



SCHOOL POLICY DOCUMENT

FIRST AID POLICY

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FIRST AID POLICY

In the case of a medical emergency, go to the Front Office of Free School Lane or the reception area in No. 13 Station Road (notice displayed), which are open 9.00 A.M. – 5.00 P.M. daily Monday – Friday. During hours where the offices are not manned there will be a notice on the door to direct individuals where to go.

The first aider will then take the patient to a convenient location for treatment if appropriate. Alternatively, the first aider will arrange for transport to hospital either by taxi or ambulance.

The Accident Report Book is kept in the reception area of No. 13 Station Road. This must be completed by the First Aider or Teacher and signed.

The Director of Studies is to be kept informed of up-to-date situations in order that follow-up details may be entered in the Accident Report Book and/or Student File.

The Director of Studies is responsible for contacting the next of kin if necessary.

The Director of Studies is to be kept informed at all times.

If at any time the School Registrar or another employee of the School is made aware of a student's health issues or illnesses they will need to inform the The Director of Studies who will place a note on the student's file and inform all interested parties, e.g. teachers, house wardens, host families etc.

The passing of this sensitive information will be carried out using confidential notices to those concerned.

The first aiders for the School are:

Station Road:

Wayne Marshall

Andy Riches

Alison Ross

John Mullins

Hanna Claydon

Kate O'Toole

Sophie Holmes

David Applin

Ben Archer