



**ACS Athens**  
American Community Schools



Health Office

# ACS Athens Health Office Handbook



**ACS Athens (American Community Schools)**

129 Ag.Paraskevis Ave., Halandri, GR 152 34

T: +30 210 63.93.200

F: +30 210 63.90.051

E: [acs@acs.gr](mailto:acs@acs.gr)

W: [acs.gr](http://acs.gr)



@acs1945



@acsathens



@acsathens



@acsathens

Accredited by:



CollegeBoard



# **TABLE OF CONTENTS**

<b>THE HEALTH OFFICE AT ACS.....</b>	<b>3</b>
<b>Who are we?.....</b>	<b>3</b>
<b>Our Mission Statement.....</b>	<b>4</b>
<b>Working Hours.....</b>	<b>4</b>
<b>Location on Campus.....</b>	<b>4</b>
<b>How to contact us.....</b>	<b>4</b>
<b>Services We Offer.....</b>	<b>5</b>
<b>Emergency Equipment and Supplies on Campus.....</b>	<b>5</b>
<b>ACS Staff trained in CPR, First Aid &amp; AED use.....</b>	<b>6</b>
<b>Administrative Requirements.....</b>	<b>6</b>
<b>Health Office Annual Events.....</b>	<b>7</b>
<b>EMERGENCY HOSPITALS AND NUMBERS IN ATHENS, GREECE.....</b>	<b>8</b>
<b>ILLNESSES &amp; CONDITIONS.....</b>	<b>9</b>
<b>“Is my child too sick to come to school?”.....</b>	<b>9</b>
Fever.....	9
Cold & Cough Symptoms.....	9
Lice (Pediculosis).....	9
Diarrhea & Vomiting.....	9
Abdominal Pain.....	9
Chicken Pox.....	10
Conjunctivitis (Pink Eye).....	10
Sore Throat.....	10
Ear Ache/Infection.....	10
Rash.....	10
Injury/Illness Assessment.....	10
Medication Administration.....	11

# THE HEALTH OFFICE AT ACS ATHENS

## Who are we?

### **Athina Gargali, Head Nurse, RN, M.Sc.**

Athina Gargali is a certified Nurse from the Prefecture of Athens and also registered with the Nursing Association of Greece. She holds a Bachelor's Degree in Nursing from the Technological Educational Institute of Athens. In 2018, Ms. Gargali earned a scholarship and subsequently completed her Master's Degree in Health Economics and Administration at the University of West Attica, department of Public Health Policy. Lastly, in 2020, she completed her 9 month specialization program in School Nursing from the Education and Lifelong Learning Center in University of Thessaly.

Ms. Gargali has completed her work study as a Nurse in Konstantopoulou General Hospital. She has worked as a Freelance Nurse in Athens and since 2017, she has been working at ACS as the Head Nurse of the Health Center. Ms. Gargali holds a Pediatric/ Adults First Aid Certification as well as a certificate for a BLS/AED Provider Course. She has also completed a three-year course in sign language.

### **Kontos Konstantinos, School Nurse, RN**

Konstantinos Kontos graduated from the Technological Institute of Athens and is registered with the Nursing Association of Greece.

During his studies, he spent time in various children's hospitals, where he developed empathy along with the knowledge of how to take care of young children.

Nursing started for him with his internship at Ippokrateio General Hospital and continued with his employment in a variety of departments, throughout a period longer than three years, such as the General Hospital of Samos, the Hellenic National Defense College, house nursing, Emergency Rooms and a hemodialysis clinic. Additionally, he has a Certificate of attendance of Basic Life Support (BLS/AED) Instructor candidate from European Resuscitation Council.

His goal and main focus is to treat each incident and each patient as a unique case and a unique personality, prioritizing their needs.

### **Moutsiou Labrini, School Nurse, RN**

Ms. Labrini Moutsiou is a registered Nurse and has a 12-years experience in the Nursing department. Upon completion from the National Technological Institute of Athens, she worked for seven years as a Nurse in the Metropolitan Hospital in which

she offered quality health care to patients. She then enriched her knowledge in a dermatological and ophthalmological clinic for 3 years. Both these and her set of skills made her an experienced and fully qualified nurse in the field of education, serving as a school nurse at a public Primary school for one academic year. Furthermore, she had been working in a private company for one year specializing in Diabetes care and training. Lastly, she is finishing her 3-year studies at Gestalt Foundation, training to be a Mental Health Consultant. Her calm nature, empathy and kind response to the requests of the patients contribute to their smooth physical and psychological recovery after therapeutic care.

## **Our Mission Statement**

Our role, as the school nurses at ACS, is to promote health and healthy choices, prevent illness, restore health, ease physical and emotional distress and give lots of TLC (tender loving care). According to the National Association of School nurses, "school nursing is a specialized practice of professional nursing that advances the well-being, academic success, and lifetime achievement of students." Inherent in our nursing practice is respect for life, dignity, and human rights.

## **Working Hours**

The nurse's office is open and running on school days throughout the year. Furthermore, there is a scheduled nurse on duty during morning sports practices and after-school activities and at all sports and events. On regular school days the hours that a nurse is present at ACS are as follows:

**Monday – Friday: 7:30 am – 6:00 pm**

**Saturday: 10:30 am- 3:15 pm (for Youth-to-Youth Program)**

## **Location on Campus**

The nurse's office is located in the Annex building, on the ground floor next to the kindergarten classrooms.

## **How to contact us**

During normal school hours, you can reach us by calling the following phone numbers:

**Gargali Athina: + 30 210 60 717 or +30 210 60 70235**

**Email: [gargalia@acs.gr](mailto:gargalia@acs.gr)**

**Moutsiou Labrini: 210 60 70 235**

**Email: [moutsioul@acs.gr](mailto:moutsioul@acs.gr)**

**Kontos Konstantinos: +30 210 60 70 260**

**Email: [kontosk@acs.gr](mailto:kontosk@acs.gr)**

## Services We Offer

The Nurses at ACS provide:

- **Acute health care for students and staff**
- **Chronic health care for students**
- **Over-the-counter medications & supplies:**  
(These include but are not limited to:)
  - Acetaminophen (Paracetamol)
  - Ibuprofen (Advil, Nurofen)
  - Antacids (Malox)
  - Cold/Cough (Strepsils, Cough Drops, Prospan Syrup)
  - Muscle Ache Creams (Counterpain, Voltaren, Arnica)
  - Anti-Itch Crème ( Fenestil)
  - Ace-Bandages, Band-aids, Gauze, Anti-Septic Cleanser, Ice Packs
- **Emergency Medicines:**
  - Epinephrine Injector Pens (Adult & Pediatrics)
  - Ventolin inhalers
  - Xozal, Zirtek, Alerius tablets and syrup
  - Glucagon Injector Pen
- Preventive health care and health maintenance
- Annual Health Screening (lice checks, vision tests)
- Immunization and physical review on a yearly basis
- Wellness promotion and health education

# Emergency Equipment and Supplies on Campus

- **11 First Aid Bags:**

Two (2) are located in the Gym and in the Swimming office, three (3) in each school (Elementary, Middle, Academy).

One (1) is in the guard's house at the main entrance of the campus.

One (1) is located at the Nurse's office.

Four (4) medium sized kits for field trips.

- **1 CPR Bag:**

One (1) CPR bag (which includes an, ambu-bag, suction & oxygen masks) is located in the nurse's office

- **3 Automated External Defibrillator:**

One (1) located in the guard's house at the main entrance of the campus

One (1) outside of the swimming pool

One (1) at the Nurse's station

- **1 Glucometer (Glucose Meter) Accucheck:**

Located in the nurse's office

- Two (2) Wheelchairs. One located at the Health Office and the second one at the GYM.

- **Cervical Collars:**

The cervical collars, both adult and pediatric sizes are located in the nurse's office.

## ACS Staff trained in CPR, First Aid & AED use

Throughout the ACS community, there are certain staff members who have been trained in CPR (cardiopulmonary resuscitation), First Aid and the proper use of our on-site AED (automatic external defibrillator). These include the nurses, the guards, staff and faculty members.

# Administrative Requirements

- **Student Wellness and Physical Activity:** This form is completed electronically on Skyward by the student's parents/guardian at the beginning of each school year.
- **Physical Examination Form:** This form is filled out by a Medical Doctor upon examination and must be submitted on Skyward before the start of the school year by all new and returning students.
- **Immunization Records:** All students should have a copy of their immunization records on file. If, however, records have been lost or are incomplete, a letter is required from a Physician stating that the child is up to date with all immunizations for his/her age.
- **Consent for over-the-counter medication:** This form is completed electronically on Skyward by the student's parents/guardian at the beginning of each school year.

## Health Office Annual Events

The Health Office coordinates several key health-related events throughout the school year for the benefit of faculty members. These events include:

1. **Flu Shot:** The health office facilitates the flu shot administration by providing faculty members with an opportunity to receive a flu shot, helping to prevent the spread of illness within the school community.
2. **CPR and First Aid Course:** The Health Office in cooperation with the US Embassy Health Unit offers a CPR and First Aid training course for faculty members to enhance emergency preparedness and ensure a safe environment for all.
3. **Blood Drive:** When time permits, a voluntary blood donation drive is organized to support the ACS blood bank. Faculty members are encouraged to participate in this life-saving initiative.

These events are designed to promote the health and well-being of the school staff and encourage proactive health management.

# **EMERGENCY HOSPITALS AND NUMBERS IN** **ATHENS, GREECE**

## **1. ATHENS MEDICAL CENTER**

**EMERGENCY PHONE: 1012**

PHONE: 210 61 98 100

ADDRESS: Distomou 5-7, Marousi, 15125

## **2. HYGEIA HOSPITAL**

**EMERGENCY PHONE: 210 68 67 000**

210 68 67 941

210 68 67 434

PHONE: 210 68 67 000

ADDRESS: Erithrou Stavrou 4, Marousi, 15123

## **3. MITERA HOSPITAL**

**EMERGENCY PHONE: 210 68 67 000**

210 68 67 941

210 68 67 434

PHONE: 210 68 69 000

ADDRESS: Erithrou Stavrou 6, Marousi, 15123

## **4. IASO PEDIATRIC HOSPITAL**

**EMERGENCY PHONE: 210 6184000**

210 6383166

210 6383064

PHONE: 210 63 83 000

ADDRESS: Leoforos Kifisias 39, Marousi, 15123

## **5. EUROCLINIC**

**EMERGENCY PHONE: 1011**

PHONE: 210 64 16 600

ADDRESS: Athanasiadou 7-9, Athina, 115 21

## **6. MEDITERRANEO HOSPITAL**

**EMERGENCY PHONE: 210 911 71 18**

PHONE: 210 911 7000

ADDRESS: Ilias 8-12, Glyfada, 166 75

## **7. PUBLIC HOSPITAL EMERGENCY NUMBER: 166**



# **ILLNESSES & CONDITIONS**

## **“Is my child too sick to come to school?”**

### **Fever**

A child with a temperature of 99.5 Fahrenheit (37.5 Celsius) or higher should stay at home. When a fever occurs along with a sore throat, swollen glands, a cough, an earache, nausea, listlessness, or a rash it may be something contagious. Your child should be fever free (without medicine) for 24 hours before returning to school. While at home, encourage your child to drink plenty of liquids and give him/her pain & fever reducers (ie: Acetaminophen, such as Tylenol, Paracetamol or Ibuprofen, such as Motrin, Advil and Nurofen) as needed.

### **Cold & Cough Symptoms**

If your child has a mild cough and/or runny nose without a fever and he/she feels well, there is no need to keep him/her at home. Children with bad productive coughs, however, should stay at home and, especially if accompanied by a fever, see a doctor.

### **Lice (Pediculosis)**

Head lice are small parasitic insects that are found primarily on the hair & scalp, and which spread easily from person to person. Because of this, we ask that you please inspect your child's head thoroughly for live lice and/or nits (eggs) at least once a week. If you find a live louse and/or nits in your child's hair, notify the health office and you should immediately wash his/her hair with a special cream rinse that can be purchased at a local pharmacy and manually remove nits with an appropriate comb.

### **Diarrhea & Vomiting**

If your child has repeated episodes of diarrhea and/or vomiting accompanied by a fever, a rash or general weakness, keep him/her out of school for 24 hours after the last episode. A single incident of diarrhea or vomiting, unaccompanied by any other symptoms, does not warrant an absence from school.

### **Abdominal Pain**

A child who has a stomach ache, accompanied by fever, vomiting and/or diarrhea, should stay home from school. It is important to note, however, that not infrequently, stomach aches, especially those that are vague and reoccurring, unaccompanied by any other symptoms, may suggest a physical manifestation of

some underlying anxiety. Nevertheless, any abdominal pain, lasting for more than two days, should be evaluated by a pediatrician.

## Chicken Pox

Chicken Pox is a very common childhood illness that is extremely contagious. If your child suddenly has a rash of tiny red spots that quickly develop into small fluid-filled blisters that open and form a loose crust or scab, keep your child at home. Accompanying symptoms may be slight fever, headache and nausea. Children need to be at home until all lesions are scabbed over and dry (usually 5-7 days).

## Conjunctivitis (Pink Eye)

Pink eye is highly contagious. If your child's eye (or eyes) is red, itchy, burning and/or producing more than normal discharge, do not send him/her to school. Take your child to the pediatrician as both viral and bacterial conjunctivitis are most often treated with eye drops. Your child can return to school 24 hours after antibiotic treatment has begun.

## Sore Throat

A minor sore throat is usually benign; if your child, however, has a severe sore throat, either with or without a fever, he/she may have strep throat. Keep your child at home and have him/her seen by a doctor for evaluation.

## Ear Ache/Infection

If your child complains of an ear ache, it may mean that he/she has developed an ear infection. Almost as common as colds and sometimes coming right on their heels, middle-ear infections are quite prevalent among school-age children. It is recommended to have your child with a persistent ear ache assessed and treated by a pediatrician.

## Rash

Children who develop a skin rash should see a doctor before coming to school, as this could signify one of several infectious illnesses, i.e. impetigo, a bacterial skin infection that is very contagious and requires antibiotics, fifth disease or chicken pox, to name a few.

## Injury/Illness Assessment

- **First Aid:** The nurse will assess all injuries or illnesses and provide appropriate first aid. This may include administering ice, bandages, or over-the-counter medications (with prior consent).
- **Referral for Medical Attention:** If the situation is serious or beyond the nurse's scope of practice, the nurse will immediately call the parent/guardian and/or emergency medical services.

- **Documentation:** All injuries and illnesses are documented electronically in the student's health record, including the nature of the injury/illness and any treatment provided. In case of an accident, an accident report is drafted and signed by the nurse and the building Principal. The parents are always notified in case of a serious accident and/or for less serious face/head accidents.

## Medication Administration

- **Medication Authorization:** Students are only allowed to take medication at school with written permission from their parent/guardian and a physician (for prescription medication). Over-the-counter medication can only be administered if a signed consent form is on file.
- **Medication Storage:** All medications must be stored in the health office in a locked cabinet, and the nurse will administer medications at the prescribed times.
- **Self-Carrying Medications:** If a student needs to carry an inhaler, epinephrine auto-injector, or other emergency medications, a written consent form must be submitted by the parent and physician.
- **Action Plans:** Students with chronic illness or life-threatening illness have an action plan in place signed by the parents and treating physician. This plan is shared with the School Nurse.