



## **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 Privacy Notice for Staff.

### **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, contacts the GP surgery, or their out of hours service, and follows the advice given.
- **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 are contacted to inform them of the accident and where appropriate arrangements are made to meet them at the hospital or otherwise to collect the pupil.
- If the pupil is a boarder, the boarding Housemaster is also informed.
- The relevant school office is informed if the pupil leaves the College premises and/or if a pupil has been treated by the school first aider or at the Medical Centre.
- The medical record is updated by the Medical Centre staff and an accident form is 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 relevant school office, Head of School, Head of Year Head and Form Tutor.

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**Policy Owner:** Lead Nurse  
**Last Reviewed:** May 2024  
**Date of Next Review:** 2025 - 26 (or earlier if required)