



King Edward's

WITLEY

Accident and Illness Procedure

The School is fortunate in having a fully-equipped Health Centre staffed twenty-four hours a day when the School is in session.

- All accidents are to be reported at once to the Health Centre where the staff on duty will take appropriate action
- Where possible, the patient - pupil, staff or visitor - should report (or be brought) to the Health Centre for treatment. If the patient cannot be moved, a member of the Health Centre staff will attend the patient in situ, but this may mean a slight delay if she has to find someone to stay in the Health Centre during her absence
- In the case of day pupils, staff and visitors, first aid will be rendered. Every effort will be made to contact the parents of day pupils as soon as possible, but pending their arrival, they will be made comfortable and cared for in the Health Centre
- If hospitalisation is considered necessary one of the Matrons or House staff will escort the patient by car/ambulance until a parent is available. Parents and House staff will be informed as soon as possible
- In the event of an accident affecting a member of staff on school property, the accident should also be recorded in the Accident Book kept in the Reception Office

First aid kits are situated throughout the School, including the Houses, Catering Department, Reception, Workshops, Sports Centre and Games Pavilion, but pupils requiring treatment should be sent to the Health Centre.