

## UNITY COLLEGE POLICY DOCUMENT

### FIRST AID PROVISION AND SICK STUDENTS AND ADMINISTERING MEDICATION

The aim of the organisation is to ensure that all staff and parents/guardians are aware of the procedure to take in the event of a child being ill.

#### MANAGEMENT DUTIES

Managers and senior staff at Unity College have a duty to:

- Protect the health and safety of staff and students at all times.
- Ensure that all policies and procedures are effectively implemented.
- Regularly review and audit provisions in this area to ensure that policies, procedures and arrangements are adequate.
- Arrange any training required.

#### SICK STUDENTS

If a teacher feels that a student is **not well enough to continue working** in college a note must be written and sent with the student to the student internal reception. The internal receptionist will assess the student's condition and **will either refer the student to first aid or send them back to lesson. The First Aider will contact parents if necessary, who will be asked to take direct responsibility for how the student gets home, either collected by the parent** or allowed to make their own way home. On some occasions the first aider may need to insist a child is collected by their parent eg in the case of severe sickness, head injury etc.

Students who become ill at break, between lessons or at lunch time should report to internal reception or First Aid where their condition can be assessed, and the appropriate course of action taken.

During lesson time, students will not be dealt with by student internal reception unless they have the appropriate note completed by the teacher. [Unless in exceptional circumstances.]

Students with the following signs or symptoms should be sent home and parents/guardians advised that their child may not return until 48 hours after they have been symptom free:

- a. diarrhoea and vomiting
- b. doubtful rash
- c. conjunctivitis
- d. Infectious illness – eg, flu, chicken-pox, mumps or measles
- e. fever or temperature

#### ACCIDENTS AND FIRST AID

If a student has an accident they should be sent to the student internal reception (with another student if necessary) or a member of staff may accompany the student. The internal receptionist will contact the relevant qualified First Aid person. First Aid will be dealt with in the First Aid area which is in the college reception. The appropriate treatment will be given, **bearing in mind the following**: any cuts and abrasions will be dealt with in accordance with the HIV preventative protocol; the student's Care Plan if they have one.

[Some first aid situations may require on the spot treatment, eg if a structure cannot be moved or the patient is unconscious etc.]

Any student who receives first aid for a bump to the head, will be given a letter to take home which explains that their child has had a bump to the head and outlines any subsequent symptoms which may arise.

## STUDENTS NEEDING HOSPITAL TREATMENT

The First Aid person will make any decisions regarding whether the student should be **transported to hospital by ambulance, or parent**, depending on the circumstances and the seriousness of the injury.

For more serious accidents, where the student has to be sent to hospital in an ambulance, **the student will be accompanied by a parent/guardian** or a member of staff if the parent/guardian cannot be contacted in time. It is better for the patient to be waiting at the hospital, rather than at college in case complications develop, eg concussion.

**The person who telephones for the ambulance should have the full facts of the injury/state of the casualty/ what has happened etc.**

Attempts will be made to contact the parents, inform them of the situation and to arrive at a conclusion in the best interests of the injured student, ie whether it is reasonable to wait for the parents to take the child to hospital, or whether an ambulance should be called. However, parents will be –

- given the name of the hospital to which their child has been taken
- asked to attend the hospital as a matter of urgency
- reassured to prevent parental distress and another possible accident as they travel

In the event of an ambulance being called a note should be made of the student's contact names and telephone numbers to give to the ambulance crew when they arrive at the college – the ambulance crew will inform the hospital, who will then take responsibility for contacting the parents (and the police if necessary).

## ADMINISTERING MEDICINES/ASTHMA POLICY

### Access to medicines

Where medicines are necessary (ie prescribed by a doctor), medication will be stored in the college medical room. Students can carry their own inhalers.

NOTE: Staff cannot administer medicines to students. However, students will be allowed to self administer if written authority is provided by parents and/or the student's GP.

The College will consider medical advice on the best procedures to support asthmatic students in college and to enable them to take part as fully and safely as possible in all college activities.

1. Students with inhalers will be responsible for their own inhaler so that they always have immediate access to it. If necessary, this includes the inhalers being taken out of college for games/swimming, or other off-site activities.

2. The medication to be administered must be brought in by the parent/guardian themselves – the medication must be prescribed and in its original container and bear its original label which must be legible and include the name of the child.

3. When providing access to the medication for the child to self-administer, first aid staff should –

- check that a signed consent form is in place
- check the administration record to ensure that the medication is due
- check the identity of the child

4. Copies of a student's specific medical needs (as advised by parents) will be kept in the college office and stored on their computer record in sims.net. Care Plans will be kept in the main office and all designated first aiders will be asked to read the Care Plans each term. Copies of the current Care Plans will be in a yellow folder in the first aid room for easy access in the event of an emergency.

#### Obtaining and recording accurate information

- Unity College will ask all new parents whether their child has any medical needs (see Registration Form). A note will be kept on the child's personal file.

#### Long term Medical Problems

Students suffering from conditions which might require emergency treatment at any time, such as asthma, epilepsy or diabetes, will be identified on our SIMS system, by having their condition stated in their medical details (providing we have been supplied with the information from parents and /or GP).

The information regarding students with potentially serious/long term conditions, will be referred to the School Nurse for consideration of a Care Plan.

#### **FIRST AID PROVISION FOR MEMBERS OF STAFF**

If a member of staff has an accident in school it must be recorded on the accident form on the T Drive. If a member of staff requires medical attention because of an accident they should either be accompanied by a colleague to the first aid area or a First Aider should be sent for.

The First Aider, with the injured person's agreement if they are able to give it, should make the decision regarding the necessity for hospital treatment and whether the casualty needs an ambulance.

In cases of emergency, either because of accident or becoming unexpectedly ill, the priority will be to get the casualty the necessary treatment as quickly as possible – which may mean calling an ambulance. **The person who telephones for the ambulance should have the full facts of the injury/state of the casualty/ what has happened etc.**

If the casualty **does not need an ambulance**, in the view of the First Aider, a decision of how to get to hospital must be made by the casualty - in the first instance – by contacting a relative to transport them. If this is not practical, a colleague (without an immediate teaching commitment) may volunteer to take them, or a member of senior staff who has the relevant insurance, should be asked.

The First Aider will contact MST who will advise the Head, Deputy or Headteacher's PA about the casualty, and will make lesson cover arrangements if necessary. The Headteacher's PA will take steps to contact the casualty's next of kin as appropriate to the circumstances.

When a casualty goes to hospital in an ambulance, another member of staff (without an imminent teaching commitment) may volunteer to accompany them provided they have made arrangements for returning.

If the casualty is allowed to return to work after treatment, a colleague (without an imminent teaching commitment), and with appropriate car insurance, can collect them, or a taxi can be arranged.

If the casualty remains in hospital, every effort will be made to contact the next of kin. It will be the responsibility of the next of kin to collect any vehicle, should that be necessary, belonging to the injured person.

Members of staff will be given every possible care and attention following an accident or health emergency in college hours and on college premises. However, all adults on the premises are expected to take individual responsibility for ensuring their own health and safety and that of others. The College does not accept responsibility for accidents, injuries or damage caused to any individual or to his/her property which results from their own negligent actions.

This policy links to other safeguarding policies /documents including:

- Safeguarding Policy
- Child Protection
- First Aid Induction
- First Aid Room Protocol
- Bodily Fluids Policy
- SEN Policy
- Health & Safety Policy

This policy is updated and reviewed on a regular basis.