



MEDICAL EMERGENCY IN THE ABSENCE OF A SCHOOL NURSE POLICY

Policy Statement

Dulwich College has a well-staffed and managed Medical Centre which operates with thorough and efficient policies so as to ensure the safety, wellbeing and best medical care and attention for all its pupils. Accidents may however occur and pupils may become unwell in the absence of a nurse. In such situation the staff and/or competent first aiders initially handle the situation until such time as the care of the pupil is passed over to the Medical Centre or other professional medical team.

Staff Training

Dulwich College staff are offered awareness sessions to include action to take in a medical emergency. The training includes information needed by the relevant member of staff or emergency services once contacted. A list of staff attending the sessions is kept at the Medical Centre. This list and all other personal data is stored and processed in accordance with the College Privacy Notice and data protection legislation.

Procedure

Minor Accident/Injury

The member of staff on duty contacts the nearest first aider who assesses the injury and either:

- treats the pupil; or
- arranges for the pupil to be transferred to the Medical Centre to be seen by a nurse; or
- in the absence of a nurse, makes arrangements for the pupil to be taken to the GP surgery or the Accident & Emergency department of the hospital

Serious Accident/ Injury

If the accident is more serious the member of staff **DOES NOT MOVE** the pupil until the first aider has assessed the injury and either:

- treats the pupil; or
- arranges for the pupil to be transferred to the Medical Centre to be seen by a nurse; or
- makes arrangements for the pupil to be taken immediately to the Accident and Emergency department of the hospital; or
- calls an **AMBULANCE**

Further Action to be taken by Medical Centre Staff/ First Aider/ Member of Staff (as appropriate) (see also Attendance at the Medical Centre Policy)

- Next of kin/parents/guardian contacted to inform of accident and where appropriate arrangements made to meet at hospital or otherwise to collect the pupil
- If the pupil is a boarder boarding Housemaster also informed
- Relevant school office informed if pupil leaves the premises and/or if a pupil has been treated by the school first aider or at the Medical Centre
- Medical record updated by Medical Centre staff and accident form completed and sent to relevant members of staff including the Chief Operating Officer. If the injury is significant (i.e. needing more than simple first aid) the form is sent to the school office, Head of School, the year Head and form tutor.