

„ Approved by: “

“Davit Tvildiani Medical University Public Nursing College” LLC

Director M.Tvildiani

Order № 08 as of 16.09.2017

Amendments:

Order N08 as of June 07,2018 of the Director - updated edition;

Regulation for First Aid Medical Service

Article 1. First Aid Room

The First Aid Medical Service is a structural unit of the College, hereinafter referred to as the First Aid Room, providing first medical aid to students and staff;

Article 2. Location / Working Hours

1. Vocational students and staff are informed about the location (room #6, third floor, #121 A.Tsereteli ave., Tbilisi) and operation of the First Aid Room;
2. First Aid Room is open Monday through Saturday, from 10:00 till 17:00.

Article 3. Person Responsible for First Aid Room

1. The nurse, appointed and dismissed by the Director, is responsible for the efficient functioning of First Aid Room and providing first medical aid to vocational students and staff.
2. First Aid Nurse may be a higher education and/or vocational education graduate, having the relevant diploma.
3. The nurse shall be responsible for material values of the First Aid Room and ensuring compliance with the rules of their storage / use.

Article 4. Medical Supplies in the First Aid Room

1. The first aid room is equipped with the necessary medical and hygiene supplies by the institution. There is also a reception area organized for patients.
2. In addition to medical and hygiene products, there is a medical equipment required to provide first medical aid.
3. Purchase / modification / addition of medical and hygiene products, equipment is carried out by

the institution at the suggestion of the nurse.

Article 5. Registration Log

The nurse shall maintain a registration log, that is properly sealed and includes information about first aid provided and medical devices used.

Article 6. Rights and Duties of First Aid Nurse

1. First Aid Nurse has right:

- a) To require the college administration to purchase necessary medical supplies and / or medical equipment (such as: Blood Pressure Meter, Thermometer (if any, to monitor proper functioning of these devices), hygiene products and to determine the list of first aid supplies;
- b) To provide monitoring of hygienic conditions of bathrooms and dining rooms and also cleaning of the college building and yard.
- c) To develop proposals and submit them to the Director to improve the functioning of the First Aid Room.

2. First Aid Nurse shall:

- a) provide first aid care to vocational students and staff, and where the medical treatment required is beyond her level of competence, she shall call ambulance and inform the administration and family members immediately;
- b) Within its competence, provide consultations to vocational students and staff about the spread or prevention of infectious or viral disease, personal hygiene and basic protective measures against viral infection.
- c) Supervise consumption of medical supplies, compliance with the rules of proper storage and shelf life, proper operation of medical equipment;

Article 7. Final Provisions

1. This Regulation is approved by College Director.
2. This Regulation may also be amended by Order of the Director.
3. The Regulation shall enter into force upon its promulgation.