



Medical Attention Guidelines for House Duty Staff 2022

Nelson College Boarding provides a medical service for boarders and resident staff. All boarding staff have current first aid certificates.

Each boarder has an individual medical folder kept securely in the boarding house office. These folders contain the enrolment medical notes as well as all other documents relating to medical 'situations' that boys experience in boarding.

Matrons/housemasters/on-call medical triage medical situations and keep these records up to date as situations unfold – filing documents from any medical appointments OR emergency situations.

Medication procedure/register & sick room register followed as needed.

Housemasters liaise with school deans /International Director and school attendance office regarding medical situations/absences as needed.

Parents are responsible for organising non-emergency dentist/physio and doctors' visits. On occasion, house staff may need to liaise with parents/International Director regarding urgent doctor's appointments.

House staff will not be responsible for any vaccination appointments.

Our school boarding administrator will enter new enrolment information into KAMAR as it unfolds and ensure Tima Medical Practice gets a copy of the enrolment medical form for each boarder.

Serious medical care:

Ring 111 & be guided by the 111 operator.

Ambulance has arrived and you have organised duty cover to accompany student(s) to hospital **OR** arranged with housemaster, DOB or other staff for them to accompany student(s).

OR you will take them to hospital yourself as their condition is less serious.

Contact –

- Parents
- Housemaster
- Director of Boarding
- Director of International (If relevant)

One of the first aided students may accompany the student(s) for less serious hospital care.

For international student(s), an older student as an interpreter may also be needed at the hospital.

Request documentation of the visit for house records & Tima Health.

Student to pay costs at MIC if possible, OR email accounts@nelsoncollege.school.nz for House Account to be charged.

All paperwork relating to hospital/dental/pharmacy visits to the student file in the house office.

Accommodate the student(s) in the designated 'sick room' at the house – if needed.

On-call overnight (Housemaster) house staff must be notified about regular nightly checks needed for conditions such as, but not limited to, concussion & alcohol.

Complete the Medical Register for administration of any medicine(s) and first aid practice needed in care of the student(s).

Not life threatening/ or serious medical care:

Contact –

- Parents
- Housemaster (As needed)

Accommodate the student(s) in the designated 'sick room' at the house – if needed.

On-call overnight (Housemaster) house staff must be notified about regular nightly checks needed for conditions such as, but not limited to, concussion & alcohol.

Complete the Medical Register for administration of any medicine(s) and first aid practice needed in care of the student(s).