

EDUCATIONAL PROJECT PRESCHOOL & SCHOOL SECTIONS - ANNEXES PROCEDURES -

- **Health and Medication Procedures**
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Health and Medicine Procedures

HEALTH CARD (to be completed for each child registered)

Child's first and last name:

First name, last name and telephone number of parent 1:

First name, last name and telephone number of parent 2:

Other emergency number:

Known allergies or health problems:

Contact Pediatrician:

N° AVS :

Health insurance (name and policy number):

Medicine

Emergency Medication List (to be completed for each child registered)

Below you will find the list of medications that l'écoline has in stock as well as other items that the educational team may administer to your child. Please read it carefully and indicate the products that we are authorized to give to your child and those that are not. You can send us a product other than those listed below provided that you leave it in its original packaging, with the instructions for use as well as the pharmacy label noting the dosage intended for your child and only when your child needs it (see Procedure for administering medication).

Drugs	Indications	Yes, I authorize l'écoline to give this medicine to my child if needed.	No, I don't allow it
Arnica 9CH	Homeopathic granules for bruises.		
Paracetamol (Dafalgan sirop)	Pain and fever. Specify the child's weight.		
Arnican Gel	Herbal gel for the treatment of bruises		
Bépanthen Plus	Disinfectant and healing cream		
SPF 50 sunscreen	Sun protection		
Instant Pack gel	Cooling bag in case of a blow		
Baby Po-Cream (Natrualine)	Diaper cream		
Bépanthen spray	Wound disinfection		
Natural Anti-Fog	Tick spray		
Date :	Signature of legal representative:		

Procedure for administering medication

Minor childhood illnesses generally do not require medication. Most of the time, they resolve on their own with a little time and rest. However, there are cases where medication is necessary, and if so, the childcare team needs specific instructions.

It should be noted that no medication can be administered to a child without the signed authorization of parental authority, whether it is homeopathy or “traditional” medication.

Basic principles

Any administration of medication by the educational team must be subject to the procedure below:

- The only medications that can be administered without a medical prescription are paracetamol and homeopathy (see list)
- Morning and evening doses should be given by parents at home
- Complete and sign this “Medication Administration” form upon arrival at the facility
- The medicine must be sent in its original packaging and with the date of opening indicated.
- In case of fever (38° or more), parents will be notified and depending on the child's condition, they will be asked to come and collect them as soon as possible.
- For her/his well-being and that of others, a child with a fever even with an antipyretic administered as self-medication at home, cannot be accepted into the structure.

Principles of administration

If they wish, parents can request two duly identified packages from the pharmacy so they do not have to carry the medication each time. If, despite the ongoing treatment, the child's condition does not improve or deteriorates, the facility will not be able to treat them. For safety reasons, any medication that does not follow this procedure will not be administered.

Request for medication administration (to be completed for each request)

I, the undersigned,, request that l'écoline administers the medication below according to the following dosage to my child,

	Nom du médicament 1 :	Nom du médicament 2 :	Nom du médicament 3 :	Remarques
Raison :				
Posologie :				
Fréquence / heure :				
Période du au				
Dernière prise à la maison :				
Mode de conservation :	<input type="checkbox"/> temp. ambiante <input type="checkbox"/> frigo	<input type="checkbox"/> temp. ambiante <input type="checkbox"/> frigo	<input type="checkbox"/> temp. ambiante <input type="checkbox"/> frigo	

Date :

Signature of legal representative:

ÉVICTION | SCOLAIRE

MALADIES EXIGEANT UNE ÉVICTION DU MALADE

Consultez la fiche de la maladie concernée sur www.evictionscolaire.ch pour connaître la durée de l'éviction, les circonstances ainsi que d'éventuelles mesures supplémentaires recommandées au médecin.



MALADIES À ÉVICTION REQUISE EN TOUTE CIRCONSTANCE

► Rougeole

Il existe des infections dont la survenue en Suisse n'est pas attendue sans être définitivement exclue :

- Choléra
- Diphtéria
- Fièvre de Crimée-Congo
- Fièvre d'Ehola
- Fièvre hémorragique à Hantavirus avec syndrome rénal
- Fièvre de Lassa
- Fièvre de Marburg
- Grippe pandémique
- Maladie du charbon, anthrax
- Middle East Respiratory Syndrome (MERS)
- Peste
- Poliomyélite aiguë
- Syndrome respiratoire aigu sévère à Coronavirus (SRAS)
- Varicelle



MALADIES À ÉVICTION REQUISE EN CERTAINES CIRCONSTANCES

INFECTIONS DE LA PEAU & DES TISSUS MOUS: CELLULITE, FOLLICULITE, FURONCLE, IMPÉTIGO

- Gale
- Staphylocoque doré MRSA communautaire & non communautaire

INFECTIONS DE L'ESTOMAC ET DES INTESTINS: COLITE, ENTÉRITE, GASTRO-ENTÉRITE

- Adenovirus
- Amibe, amibiase
- Astrovirus
- Bactérienne non spécifiée
- Bactérienne spécifiée autre que salmonellose, shigellose et campylobactériose
- Calicivirus
- Campylobacter jejuni, campylobactériose
- Cryptosporidium, cryptosporidiose
- Escherichia coli entérohémorragique
- Giardia lamblia, giardiase, lambliaose
- Norovirus
- Rotavirus
- Salmonelle autre que S. typhi et S. paratyphi
- Shigellose intestinale
- Virale non spécifiée, virose intestinale non spécifiée

INFECTIONS DU FOIE: HÉPATITE

- Hépatite A, hépatite épidémique

INFECTIONS DE L'OEIL: CONJONCTIVITE, KÉRATITE

- Kérato-conjonctivite épidémique à Adenovirus

INFECTIONS DES VOIES RESPIRATOIRES: BRONCHITE, LARYNGITE, PNEUMONIE, TRACHÉITE

- Coqueluche
- Grippe saisonnière
- Tuberculose des voies respiratoires (sauf infection latente)

INFECTIONS "INVASIVES": BACTÉRIÉMIE, SEPTICÉMIE

- Fièvre paratyphoïde avec diarrhée
- Fièvre typhoïde avec diarrhée
- Staphylocoque doré MRSA communautaire
- Staphylocoque doré MRSA non communautaire
- Shigellose avec ou sans diarrhée



Image rights and data protection (to be completed)

I, the undersigned, hereby *(name and first name of the legal representative)*

.....

legal representative of the child *(child's first and last name)*

.....

currently in the School / Preschool / Afterschool section *(cross out what is not appropriate)*

authorizes

does not allow

that the images of my child - taken by teachers, educators or auxiliaries of l'écoline during the 2025-2026 school year be transmitted and shared via the l'écoline's Extranet site, accessible by password and reserved for parents of children registered for this school year as well as employees currently in post, and this for a limited period until July 31, 2026 (date on which the images will be deleted).

authorizes

does not allow

that the images of my child - taken by teachers, educators or auxiliaries of the l'écoline during the 2025-2026 school year and reproduced and distributed on the l'écoline's extranet - be used for "paper" documentation visible only on the interior walls of the l'écoline, and this for a limited period until July 31, 2026 (date on which the images will be deleted).

These images are reserved for the private domain, that is to say the family circle, and must under no circumstances be shared or published on the internet or social networks, which the undersigned fully undertakes to respect in accordance with the regulations in force.

Done at..... on.....

Signature of legal representative:

Protocol in the event of complaints from families

Submitting a complaint

In the event of an oral complaint from parents against one of the employees, they are received by the Management of l'écoline who listens carefully to the complaint.

In the event of a serious complaint, the Management asks parents to communicate it in writing.

Management ensures that it has in its possession all the information necessary to fully understand the nature of the complaint. It may be required to draft a note to supplement the information provided regarding the complaint.

If the complaint concerns the general manager, the complaint will be forwarded in writing to l'écoline's Board of Directors.

Processing a complaint

If the complaint concerns a staff member under their supervision, management will inform the employee of the receipt and content of the complaint. The employee will then have the opportunity to submit a verbal or written response to the allegations described in the complaint. Management may then deem it appropriate to hold a meeting between the parent and the staff member to offer assistance to both parties in finding a solution to the problem.

Conclusion of a complaint

If no satisfactory solution is found, the Management will draw its own conclusions in the interest of maximum objectivity and inform both parties. If corrective measures are taken regarding a member of staff, the Management is not obliged to inform parents of the details.

Fire procedures

Everything is in place to ensure the physical and emotional safety of children.

- Emergency exits must always remain freely accessible. Fire extinguishers must be usable at all times (do not place anything against or on them).
- Evacuation drills are organized at least once a year. Emergency lighting is checked every 6 months. A logbook lists the emergency lighting checks and evacuation drills (date, name of the person who carried out the check, the drill, the number of children/adults who carried out the drill). The entire team must know the location of this logbook in case of a surprise visit from the fire inspector.
- In addition to the following instructions, in the event of evacuation, the following instructions are applied:
 1. Close the door behind you and head towards the assembly point.
= Guide and tail-ender (children between the two group leaders, trainee in the middle). The guide takes the list* of children and guides them out. The tail-ender ensures that no one is left behind in the premises.

Meeting point (in front of the main entrance): **attendance control**// If not secure enough: in front of the black building across the street

**“the children’s list” = journal with parents’ contacts (updated as and when by the Educational Director) + the daily list (updated in real time to correspond to the children present at any time on the premises).*

CONSIGNES GÉNÉRALES

En cas d'incendie



Téléphonez
immédiatement au 118.



Combattez le feu avec
un moyen d'extinction
approprié.



Sortez du bâtiment en
prévenant les personnes
se trouvant sur votre
chemin.



Fermez les fenêtres
et les portes.



Rassemblez-vous
à l'extérieur.



Attendez, renseignez
et guidez les secours.

Si vous ne pouvez pas sortir



N'allez jamais
dans la fumée.



Indiquez votre
position au 118.



Protégez votre
porte avec de
l'eau et un linge
humide.



Manifestez-vous
à la fenêtre.

Dans tous les cas



N'encombrez pas les voies
d'évacuation (portes,
couloirs, escaliers, ...).



Dans un local enfumé,
placez-vous au plus
près du sol.



Ne prenez jamais
l'ascenseur en cas
d'incendie.

Natural disaster procedure

The educational team follows the advice issued by the federal government in the event of a natural disaster. All phones at l'écoline are equipped with the "Alertswiss" app, and the advice given is applied in all circumstances.

Procedures in the event of accidents

→ Three scenarios may arise:

1. Minor everyday ailments (incidents) which are dealt with at l'écoline, and which are relayed to families when they come to pick up their child: events which occurred and care given by the educational team.
2. Serious accidents that occur at home, such as burns, falls, sprains, etc., must be reported to the teaching team so that they can monitor any side effects and administer any treatment prescribed by the doctor.
3. Serious accidents occurring at l'écoline, see procedure below.

→ Procedure in the event of a serious accident occurring at l'écoline:

A. If one of the parents can come quickly

In this case, it is he who accompanies his child to the hospital, or to his pediatrician.

The educator explains the situation very clearly and also suggests to the parent that the hospital (or pediatrician) call l'écoline if the doctors need more details about the accident. At the parent's request, l'écoline can call a taxi (0844 814 814). An accident report is completed by the educator in charge of the child at the time of the accident and signed by the educational management.

Following the parent's visit to the hospital, the teaching team is responsible for finding out from the parent what happened and what the diagnosis is.

B. If the parents cannot be reached or cannot come quickly

In this case, the teacher or educator takes the initiative to call below or to take the child to the CHUV themselves.

- VITAL EMERGENCY: 144 - Non-vital emergency: 0848.133.133

Depending on the severity of the accident, he/she will go there by taxi or ambulance (ambulance only if necessary). Do not take your personal car!

He/she continues to try to contact the parents who will join their child as soon as possible.

→ *The resulting medical costs (ambulance transport and treatment costs, etc.) are the responsibility of the parents.*

Procedure in the event of accompaniment by an educator at the hospital:

- take money and l'écoline's cell phone
- take the parents' contact details and the child's individual file with you
- take a taxi
 - if one of the educational directors or the General Director are not present on l'écoline premises, notify them of the situation as soon as possible

Other accidents

1. Fall on the teeth

Any accident affecting the teeth must be quickly reported to the on-call dentist at 0848.133.133.

If a tooth is unfortunately knocked out, take it by the crown, not the root, and place it in a glass of milk or a sterile, damp cloth compress to take to the dentist. Do not clean or disinfect the tooth.

2. Significant fall or from a certain height

- A. Call ambulance 144 (Life-threatening emergency) or 0848.133.133 (Non-life-threatening)
- B. Keep the child under constant supervision while waiting for the ambulance to arrive
- C. Notify the parent and ask them to come and join their child as soon as possible at the school or hospital.
- D. If the teacher or educator cannot leave the group, they entrust the child to the paramedics.

3. Burns

- A. Cool the burn underwater without removing clothing
- B. Call 0848.133.133 or for serious burns an ambulance at 144 (Vital Emergencies) and follow the instructions given
- C. Keep the child under constant supervision while waiting for the ambulance to arrive
- D. Notify one of the child's parents and ask them to go directly to the hospital. Offer the parents the option of calling someone who can soothe burns.

4. Poisoning

In case of ingestion of a toxic product:

- A. Call the toxicology center at 145 and follow the instructions
- B. Clearly indicate what the child has swallowed (if possible, keep an example of the product)

Procedure in the event of disappearance

If a professional notices that a child is missing, they must immediately:

- notify colleagues present on site and Management,
- organize the search while ensuring the safety and care of other children (sometimes other children have seen the child hiding or leaving).

If possible, the Management will send additional staff to ensure the search and care of the group of children.

The Management decides to call 117 (giving a description of the child, age, hair color, clothing, place and time of disappearance) and to inform the parents, after a maximum of 20 minutes of fruitless searching.

The professional who noticed the child's disappearance answers the police's questions when they arrive on the scene. As soon as possible, they prepare a report detailing the events that have just occurred.

Management remains available to receive parents.

Management can also organize one or more meetings to avoid any panic and to support people in psychological distress if necessary.