l'écoline

EDUCATIONAL PROJECT

SECTIONS PRESCHOOL and SCHOOL

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Updated version September 2026

Health and Medication Procedures

HEALTH FORM (to be completed for each registered child)

Child's first and last name:

Parent 1's first name, last name and phone number:

Parent 2's first name, last name and phone number:

Another emergency contact number:

Known allergies or health problems:

Contact Pediatrician:

AVS No.:

Health insurance (name and policy number):

Civil Liability Insurance (name and policy number):

Medicines

Emergency medication list (to be completed for each registered child)

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

Updated April 2026: From now on, an anti-tick spray (Natural Anti-Brumm) will be applied on the children's legs before each outing, including short outings
daily activities (forest, beach, large rocks, etc.). Signing this form gives your agreement.
to apply the spray each time you go out.

Drugs	**Indications**	**Yes, I authorize l'écoline to give this medication to my child if needed.**	**No, I do not allow it.**
Arnica 9CH	Homeopathic granules for bruises.		
Paracetamol (Dafalgan sirop)	Pain and fever. Specify the child's weight.		
Arnican Gel	Herbal gel for treating bruises		
Bepanthen Plus	Disinfectant and healing cream		
SPF 50 Sunscreen	Sun protection		
Instant Pack gel	Cooling pack in case of impact		
Baby Po-Cream (Natrualine)	Changing cream		
Bépanthen spray	Wound disinfection		
Antibrum Natrual	Tick spray on every outing		
Date :	**Signature of the 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 educational team needs specific instructions.
It should be noted that no medication can be administered to a child without signed authorization from the parental authority, whether it be homeopathy or "traditional" medications.

Basic principles
Any administration of medication by the educational team must follow the procedure below:

- The only medications that can be administered without a prescription are paracetamol and homeopathy (see list).
- The morning and evening doses must be given by the parents at home.
- Complete and sign this "Medication Administration" form upon arrival at the facility.
- The medication must be sent in its original packaging and with the date it was opened clearly indicated.
- In case of fever (38°C or higher), the 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 their own well-being and that of others, a child with a fever, even with antipyretic medication administered at home, will not be allowed in the facility.

Principles of administration
If they wish, parents can request two clearly labeled packages from the pharmacy to avoid having to transport the medication each time. If, despite ongoing treatment, the child's condition does not improve or worsens, the facility will not be able to admit them. For safety reasons, any medication not following this procedure cannot be administered.

Medication administration request form (to be completed for each request)

I, the undersigned, ……., request that l'écoline administer the following medication to my child, ……., according to the following dosage:

	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 :	**0** temp. ambiante **0** frigo	**0** temp. ambiante **0** frigo	**0** temp. ambiante **0** frigo	

Date : **Signature of the legal representative:**

EVICTION 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 EVICTION REQUISE EN TOUTE CIRCONSTANCE

- **Rougeole**

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

- Choléra
- Diphtérie
- Fièvre de Crimée-Congo
- Fièvre d'Ebola
- 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)
- Variole

MALADIES À EVICTION 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
- Calicivirusvirus
- Campylobacter jejuni, campylobactériose
- Cryptosporidium, cryptosporidiose
- Escherichia coli entérohémorragique
- Giardia lamblia, giardiase, lambliase
- 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

canton de vaud

HPCi | hygiène, prévention et contrôle de l'infection

https://www.evictionscolaire.ch/

Image rights and data protection (to be completed)

I, the undersigned, hereby*(Name and surname of the legal representative)*

……

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

……

currently located in the School / Preschool / Extracurricular section (*Cross out what is not suitable*)

□ allows

□ does not allow

that the images of my child - taken by the teachers, educators or assistants of the l'écoline - be transmitted and shared via the l'écoline Extranet site, accessible by password and reserved for the parents of the l'écoline children as well as the employees in post, renewed every year (the images will be deleted on July 31 of each year).

□ allows

□ does not allow

that the images of my child - taken by the teachers, educators or assistants of the l'écoline and reproduced and distributed on the l'écoline extranet - be used for "paper" documentation visible only on the interior walls of the l'écoline.

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

Done at…… on……
Signature of the legal representative:

Protocol in case of complaints from families

Filing a complaint

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

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

Management ensures it has all the information necessary to fully understand the nature of the complaint. It may also draft a memo to supplement the information provided regarding the complaint.

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

Handling a complaint

If the complaint concerns a staff member under their supervision, management informs that staff member of the receipt and content of the complaint. The employee then has the opportunity to respond, verbally or in writing, to the allegations described in the complaint. Management may then deem it appropriate to arrange 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 administration will draw its own conclusions with the utmost objectivity and inform both parties. If corrective measures are taken concerning a staff member, the administration is not obligated to disclose the details to the parents.

Fire procedures

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

● Emergency exits must remain constantly accessible. Fire extinguishers must be usable at all times (do not place anything against or on top of them).

● Evacuation drills are organized at least once a year. Emergency lighting is checked every six months. A logbook records the emergency lighting checks and evacuation drills (date, name of the person who performed the check, the drill, and the number of children/adults who participated). 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, the following instructions apply in case of evacuation:

1. Close the door behind you and head towards the assembly point.
= Guide and sweep (children between the 2 group leaders, trainee in the middle). The guide takes the list* of children and leads the children out. The sweep ensures that no one is left in the building.

Meeting point (in front of the main entrance):**attendance tracking**// If not secure enough: in front of the black building on the other side of the street

**"the list of children" = log with parents' contacts (updated as needed by the Pedagogical Director) + the daily listing (updated in real time to correspond to the children present at any given time on the premises).*

ECA
Prévenir Secourir Assurer

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.

N° URGENCES : 118 FEU | 144 SANTÉ | 117 POLICE

www.eca-vaud.ch

Natural disaster procedure

The educational team follows the advice issued by the federal government in the event of a natural disaster. All the phones in the school have the “Alertswiss” application installed, and the advice given is applied in all circumstances.

Accident procedures

➔ Three scenarios are possible:

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

➔ Procedure in case of a serious accident occurring at the l'écoline:

A. If one of the parents can come quickly

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

The educator clearly explains the situation and also suggests to the parent that the hospital (or pediatrician) call the after-school program if the doctors need more information about the accident. At the parent's request, the after-school program can arrange 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 director.

Following the parent's visit to the hospital, the teaching team will inquire with the parent about what happened and what the diagnosis is.

B. If the parents are unreachable 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.
- LIFE-THREATENING EMERGENCY: 144 - Non-life-threatening emergency: 0848.133.133

Depending on the severity of the accident, they will go by taxi or ambulance (ambulance only if necessary). Do not use your personal car!
He/she continues to try to contact the parents who will join their child as soon as possible.

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

Procedure in case of accompaniment by an educator in the hospital:

● Take money and the l'écoline's mobile phone

● Take the parents' contact information and the child's individual file with you. ● Take a taxi.

● If one of the academic directors or the Director General is not present at the l'écoline premises, notify them of the situation as soon as possible.

Other accidents

1. Falling on the teeth

Any accident involving teeth must be reported quickly to the on-call dentist at 0848.133.133. If a tooth is unfortunately knocked out, pick it up by the crown, not the root, and place it in a glass of milk or a sterile, moist compress to give to the dentist. Do not clean or disinfect the tooth.

2. A significant fall or a fall from a certain height

A. Call ambulance 144 (Life-threatening emergency) or 0848.133.133 (Non-life-threatening emergency)

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 daycare 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 under running water without removing clothing

B. Call 0848.133.133 or, for serious burns, call 144 (Life-threatening emergencies) for an ambulance 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 tell them to meet her directly at the hospital. Offer the parents the option of contacting someone skilled in burn relief.

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 swallowed (if possible, keep an example of the product)

Procedure in case 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 the other children (sometimes the other children have seen the child hide or leave).

Management will send additional staff if possible 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 unsuccessful searching.

The professional who reports the child's disappearance answers questions from the police upon arrival. As soon as possible, they prepare a report detailing the events that have just occurred.
The management remains available to meet with parents.
Management may also organize a meeting (or meetings) to prevent any panic and to support people in psychological distress if necessary.

Procedure in case of activities outside the institution

There are several types of outings at the l'écoline.

1. daily outings in the immediate environment not requiring transport other than walking
2. exceptional outings requiring transport, most often public

1. Daily outings in the immediate surroundings

-Groups of preschool children must be accompanied by 2 adults, at least 1 of whom must be a professional with secondary or tertiary status. For each outing, the group leader must carry either the school's phone or their own phone if the school's phone is already in use, plus the outing backpack containing a list of parents' contacts, a first aid kit, a pack of wipes, and a pack of tissues.

-The children walk in a line, holding hands with 1 adult in front and 1 adult behind the group, from the changing room to the entrance door of the building and then to the secure area.

-For outings in the nearest forest, to the "rocks" area, or by the lake: From the red and white squares, children can leave the line but must stay behind an adult until the adult is sure the barrier at the shelter has been lowered and that no cars are coming from the lake. The children stop at the rocks near the shelter. From the rocks, the children can run to the first sports field where they wait for an adult and their instructions.

Same return

-If the person in charge of the group is a substitute, he/she is authorized to apply more limited rules.

-Professionals on outings obviously have exemplary behavior with regard to traffic rules (stopping, observing, crossing on pedestrian crossings, when green, keeping away from the roadway), and with regard to the people they meet.

2. Exceptional outings requiring transport, most often public

-When signing the Charter, parents indicate whether they refuse to allow their child to participate in special outings requiring transportation. They can also do so on a case-by-case basis when outings are announced.

The group leader ensures that the administration and all parents are informed of the outing (purpose, location, route, transportation, schedule) at least 10 days in advance (via the newsletter sent by the administration, direct email, or postal mail). Parents are required to inform the team if they do not wish their child to participate and must arrange alternative childcare for that day. The group leader is responsible for the smooth running of the outing and organizes the journey using public transportation (they ensure, in particular, that adults and/or children over 6 years old have a valid ticket). For groups of children whose families have not specified that they refuse public

transportation, group leaders (excluding substitutes) may authorize an outing using public transportation, provided there is only one bus to take.

-The rules stipulated in case 1 are also applicable to these outings.

-The attendance list is taken with the group and checked regularly.

-The group leader ensures the safety of each child and organizes the pairs and the role of accompanying person(s) according to the needs of each child.

The group leader will organize meals/snacks if necessary, in agreement with management. Adults are not allowed to smoke during outings with children.

Procedure in case of suspected mistreatment

"Mistreatment includes severe neglect (malnutrition, lack of hygiene and safety, emotional deprivation), physical violence, sexual abuse, and mental cruelty or psychological violence. This mistreatment has consequences for the child's physical and psychological development. It is not always conscious and intentional on the part of the parents."
Under section 26, paragraph 2 of the Act respecting the protection of minors, any person who, in the course of exercising a profession, office or function related to minors, whether exercised as a primary, secondary or auxiliary occupation, becomes aware of a situation involving a minor whose development is at risk and which may warrant intervention by the Youth Protection Service (SPJ), has a duty to report it to the SPJ. ".
https://www.vd.ch/fileadmin/user_upload/themes/sante_social/protection_jeunesse/fichiers_pdf/Recommandations_sante_acc_coll_jour_01.pdf)

In fact, if one of our employees believes:
- that the physical, psychological, emotional or social development of a minor is threatened and
- that parents cannot remedy this alone (by "alone" we mean: by themselves, or with the appropriate help they have requested or accepted other than that of the DGEJ),
He/she has an obligation to report directly to the DGEJ.

In this case, the following procedure is followed:
Observation of the child, written notes of the facts, what was reported, and the collaborator's opinion.
The management is informed of the observed facts and their assessment of the situation is discussed. Supervisory staff do not conduct an investigation or a psychosocial evaluation of the situation.
To determine if the parents are able to address the observed risk, the professional or the management may express their concern and inquire with the parents about how they plan to meet their child's needs (unless this would pose additional risks to the child or sexual abuse is suspected). They may also ask the parents if they have sought help from a doctor, therapist, or social worker at the Child Protection Service (SPJ).
It is also possible to request anonymous advice from either the DGEJ (Directorate General for Youth Protection) or one of the four Regional Offices for the Protection of Minors (ORPM West, North, Central, East). Each ORPM provides on-call services during office hours. Outside of office hours, the DGEJ on-call service can be reached through the Cantonal Police.
In principle, the management informs the parents of its reporting procedure, unless this immediately entails additional risks for the child or when the child is a victim of offences committed by members of his family (physical violence, sexual abuse, etc.).
The professional transmits a report to the DGEJ via the Directorate.
The DGEJ will assess the situation and take the necessary measures. Management can expect to receive information from the DGEJ at the end of its assessment.
For more information: https://www.vd.ch/prestation/signaler-un-mineur-en-danger-dans-son-developpement