



## BIST Medical Assistance Procedures

### Responsibilities

- The Admissions Officer should collate confidential medical information on each child and give them to the doctor for the references.
- The doctor is to attend any incident where a child requires medical treatment, which she should administer.

### Medical provision

Any incident involving injury to a student or member of staff must be referred to the school doctor. Most injuries will be minor and can be attended to by the school doctor. She will be responsible for reporting medical treatment to the LT and other relevant staff.

- All incidents and treatment are to be entered in **confidential log book**, and should include dates, times and witness names.
- Primary students must be accompanied by the class teacher/TA during the sessions and duty teacher/TA during breaktimes.
- Secondary students must get the signed [permission slip](#) from the class teacher/subject teacher during the sessions. Once the student is attended by the school doctor, he/she should return with the slip signed by the school doctor.
- **All incidents involving head injury must be reported to parents irrespective of the student's condition.**  
[Head injury form](#)      [Accident form](#)
- The parents are to be informed immediately in the case of a head injury or broken bone or if a child is in shock. Their ETA at school should be considered and if further treatment is considered urgent, then alternate transport should be used and arrangements made to meet the parents at the hospital or clinic of their choice.

### Medical Conditions

Parents are required to inform the school of any medical conditions which may affect the student. Staff members should also inform school of any conditions they have. The office will circulate information on students with medical conditions that staff need to be aware of at the beginning of each term and in advance of any new student arriving at the school.

### Medication and Illness

Students who are on medication or have any illness or condition which may need treatment whilst at school are required to inform the office who will inform the relevant staff. If medication may be required then a supply, with instructions, should be provided by the parents for the Doctor to store in case of emergency. The Doctor will be responsible for ensuring that medicines are within date and replaced when necessary.

See Administration of Medicines Policy