school immediately to report it. A note from the parents indicating that the child is fully recovered is needed when the student returns to school. A medical clearance from a doctor may be required in order to return to school, depending on the disease. The student must go to the nurse's station first and get a permission slip from the nurse stating this student has fully recovered so that the student can go back to the classroom to study.

Medication at School

Teachers are NOT allowed to dispense medicine for any student at any time. Students are not allowed to carry medicine or store it in their backpacks or desk. Exceptions to this policy can be given only with administrative approval.

If parents require the school nurse to dispense medicines to their child during school hours, they need to complete and sign a "Parent Consent to Administer Medicine" letter which can be obtained from the nurse's station, as well as a stamped doctor's note proving the details of the prescribed medicine. The school nurse will inform the class teacher when the child should take the medication, and the child must then visit the nurse's station at the appropriate time. Medicines stored in the nurse's station must be taken home by the parent(s) when their use is no longer needed.

Early Years' students will only be permitted to take medication during school hours provided it is administered by their parent. Under no circumstance will a student be allowed to take medicine at school being administered by the school nurse or any



school personnel. All medication on school grounds for Pre-K to K3 students must be administered by the child's parent in the presence of the school nurse. In an emergency situation, parents will be contacted for consent prior to the school nurse dispensing any necessary medication.

When possible, all medicine should be administered at home prior or following school hours. If, an Early Years student requires medicine during the school hours, parents must inform the Early Years School Nurse prior to the time to disclose the medication details, provide a stamped doctor's note proving the necessary medication, and to ensure that the nurse is present during the administration of the medicine.

Nurse: Sherley Yao

Nurse office number: 055162656972

Phone number: 18919657948

Email address: Sherley.yao@cishefei.com

Asthma inhalers and epi-pens can be brought to the school and kept by the student or in the nurse's station only when it is authorized by the parents, the principal and the school nurse. All items need to be labelled with the child's English Name.

Medication taken on school excursions will be kept by the teacher or accompanying nurse.

Health-Related Incidents and Accidents

Depending on the severity of the incident, first responders on scene should contact the school nurse and/or Emergency Services.

Emergency Phone Numbers

Nurse's station: Sherley Yao: 0551- 62656972

Shanshan Chen: 0551- 62657330

24 Hour Nurse Contact: 13316913727

Emergency Services: 120

Teachers and TAs are responsible for reporting injuries and accidents that occur anywhere on the school premises. The staff member who witnesses the accident is responsible for making sure the child makes it to the nurse's station and informing the school nurse about what happened.

Children who are seriously injured or in a coma must not be moved unless they are in life-threatening circumstances or the school nurse has authorized such movement. If the child is to go to a clinic or hospital, a teacher or staff member whom the child trusts, preferably one who speaks Mandarin, will accompany the student to the clinic or hospital. The school nurse may also accompany the child to the clinic or hospital in some cases.



The proper chain of communication should be followed whenever a health-related incident or accident happens. Individuals to be notified are: Nurse, Vice principals, Head of School, IB Director and parents. The nurse will contact Emergency Services, the clinic or hospital if necessary and not done by the first responder.

Nurse's Log

The school nurse will act to assist the child, making a record of the injury or illness in the Daily Encounter Record. For injuries or illness that are presumed to be serious, the parents will be informed immediately by phone or whatever method possible. The nurse should always err on the side of caution and notify parents when in doubt.

Injuries that may be considered serious include but are not limited to:

- Head injuries
- Back injuries
- Possible broken bones
- Serious bleeding
- Vomiting
- Diarrhea
- Fever

In case of a serious illness or injury the Vice Principals and Head of School need to be informed.

Incident Report

Teachers are responsible for recording incidents by completing the CISH Incident Report Form. An incident is defined as any occurrence of violence, serious misbehavior, accident, injury, abuse, neglect, harm, etc. involving any member of the CISH school community. The staff member who witnesses the incident is generally responsible for completing the Incident Form but this responsibility may be passed on to the homeroom teacher if the witness has no connection to the child. The Incident Report must be forwarded to the Homeroom Teacher and/or Principal.

Incident reports will be saved digitally in Toddle (PYP) /ManageBac (MYP/DP) once the system is operational.

When communicating with parents or caregivers, CISH staff will only report information pertaining to that person's individual child. Teachers will take extra care not to name or be drawn into naming other students when communicating with parents. The Incident Report is an internal CISH document.

Vaccination



All students are required to provide a copy of their up-to-date immunization records prior to admission. Before the months when communicable disease usually break out, the school nurse will send out health tips in school newsletters providing information about the special vaccinations that are advisable in the season such as influenza and varicella vaccines.

Health Record

Prior to admission and each school year, every student is required to submit an updated health record which includes information about the student's medical history, vaccinations, allergies and any health needs they have. Early years children are asked to provide results from a general health check from the hospital which includes a brief physical examination. It is essential that any changes to the information provided initially are timely notified in writing to the nurse station.

Infectious Disease

When there is an incidence of infectious disease occurring within the school community, the school nurse informs the Head of School who will then inform the Vice Principals, the class teachers, members of staff. A notice from the Head of School regarding the disease will be sent to parents of the affected grades or the entire school as deemed necessary. If there is an outbreak, the school nurse must contact the local Centre for Disease Control and prevention for advice and support so that the appropriate procedure can be quickly implemented.

If a child has contracted a contagious disease while being away from school, a medical clearance from the doctor will be required on return to school.

Wheelchairs and Crutches

CISH does not provide students with wheelchairs or crutches for long term use. Any student who has an injury which requires the use of a wheelchair or crutches should visit a doctor in order to be examined and then borrow or purchase the wheelchair or crutches from a medical facility. The wheelchair and crutches owned by the school are only for short-term (less than a day) emergency use.

Any student who is not able to climb the stairs in school should visit the Vice Principal Office in N117 (PYP) or N116 (MYP/DP) to request permission to use the elevator. One peer helper may accompany the injured student in the elevator if necessary.

Last Reviewed: April 2022



学生疾病、伤害或事故制度

学校的主楼和幼儿园楼都有一名有资质的护士。学校护士承担着照顾在校学生的健康和安全的责任。此外，教师随时监控学生的健康状况。

送孩子去见护士

当感觉身体不适时，幼儿园至五年级的孩子将由老师或助教护送到护士办公室。6至12年级的孩子可以在无人陪伴的情况下前往护士办公室，但必须先向老师报告。护士办公室位于 S102 房间。

护士办公室: 幼儿园

护士: Sherley Yao

房间号码 108

护士办公室电话号码: 0551-62656972

手机号码: 18919657948

邮箱: Sherley.yao@cishefei.com

周一, 周二, 周三, 周四: 7:30 – 16:30

周五: 7:30 – 15:30

晚上、周末和节假日不工作

护士办公室: 主楼

护士: Shanshan Chen

房间号码 S102

护士办公室电话号码: 0551-62657330

手机号码: 18256921098

邮箱: Shanshan.chen@cishefei.com

周一, 周二, 周三, 周四: 7:30 – 16:30

周五: 7:30 – 15:30

晚上、周末和节假日不工作

以下症状可将学生送至护士办公室:

- 普通虚弱
- 疲劳
- 咽喉痛
- 头疼
- 头晕
- 发烧
- 皮疹



- 呕吐
- 腹泻
- 严重的咳嗽

送学生回家

以下症状可将学生送回家：

- 发烧超过 37.5°
- 腹泻
- 呕吐
- 疑似传染病
- 眼部感染；
- 头虱症状；
- 疑似皮疹；
- 任何其他导致孩子身体不适并且老师认为孩子无法继续上课的医疗状况。

合肥政府要求学生必须去医院就医并留在家中休息，直到发烧症状在不用药物的情况下消退 24 小时或者在最后一次呕吐或腹泻症状消失 24 小时后方可回校。

我们建议所有因发烧、咳嗽或其他症状缺课的学生回校时提供核酸检测报告。

孩子被送回家后，学校护士将与家长联系，以跟踪孩子的健康状况。如果学生患有传染病，家长必须立即联系学校报告。当学生返回学校时，需要家长的表明孩子已经完全康复。根据疾病的不同，可能需要医生的医疗证明才能返回学校。学生必须先到护士站并获得护士的许可单，说明该学生已完全康复，方可返回教室学习。

学校用药

教师不得在任何时间为任何学生提供药物。学生不得携带药物或将其存放在背包或书桌中。特殊情况只能在获得校领导批准的情况下进行。

如果家长要求学校护士在学生在校时间内给孩子用药，家长需要提供盖章的医生诊断病例提供所开处方药的具体信息，填写并签署“家长同意用药”信，该信可从护士站获得。学校护士会通知班主任学生什么时候吃药，然后学生必须在适当的时间去护士办公室。存放在护士办公室的药物必须在停止用药以后马上由家长带回家。

幼儿园学生如需在校内时间用药，需要学生家长来校喂药。校医或者其它学校人员不能在任何情况下私自给孩子用药。所有 Pre-K 至 K3 学生在校用药都需要家长在校医也在场的情况下亲自操作。如果有任何紧急情况，校医会在用任何必要药物之前先征得家长同意。



我们建议所有的家长都尽量安排学生在上学前或者放学后时间段，在家用药。如果幼儿园学生需要在在校时间段内用药，家长需要提前联系校医老师，并详细告知用药相关的信息，提供盖章的有具体用药内容信息的就诊证明，并且在校医在场的情况下亲自给孩子喂药。

幼儿园校医联系方式: Sherley Yao
办公室电话: 055162656972
手机号码: 18919657948
工作邮箱: Sherley.yao@cishefei.com

只有在父母、校长和学校护士授权的情况下，才能将哮喘吸入器和速效注射型肾上腺素带到学校并由学生或护士站保管。所有物品都需要贴上孩子的英文名字。

学校远足活动时服用的药物将由老师或随行护士保管。

与健康有关的事件和事故

根据事件的严重程度，现场的急救人员应联系学校护士和/或紧急服务部门。

紧急联系号码

护士办公室: Sherley Yao: 0551- 62656972

Shanshan Chen: 0551- 62657330

24 小时在线联系号码: 13316913727

紧急服务部门: 120

教师和助教负责报告发生在学校场所任何地方的伤害和事故。目击事件的工作人员有责任确保孩子送至护士办公室，并将发生的事情通知学校护士。

不得移动重伤或昏迷的儿童，除非他们处于危及生命的情况或学校护士已批准移动。如果孩子要去诊所或医院，在学生信任的老师或工作人员，最好是会说普通话的老师或工作人员会陪同学生到诊所或医院。在某些情况下，学校护士也可能陪同孩子去诊所或医院。

每当发生与健康相关的事件或事故时，都应遵守相应地沟通流程。按此顺序，需要通知的个人是：护士、副校长、总校长、IB 主任、家长。如有必要，护士将联系紧急服务、诊所或医院，而不是由第一报告者完成。

护士的记录日志



学校护士会采取行动协助学生，在每日工作记录中记录受伤或疾病的情况。对于那些认为是严重的伤害或疾病的情况应立即电话或任何可能的方式通知父母。护士会始终谨慎行事，并在家长有疑问时告知父母情况。

可能被视为严重的伤病（包括但不限于）：

- 头部受伤
- 背部受伤
- 疑似骨折
- 严重出血
- 呕吐
- 腹泻
- 发烧

如果发生严重疾病或受伤，需要通知副校长和校长。

事件记录报告

教师负责通过填写 CISH 事件报告表来记录事件。事件的定义是涉及 CISH 学校社区任何成员的任何暴力、严重不当行为、事故、伤害、虐待、疏忽、伤害等。目击事件的工作人员通常负责填写事件表，但如果目击者与学生没有任何关系，这一责任可能会转至班主任。事件报告必须转发给班主任和/或校长。

在系统运行的情况下，所有的事件报告将以电子形式保存在 Toddle (PYP) /ManageBac (MYP/DP) 上。

在与父母或监护人沟通时，CISH 工作人员只会报告与当事人在此事件有关系学生的信息。在与家长交流时，教师应格外注意，不要点名其他学生或被牵涉无关学生。事件记录报告是 CISH 内部文件。

接种疫苗

所有学生都必须在入学前提供其最新疫苗记录的副本。在传染病通常爆发的月份之前，学校护士会在学校通讯中发送健康提示，提供有关流感和水痘疫苗等季节性特殊疫苗的信息。

健康记录

在入学之前和每个学年，每个学生都必须提交更新的健康记录，其中包括有关学生病史、疫苗接种、过敏和他们的任何健康需求的信息。幼儿园学生需要提供医院一般健康检查的结果，其中包括简短的身体检查。如需更改最初提供的信息必须及时以书面形式向护士办公室提出。



传染病

当学校社区内发生传染病时，学校护士应通知校长，校长随后会通知副校长、班主任、教职员工。校长将在必要时向受影响年级的家长或整个学校发送有关该疾病的通知。如果发生疫情，学校护士必须联系当地疾病控制和预防中心寻求建议和支持，以便迅速实施适当的程序。

如果孩子在离开学校时感染了传染病，返回学校时将需要医生的医疗证明。

轮椅和拐杖

CISH 不为学生提供长期使用的轮椅或拐杖。任何受伤需要使用轮椅或拐杖的学生都应该去看医生以便进行检查，然后从医疗机构借用或购买轮椅或拐杖。学校轮椅和拐杖仅供短期（一天内）应急使用。

任何在学校无法爬楼梯的学生应到 N117 (PYP) 或 N116 (MYP/DP) 的副校长办公室申请使用电梯的许可。如有需要可以容许一名同伴在电梯里协助受伤的学生。



合肥加拿大外籍人员子女学校学生在校服药委托书
Parent Consent Form for Administering Medicine at CISH

学生姓名 Student Name		班级 Grade		服药开始日期 Start date of medication	
服药原因 Reasons for taking medicine	<input type="checkbox"/> 感冒 <input type="checkbox"/> 咳嗽 <input type="checkbox"/> 腹泻 <input type="checkbox"/> 过敏 <input type="checkbox"/> 结膜炎 <input type="checkbox"/> Get Cold <input type="checkbox"/> Cough <input type="checkbox"/> Diarrhea <input type="checkbox"/> Allergy <input type="checkbox"/> Conjunctivitis			服药结束日期 Medication End date	
其他 Other					
服药时间 Time for taking medicine				家长联系电话 Parent's Phone Number	
药物名称 Drug name				可能出现的副作用 Possible side effects	
药物剂量 Drug dose					

备注：

- 1、学生若需要在学校服药时，请家长事先调好药量，并详细填写学生服药委托书后一起交给班主任，存放在保健室，服药时 G1-G5 学生将由助教老师带去保健室，G6-G12 学生经班主任同意后自行前往保健室，在保健医生的陪同下服药。如发生副作用，由家长自行负责。
- 2、学校只接收学生一周药量，请家长安排好服药时间，服药结束后，请带走剩余药物。（长期不定时服药：如过敏药等，可存放在保健室，保健医生将查看保质期并通知更换）
- 3、家长若未交付服药委托书或填写不清楚，恕不喂药，敬请谅解。
- 4、学生在校期间，若服药后发生突发情况，学校将及时与您联系，请您留下紧急联系电话；如无法联系，学校则视学生发病情况考虑送到二级以上医院。
- 5、请随此表格附上医院的诊断证明及开药证明。

Additional Remarks:

1. If a student needs to take medicine at school, parents must fill in the student's medication consent form in detail and submit it to their Homeroom teacher to be kept in the Nurse's room. When taking medicine, G1-G5 students will be taken to the Nurse room by the TA, and G6-G12 students will go to Nurse room by themselves with the consent of their teacher. The student will only take medicine while accompanied by the School Nurse. In case of side effects, parents must be aware and take responsibility for their outcome.



2. The school only accepts a weekly dosage of medicine. After finishing the dosage, please take any remaining medicine home (long term and irregular medication - such as allergy drugs, etc., can be stored in Nurse room, and the School nurse will check the shelf life and notify a need for replacement).
3. Parents are not to send any medicine to school prior to completing this consent form.
4. In case of any emergency after taking medicine during school, the school will contact the parents as soon as possible. Please leave an updated emergency contact number with the school. If parents are unable to be contacted, the school will consider sending the students to the hospital according to the incidence of the disease.
- 5. Please attach the doctor's diagnosis and prescription certificate of the hospital to this form.**

我已阅读，并遵守学校的要求。

I have read and comply with the requirements of the school.

家长签名 Parent signature :

日期 Date :

保健医生签名 School Nurse signature :

日期 Date :