

FIRST AID POLICY

Issue: 4

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Originator: Hanna Claydon

Responsibility: Hanna Claydon

In the case of a medical emergency, go to the Front Office of Regent Street 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 and in the Principal's Office at Regent Street. This must be completed by the First Aider and signed.

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

The Deputy Director is to be kept informed at all times.

If at any time the an employee of the School is made aware of a student's health issues or illnesses they will need to inform 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:

Andy Riches

John Mullins

Kate O'Toole

Marius Pinte

Lidia Pinte

Dylan Schoeman

Lorraine O'Brien

Richard Bradley

Alex Howlett

Helen Widdall

Elaine Franks

Paul Towey

Alex Towey

Gill Robinson

Sally Dennis