



Presidency

NURSING SCHOOL OF COIMBRA

ORDER NO. 44 - PRESIDENT

Date:
16/10/19

Pursuant to article 8(1) and article 49(1)(m) of the Statutes of the Nursing School of Coimbra, approved by Normative Order no. 50/2008 of the Ministry of Science, Technology, and Higher Education, published in *Diário da República*, 2nd Series, no. 185, of 24 September 2008, I hereby approve the Procedure for Accident Management, version 2.0.

The President,

(Aida Maria de Oliveira Cruz Mendes)



UDASSEST - School Health Service
**Procedure for
Accident Management**

PO 01 Proc. 01
Version 2.0
16/10/2019
Next Revision
09.08.2020
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NURSING SCHOOL OF COIMBRA

Approved in 16/10/2019

Version	Date	Amendment
2.0	09.08.2019	First version



1- DESCRIPTION

This action protocol of the School Health Service is used to manage accidents during academic activities.

2- SCOPE

Safety of students during academic activities, including international mobility students and students whose clinical practice/traineeship activities take place in health and non-health institutions, or students involved in community outreach projects.

3- OBJECTIVE

This protocol aims to establish follow-up and guidance strategies for accidents taking place during academic activities.

4- RESPONSIBILITY


Student, teacher, guest lecturer, emergency physician, school nurse, school physician.


5- ASSUMPTIONS

Article 2(1) of Decree-Law no. 121/2013, of 22 August, states that this protocol is applied to "(...) students or trainees in hospitals and other healthcare units." Article 3(c) defines "Students or trainees" as any singular person who conducts clinical training as part of his/her academic and professional education; (...) in public or private healthcare institutions and other healthcare delivery settings (...)"

The rules of each unit must be complied with while ensuring safety in healthcare delivery. Witnesses may be called upon to testify.

The insurance only covers the medical expenses of the claimant, including treatments, emergencies, examinations, and clinical tests, and he/she will be reimbursed after confirmation of the accident, its causes, circumstances, and consequences by the insurance company and the School Health Service. The claimant must notify the ESEnC within **48 hours** of the accident (legal deadline). All school accidents will be recorded by the claimant, with the help of the school nurse, in the Notific@ platform of the Directorate-General of Health (DGS). Persons handling injectable substances or in contact with organic compounds **must** wear appropriate personal protective equipment.

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School Health Service: Andreia Sofia Cristina Ângela Santos Neves Regina Belo	Teresa Maria Campos Silva	

	<p style="text-align: center;">UDASSEST – SCHOOL HEALTH SERVICE</p> <p style="text-align: center;">PO 01 Proc. 01</p> <p style="text-align: center;">Accident Management</p>	<p style="text-align: right;">Version no. 2</p> <p style="text-align: right;">Date of creation: 09/08/2019</p> <p style="text-align: right;">Date of next revision: 09/08/2020</p> <p style="text-align: right;">Page 2 de 10</p>
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6- GLOSSARY

According to the legislation in force and the guidelines on healthcare-related accidents, the following are defined as:

Accident – sudden and unforeseen event experienced by the student while traveling to or from the health institution where he/she is undertaking their clinical placement, inside and outside the health institution if the student is participating in school-related activities.

School accident – any accident occurring at the location and time of school-related activities and causing body injuries, functional disorders, or disease, directly or indirectly, which result in reduced capacity for work, reduced earning capacity or death. It also includes travel, transportation, and traffic accidents in which the student is injured and that occur due to or during the school activity.

Adverse event – Abnormal or harmful effect leading to a measurable biological alteration in the organism, organ or tissue, as a result of an acute external exposure during clinical practice, involving users or patients.


School activities – activities carried out at the ESEnFC facilities during school hours and free time included in the school schedule; extracurricular, sport, and get-together activities authorized by the ESEnFC President; activities carried out in Internships/Clinical Placements; travels abroad related to school activities; risks resulting from activities held in Campus C and respective ESEnFC facilities.

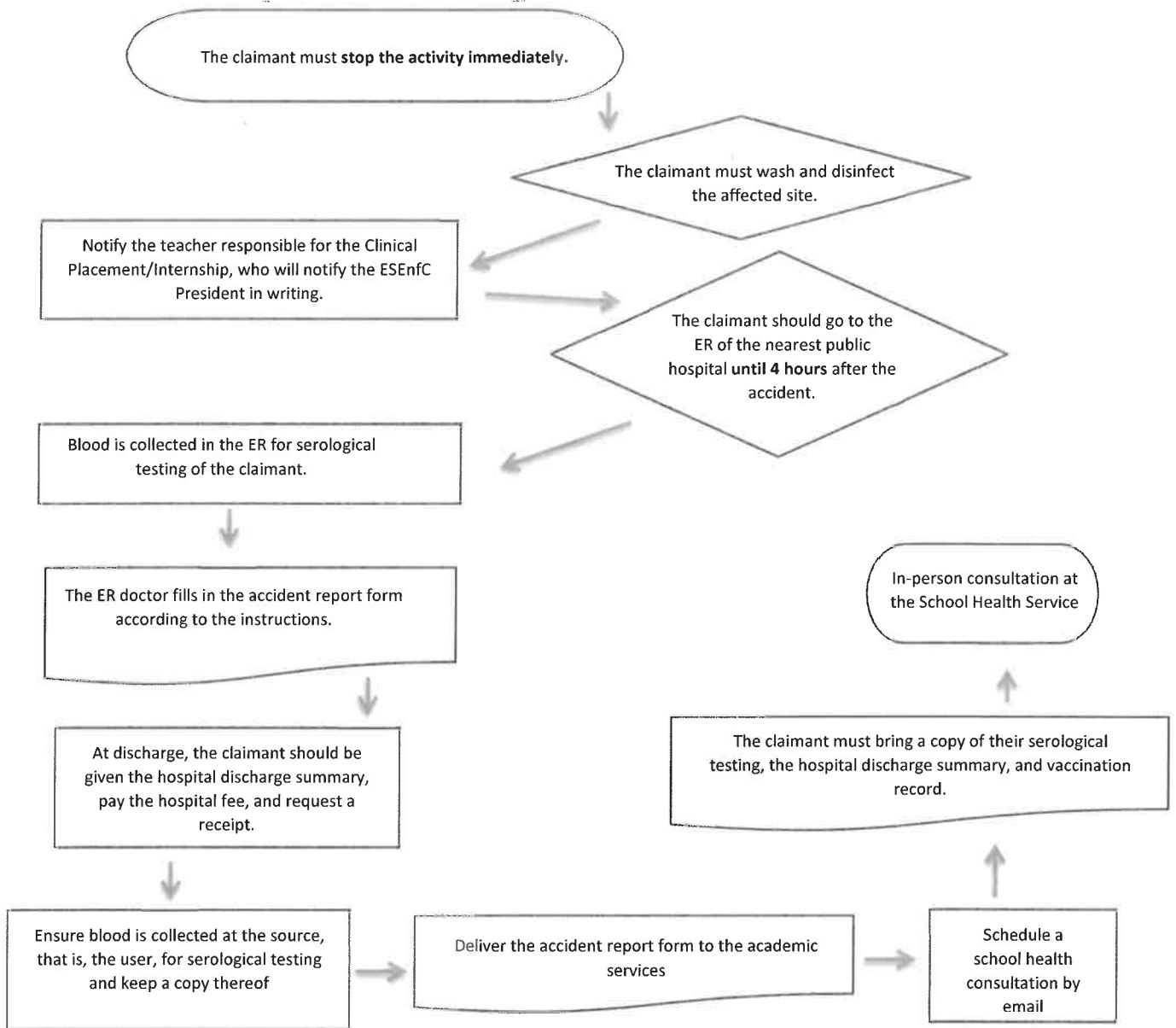
7- PROCEDURES FOR EACH TYPE OF ACCIDENT:

7.1 SHARP OR POINTED OBJECTS

The use of gloves is **mandatory** when handling sharp or pointed objects.

Figure 1. Flowchart in case of accident caused by sharp or pointed objects

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Note: The ER doctor should be informed in case of an **unknown source**. If the **source refuses** the serological testing, the health system number of the source should be recorded, if provided, and the ER doctor should be informed of the refusal.

7.2 EXPOSURE TO INFECTIOUS DISEASES

7.2.1 – Active Tuberculosis

In case of suspected infection, the student should use the protection measures appropriate to the type of infection, as defined by each institution according to DGS recommendations.

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Individuals who had close contact with the person with suspected tuberculosis for **8 or more cumulative hours** during the infection period in case of patients with smear-positive tuberculosis, or for **40 or more cumulative hours** during the infection period in cases of patients with smear-negative tuberculosis and positive cultures for *Mycobacterium tuberculosis* must be identified, as described in the diagram below.

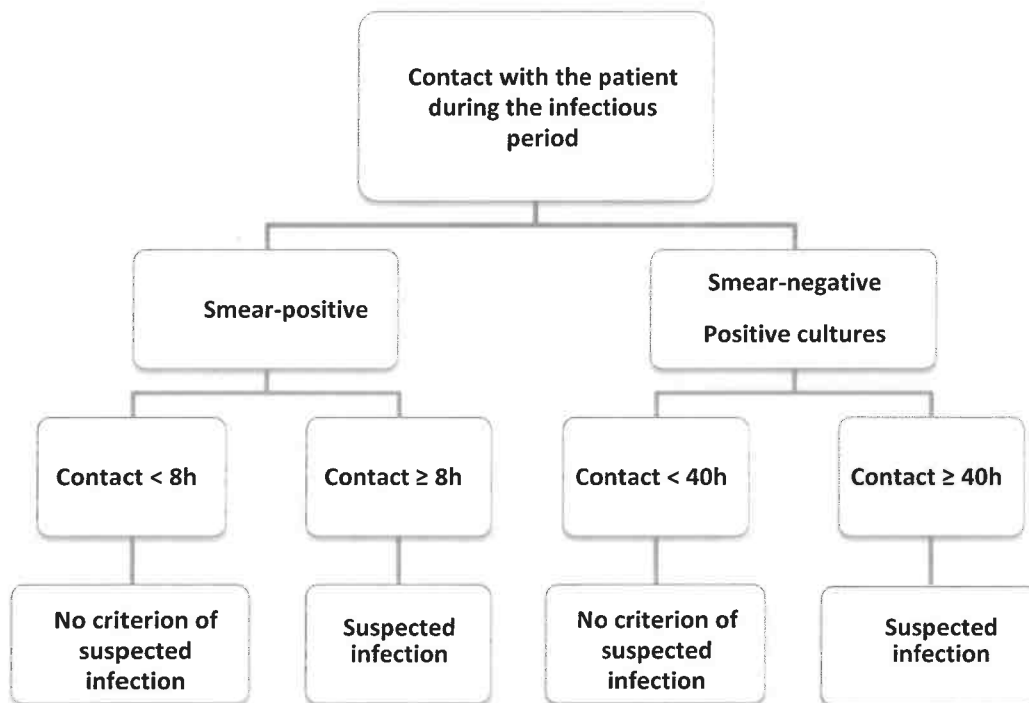


Figure 2. Flowchart in case of suspected Tuberculosis infection

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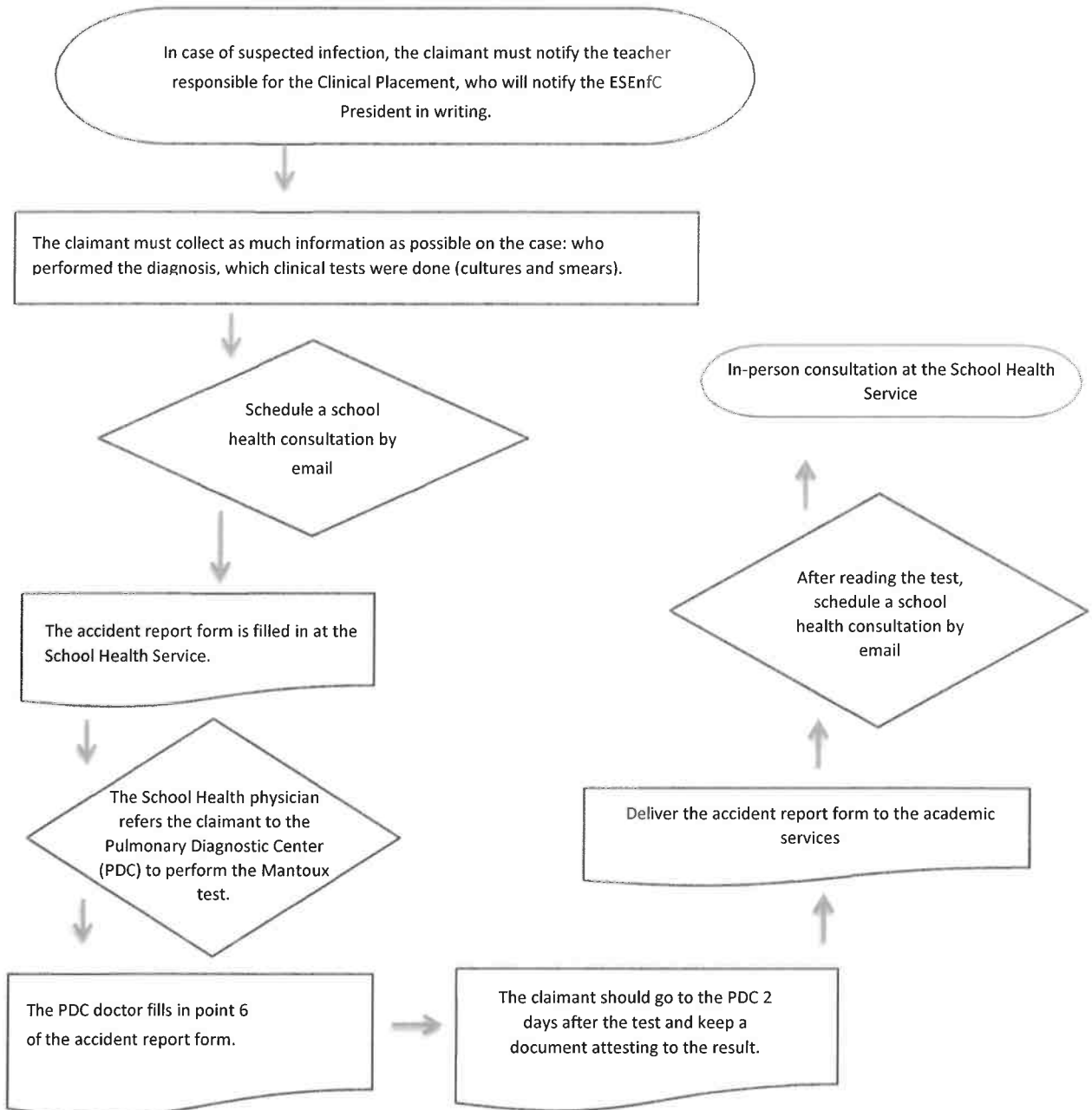
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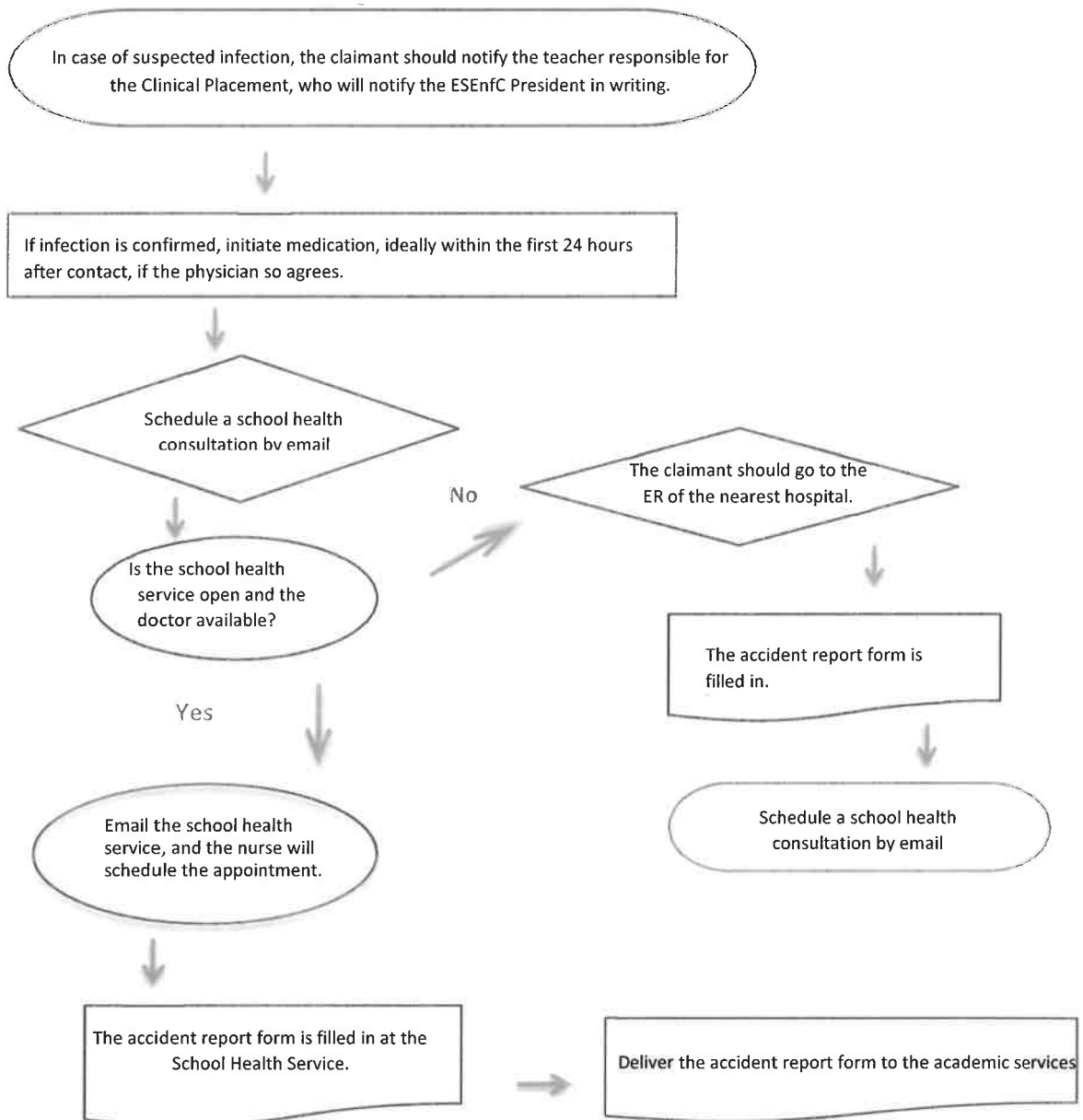


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7.2.2 – Bacterial Meningitis

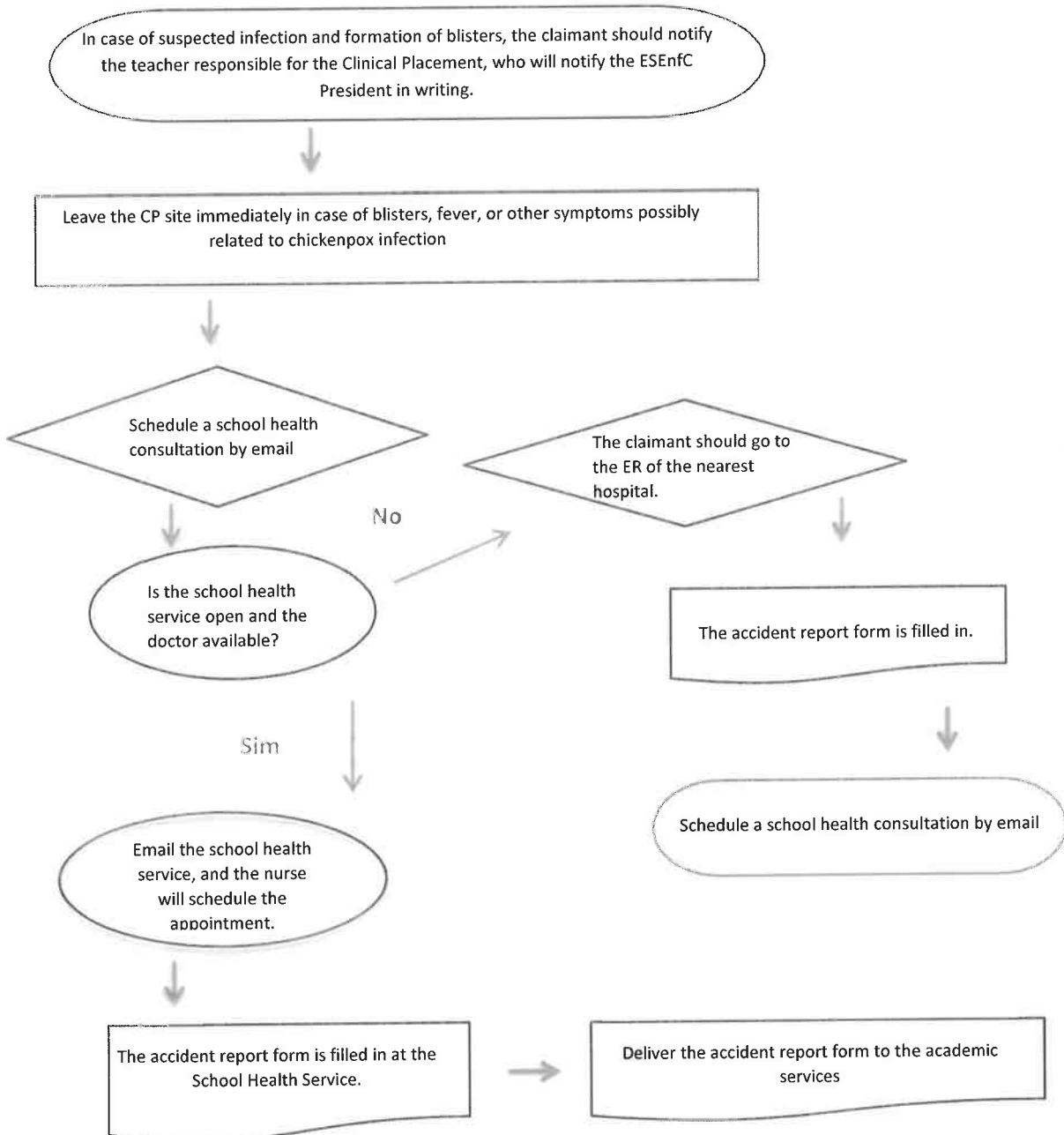
Figure 3. Flowchart in case of suspected Bacterial Meningitis infection




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7.2.3 – Chickenpox

Figure 4. Flowchart in case of suspected Chickenpox infection



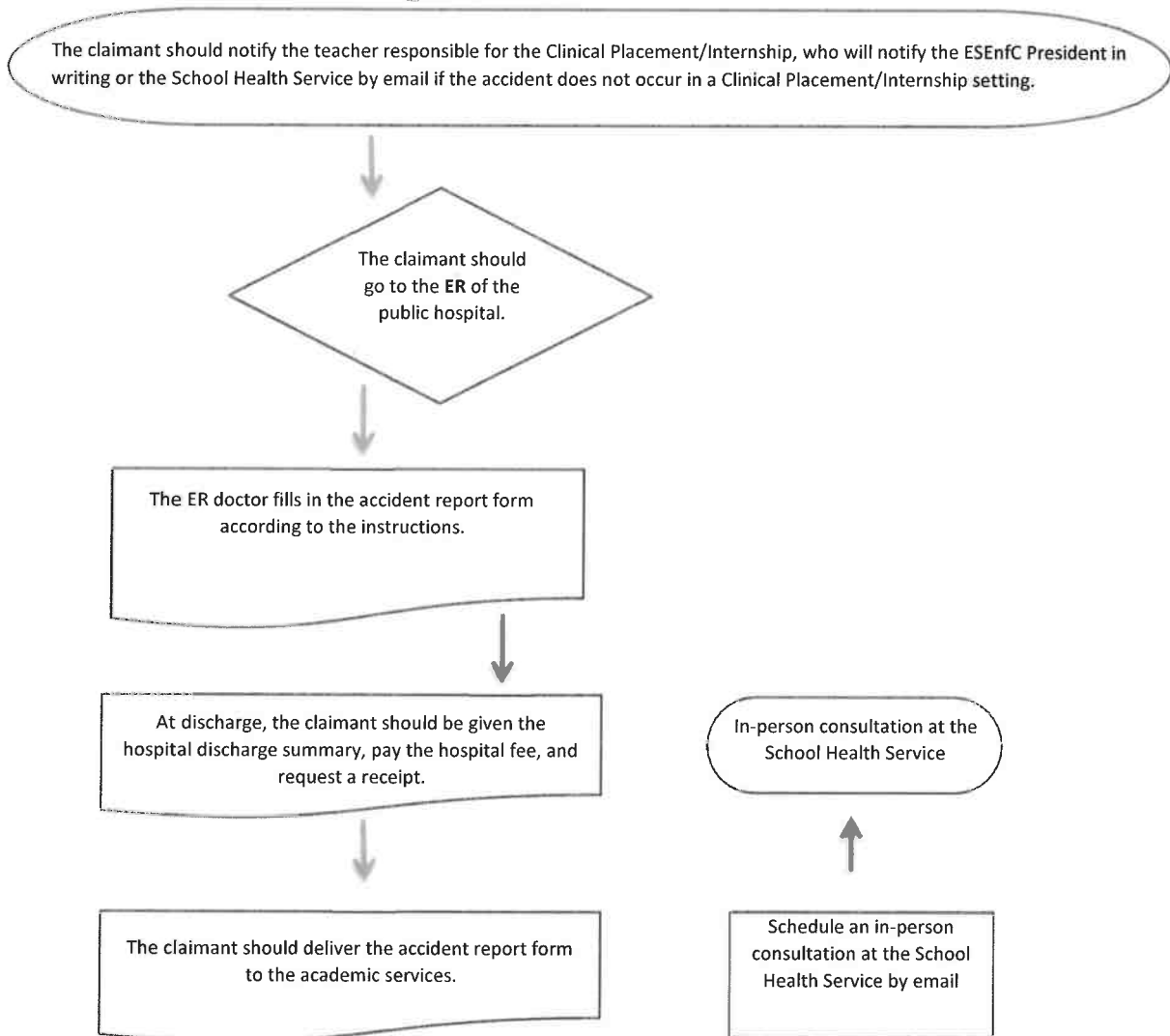
Note: In case of symptoms and possible infection, the use of a protective facial mask is mandatory when going to a healthcare service.


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7.3 TRAUMATIC INJURIES

Examples of traumatic injuries include **sprains, traffic accidents** going to the location, **falls** at the workplace or on school property, **assault by a person or animal**, and others which can be notified.

Figure 5. Flowchart in case of traumatic injuries



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8- CONTACTS**E-mail (preferred contact) – saudeescolar@esenfc.pt**

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