



## **VISION**

**The vision of its Founders is to develop GGS into an autonomous, multicultural, multinational International School. A GGS education must be secular, relevant and continuously aligned with changes in the global economy, society & environment, while providing a pre-eminent intellectual and creative milieu to our community.**

## **MISSION**

**GGS will produce young men and women of exceptional calibre who will always keep in mind the global context of matters and keep sustainability at the core of their endeavours. The world is connected and a GGS education will always prepare students for global citizenship of an increasingly interconnected world. The School's curriculum will be purposefully aligned with globally accepted best practices which at its core will strive continuously for service to the whole human community.**

# **THE GGS INFIRMARY AND FIRST AID POLICY**

## **AIMS OF THE POLICY**

The aims of the Infirmary and its staff is to:

1. Ensure the health and safety of all students, staff and visitors on Campus.
2. Ensure that staff are aware of their responsibilities with regards to health and safety
3. Provide a framework for responding to an incident and recording and reporting the outcomes.

## **ROLES AND RESPONSIBILITIES**

The School's appointed Doctor and Nurses are responsible for:

1. Ensuring all staff are aware of first aid procedures and are trained from time to time.
2. Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
3. Ensuring that adequate space is available for catering to the medical needs of the students, staff and visitors.
4. Acting as first responders to any incidents, they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
5. Taking charge when someone is injured or becomes ill.
6. Ensuring there is an adequate supply of medical materials in the Infirmary and first aid kits are available in the Scholar's Residences, on board the School buses, with the Team Leader when students travel both within Delhi NCR and outstation. Also, checking and replenishing the contents of these kits on a monthly basis.
7. Ensuring that a vehicle for casualty is summoned when appropriate.
8. Filling in an accident report on the same day or as soon as is reasonably practical, after an incident (see appendix 2)
9. Reporting specified incidents to Principals immediately and Parents when necessary and as per Policy.

10. Keeping their contact details up to date and prominently displayed outside the Infirmary

Our School's appointed Doctor and Nurses are listed in appendix 1. Their names will also be displayed prominently around the School. Along with these contact details, the details of the nearest Hospital(s) empanelled by the School will be mentioned.

### **OFF SITE REFERRALS AND PROCEDURES**

The School has signed MOU's with super speciality Hospitals in the vicinity. Currently these MOU's are with Jaypee Hospital and Max Hospital. For any treatment beyond the scope or capability of The School Infirmary it is recommended that the patient be referred to a full-fledged Hospital as per the above. The referral will be made by the School Doctor or in the event that The School Doctor is unavailable, the Nurse will do so. Simultaneously the Parent will be informed of the matter. While doing so the safety of the patient will be kept paramount. In the instance that the Parent not be contactable for any reason, then the recommendations of the Hospital will need to be followed. While taking a patient to the Hospital, the following protocol will be followed:

- i. A mobile phone will be carried.
- ii. A portable first aid kit and oxygen cylinder will be carried.
- iii. Information about the specific medical needs of the student including any advisory received earlier.
- iv. Parents' contact details.

### **HANDLING PRESCRIPTIONS FROM HOME**

Students are permitted to bring medicines from home provided they are accompanied by prescriptions written by registered medical practitioners, accompanied by a written request from parents. These medicines are stored in the infirmary and are dispensed from there. No medicines are allowed in the Scholars residences, since it is not possible to monitor whether the student is consuming the medicine as per the prescription or not. Further it is not safe to keep it in the residences as it may fall into the hands of another student who may consume it.

### **FIRST AID KIT AND STATIONS WHERE LOCATED**

A typical first aid kit in our school will include the following:

1. A leaflet with general first aid advice
2. Regular and large bandages
3. Triangular bandages
4. Adhesive tape
5. Antiseptic wipes
6. Plaster of assorted sizes
7. Scissors
8. Burns dressings

No medication is kept in first aid kits unless the students are out in field trips. On field trips the following medication will be included:

1. Paracetamol
2. Domperidone

3. Digene
4. ORS
5. Ibuprofen
6. Cetirizine
7. Ranitidine
8. Mefenamic Acid & Dicyclomine.
9. Enteroquinol.

First aid kits are stored in:

1. The Infirmary.
2. Science laboratories.
3. Design and Technology classrooms.
4. Swimming pool.
5. The Multi-Purpose Hall.
6. The Central Dining Hall.
7. The Scholars Residences.
8. The Offices of the Principals.

## **RECORD KEEPING AND REPORTING**

The School Infirmary will email every morning the record of students who attended the Infirmary over the past 24 hours giving details of the symptoms and course of treatment. This will be mailed to:

1. The School Director.
2. The Director Operations.
3. The Director Academics.
4. The Principals.
5. The HOD Sports.
6. The School Counsellor.

Cases of chronic or continued treatment must be maintained as the personal record of the Student. All records of history and allergies must be maintained by The School Infirmary.

## **REPORTING TO THE MANAGEMENT**

Reportable injuries, diseases or dangerous occurrences include:

Specified injuries, which are:

- Fractures of all types.
  - Any cut, bruise that led to bleeding.
  - Any injury likely to lead to permanent loss or reduction in sight.
  - Any injury to the head or torso causing damage to the brain or internal organs
  - Serious burns including scalding.
  - Any injury requiring hospital treatment.
  - Acute pain.
  - Any loss of consciousness caused by head injury or asphyxia.
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- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

### **NOTIFYING PARENTS**

The School Doctor or the duty Nurse would notify the Principal/Class teacher immediately and then inform the Parents of any accident or injury sustained by the student and any first aid given, as soon as reasonably practical.

This policy will be reviewed every 2 years. Policy reviewed on 30/06/2018.

**APPENDIX 1**

**LIST OF APPOINTED PERSONS FOR FIRST AID**

<b>STAFF MEMBER'S NAME</b>	<b>ROLE</b>	<b>CONTACT DETAILS</b>
DR ANURADHA BISHNOI	SCHOOL DOCTOR	8588805400
USHA SHARMA	DAY NURSE	9711000742
SUMATHY ROY	NIGHT NURSE	9711000742

**APPENDIX 2**  
**ACCIDENT REPORT FORM**

Name of injured Person		Role/Class	
Date and time of incident		Location of Incident	
Incident Details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

**APPENDIX 3**

**FIRST AID TRAINING LOG**

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid	Primary Staff	March 2017	

Reviewed- July 2018