DULWICH COLLEGE
FOUNDED 1619

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 certain medical emergencies, or some medical conditions. The training includes information needed by the relevant member of staff or emergency services once contacted. A list of staff attending these sessions is kept at the Medical Centre. This list and all other personal data are stored and processed in accordance with the Privacy Notice for Staff.

A list of current first aiders in the College is on the My Dulwich Medical Centre intranet: All Staff First Aiders

Procedure(s)

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 a 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 a 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 also sent to the relevant School Office, Head of School, Head of Year and Form Tutor.

Policy Owner:	Deputy Master Co-curricular, Operations and Partnerships
Last Reviewed:	May 2026
Date of Next Review:	2027-28 (or earlier if required)