



MATRON POLICY STATEMENT

The College is fortunate to have the full time services of a Matron, Mrs Mary Hammon. She reports to and is responsible to the Bursar and she is a Registered General Nurse and holder of a current UKCC Registration.

- The main responsibilities of the Matron are recorded in Section D.
- The Matron works closely with all members of staff, but particularly closely with the Deputy Head (Pastoral Care), the Senior Teacher, Heads and Deputy Heads of Years and Form Teachers.
- The Matron is available to all employees of the College, whether Staff or pupils, should an individual feel unwell. However, pupils should only attend with a referral slip signed by a member of staff.
- The Sick Bay is situated on the second floor of the Vaughan Building and is normally open from 9.00 to 4.00.
- Pupils should lodge all medication with Matron and asthmatics should have a spare inhaler deposited in the infirmary.
- All parents should complete a Medical Form which includes permission for the administration of paracetamol. Without this permission it will not be given.

Responsibilities of The Matron

- To help encourage health-enhancing behaviour in the pupils and staff of the College.
- To recognise early, any health problems in pupils in order that they may attain their full educational potential.
- To identify vulnerable children ensuring that their specific needs are recognised and that they are referred to the appropriate staff and then followed up.
- To liaise with the Deputy Head (Pastoral Care), Heads of Year and other members of staff so that the service given is by an integrated and co-ordinated team.
- To aim for a partnership which is furthered by good communication.
- To participate in Pastoral Care meetings.
- To liaise with parents and possibly delay the onset of disease and illness, to initiate appropriate advice and referral to GP.
- To complement the parental role while the pupils is at the College.
- To show pupils a prime route to optimum health and well-being.
- To provide adequate up-to-date information to pupils so that they can make good informed choices with regard to their health and safety.
- To act as a confidante to both older and younger pupils.
- To help make the College a safe environment for staff and pupils by attending Health and Safety Meetings on a regular basis.
- To report major accidents and incidents as laid down in form HSF2508 and forward to the Health and Safety Executive.

- To administer First Aid in accordance with Health and Safety Regulations to all pupils and staff at the College and Preparatory Department.
- To order and maintain adequate supplies of dressings and medical equipment for use in the College Sick Bay and First Aid boxes in the designated areas of the College premises,
- To arrange for the safe transfer to hospital of any staff requiring emergency medical treatment.
- To inform parents/guardians or next of kin of the said transfer.
- Managing the Sick Bay and providing nursing care to pupils or staff detained there.
- Maintaining records of pupils or staff who are treated in the College Sick Bay.
- Liaising with the Community Health Nurses with regard to the arranging of immunisation programmes for College pupils.
- Assisting the College Medical Officer during routine medical examinations of College and Preparatory School pupils.
- Arranging adequate First Aid cover for meal breaks and during meetings in the absence of the College Matron.
- To further own professional development by ensuring that own clinical and professional knowledge is widened and kept up-to-date.
- To behave at all times in a manner consistent with the United Kingdom Central Council for Nursing, Midwifery and Health Visiting Code of professional conduct.