



First Aid/Medical Support in the School Setting Guidance

Any medical incident will be dealt with by Mrs Wendy Booker (First Aid and Student Services Receptionist) or another first aider whose responsibility it is to assess and treat minor injuries. In the case of emergency, Mrs Booker will assist the injured person with the purpose of preserving life and minimizing the consequences of injury or illness until professional help arrives.

The following members of staff are currently qualified First Aiders and hold the following qualifications:

Wendy Booker – Emergency First Aid at work
Kathy Wilson - Emergency First Aid at work
Jen Yates – Emergency First Aid at work
Lorraine Felmer - Emergency First Aid at work
Angela Dawson – Emergency First Aid at Work
Andrea Stones – Emergency First Aid at Work

It is the school's intention to ensure that there are first aid trained members of staff available across the school premises that are ready to assist with any incident until Mrs Booker or another fully trained first aider can arrive.

In the case of an emergency

In an emergency the injured/sick child should **not** be left unaccompanied at any time and help should be sought by sending a responsible student with the appropriate details to Student Services. Alternatively a member of staff with a radio can radio Student Services for assistance. A qualified first aider will then assist with a First Aid kit, and wheelchair if necessary, and should an ambulance be required this will be summoned immediately by liaising with main reception. When it has been necessary to summon an ambulance, every effort will be made to contact the parents/guardians immediately. If necessary, a member of staff will accompany the injured student in the ambulance and will remain with him/her until the parents/guardians have been located.

All injuries that require a student to seek medical treatment are recorded by completing an accident form (kept in student services). The information is then entered onto Surrey's on-line Accident Reporting Website and an e-mail confirmation is received that the incident has been logged. The incident is then reviewed and submitted by the School Business Manager and it is automatically forwarded to the relevant departments at Surrey County Council and the Insurance Unit. A copy is kept in the Medical Room. Where applicable, the on-line system allows a RIDDOR report to be forwarded to the Health & Safety Executive (HSE).

Administering Medicine to Students

Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try and arrange the timing of doses accordingly.

If medicine has to be administered parents have to complete a Healthcare Plan and Medication Request Form giving parental agreement for the school/setting to administer the medicine. The required prescribed medication must be in its original packaging. A log book is kept in the medical room of the student's name, the time and reason for administering the medication.

The school will provide paracetamol if parents have given permission and it is logged in the student's journal. If permission for paracetamol has not been given parents have to be contacted for permission or to administer pain relief themselves.

Foreign/International Medication

Foreign/International medication cannot be accepted and should be re-prescribed by the family GP.

Students with Special Medical Needs

A Care Plan will be put in place for any student with a medical or physical condition (asthma, allergies, diabetes, epilepsy etc). This should be completed by the students' parents/guardians and returned to Mrs Hearn (SENCo) who will then circulate copies to all relevant personnel. It is paramount that several contacts are included, and at least **two** contact numbers for each person is included. It is important that the contact details are kept up to date.

All Care Plans will be revised as necessary at the start of each new academic year and it is the parent/guardian responsibility to inform the school of any immediate changes in their child's condition.

The school operates a 'need to know' basis and therefore believes that the Care Plans in place for students with special needs/medical issues should be accessible to all teaching staff in order to ensure that any incident is managed safely. Care Plans for individual students will be on SIMS. Risk assessments or special care plans are put in place when needed to support visits or trips. These will be planned and written in liaison with parents, students and health care professionals consulted if applicable.

Allergies

Students suffering from severe allergies should carry around an adrenaline auto-injector in their school bag at all times. If any student forgets to bring in his/her adrenaline auto-injector, he/she will be sent home immediately. Likewise, one adrenaline auto-injector clearly labeled in a container with a photo of the child should be provided to be kept in the Medical Room in case of emergency.

Parents should reiterate the importance of NOT accepting shared food during the school day. Please note Glebelands School is not a nut free environment.

It is the responsibility of the parents to ensure that all medication required in school is on date and in the original packaging so please take a note of expiry dates before sending them into school.

Asthma

Students requiring an inhaler should carry one on them at all times and a spare inhaler, clearly labeled and in date should be kept in the Medical Room. The Medical room can

supply an emergency Ventolin inhaler if the student does not have one in school and requires assistance.

Diabetes

Students with diabetes are encouraged to supply their own diabetic supplies to the Medical Room. Fast-acting sugar in the form of dextrose (glucose tablets), GlucoGel or fruit juices and slower acting sugar carbohydrates (biscuits) supplied by the parents can be stored in the Medical Room and made available to the student if required.

Red Emergency Medical Cards

Any student suffering from a serious medical condition will be issued with a red card giving a brief description of their condition. This acts as an alert to the teacher and permits the student to administer medication or, in the case of a diabetic child, eat a snack without leaving the classroom. In the case of an emergency, the student should not be allowed to leave the classroom alone. Staff should dial the emergency number 200 and call for First Aid assistance.

ADD (Attention Deficit Disorder) and ADHD (Attention Deficit Hyperactivity Disorder)

Students with ADD or ADHD may require controlled medication during the school day. This should be taken under the supervision of a designated member of staff. Medication will be kept stored in a locked box in the Medical Room. A Care Plan will be put in place for any student requiring special medical assistance.

First Aid Boxes

First Aid boxes are located throughout the school and it is each department's responsibility to ensure that they are fully stocked. Green cross signs on doors identify the location of a First Aid box in the event of an emergency.

Offsite Visits and Residential Journeys

The Educational Visits Co-ordinator, Mrs Gray, will supply First Aid Kits for staff when taking children off site. She will also ensure that the trip leader is solely responsible for carrying the First Aid kit and any special medication that students may need to administer during the trip. Any medication administered will be dually logged by staff.

It is the parents'/guardians' responsibility to provide all medication in its original packaging with the student's name clearly labeled and with clear instructions on the required dosage. A Medication Request form must be completed and signed by the parents/guardians prior to the trip.

Reviewed by governors date: *May 2021*