

CHESLYN HAY ACADEMY

MANAGEMENT POLICY

Medical and First Aid

Introduction

In order to fulfil our primary responsibility of duty of care towards our students, staff are required to familiarise themselves with the following procedures.

Medical

- Personal Detail forms contain information on student's medical conditions. Dependant on the medical condition, an Individual Healthcare Plan may also need to be drawn up detailing a student's specific medical need, explaining what needs to be done, when and by whom. Tutors will need to check that Personal Details forms for their tutor group are fully completed and signed and sent to Donna Moreton.
- Medical record information will be compiled from Personal Details Forms and Individual Healthcare Plans by computer for each Year Group. These will be updated annually. Confidentiality is obviously important. New information from parents during the year will be passed on to staff via briefing, staffroom noticeboard or to individual staff concerned. Confidential information should not be put in briefing notices.
- Helen Porter will update Individual Healthcare Plans and Donna Moreton will update Student Records forms onto SIMS.
- A very few students have life threatening conditions and any special information sheets will be distributed to all staff concerned with these students. These details will be updated and distributed annually.
- Students on long term medication who need to take medicines during the day must leave their medicines and information at the main office for safe keeping and easy access. Special information sheets will be kept with the medicines.
- Students on short term or one off medication should bring supplies for one day only. This should be reported to the tutor who will send the child to reception to store the medication as appropriate.
- Large amounts of medicines should not be brought to school, and glass containers should be avoided.
- Inhalers should normally be carried by the student and they should be encouraged to manage their own condition.
- Parents should be encouraged to write notes and keep the tutor informed.
- Paracetamol should not be given to students. Students who may occasionally require paracetamol or similar products should either bring enough for one day only or should leave a few in a named envelope with their tutor. On rare occasions when students need paracetamol but none is available the office could contact parents to ask them to bring the required dosage after permission has been sought from the Head of House.
- Students need to be encouraged to manage their own conditions.
- Students who are too ill to remain in school should have permission from their Head of House before going to the office to contact parents.
- Students should sign out when they are collected.
- No student should go to the medical room without permission and the office being aware that they are there.
- The School Nurse will be in school weekly. Further information is on the medical room door and may be circulated via the school bulletin.
- Students are encouraged to take drinks of water whenever necessary to help avoid dehydration. At the teacher's discretion, they may (a) fill small plastic bottles from the school supply and (b) be allowed to drink in class.

Asthma/Epileptic Attack

- Should a student experience an asthma or epileptic attack in the classroom a reliable student should be sent to summon assistance from the teacher in the next classroom. If this is not appropriate, help should be sought immediately from Reception. A qualified First Aider and/or a Senior Member of staff should then be sent for.
- As soon as is possible, under the circumstances, the rest of the class should be taken to the dining area until a vacant classroom can be found.

- Please make every attempt to keep a calm atmosphere, as these attacks can be quite stressful to witness and for sufferer and peer group alike. A reasoned discussion afterwards may well be appropriate.

Children at Risk

- Should a student seek to confide in a member of staff on any issue - physical, verbal, emotional or sexual - which might in any way be considered abuse - the matter must be reported to the designated teacher for Child Protection or another senior leader immediately.
- Likewise, if a member of staff who has reason to believe that a student is at risk in any way, this should be discussed with the designated teacher for Child Protection or another senior leader. If necessary a number of staff can be consulted and the student can be more closely monitored. It is important that staff do not guarantee confidentiality.
- Please refer to the full Child Protection policy document for further detail.

First Aid

All Staff - Minor nature

- Whenever possible deal with it yourself or
- Send the student to reception. (NB Reception staff are not allowed to issue tablets but they keep a stock of plasters and bandages).
- Student will return to lessons as soon as practicable.

All Staff - More serious nature

- Stay with the casualty.
- Send someone for the nearest first aider (see Appendix A).
- Where necessary, remove other students from the scene (it is usually helpful for the casualty to have a friend with them).
- Stay with the casualty until the first aider has assessed the situation and given instructions.

First Aider

- Go to the casualty and apply first aid procedures.
- Send a student to bring a senior member of staff to the casualty and arrange cover for yourself.
- Decide on further action to be taken and inform the senior member of staff.
- Stay with the casualty for as long as your first aid skills are needed.
- Return to your teaching group/work place when your first aid skills are no longer needed.
- Enter relevant information in the accident book.
- Complete an accident form (available from C Berry) if student is sent home or referred to doctor/hospital (discuss with C Berry or N Crookshank if situation is unclear).

Senior Member of Staff

- Act on the advice given by the first aider
- Contact reception to summon further assistance (e.g. ambulance, other first aider) and/or parents, giving an outline of the problem.
- Arrange cover for teaching staff as necessary.

Reception

- Issue plasters and bandages as necessary.
- If a student arrives at reception with a problem which is of a non-minor nature, stay with the casualty and send someone for the nearest first aider.
- Contact emergency services and/or parents as requested by a senior member of staff or first aider.

NB Cases of a clearly minor nature or on-going medical problem should not be referred to first aiders.

Lead SLT member: CBY

Date of next review: summer term 2020

Reference: Medical with First Aid CBY 08 19

Appendix A

CHESLYN HAY ACADEMY

Location of First Aid Staff

IF YOU CANNOT FIND A FIRST AIDER YOURSELF AND IT IS AN EMERGENCY, PLEASE CONTACT RECEPTION OFFICE STAFF FOR ASSISTANCE ON EXT NO 201/203

Name	Department	Telephone extension
Mel Havelock -Crozier	History	219
Lucy Horobin	P E	207
Helen Porter	Admin	201/203
Jayne Price	Admin	201/203
Sharon Redfern	Admin	201/203
Julie Williams	Art	304
Lynne Podmore	AHT	205
Julie Grew	Admin	201/203
Rob Keeling	Science	222
Claire Lloyd	Social Science	309
Kerry Collier	ACE	225/319
Libby Beesley	SENCO	212
Nick Rowlands	ICT	229
Dan Bannister	PE	207
Sarah Moseley	Social Science	309
Scott Powell	P E	207
Jenny Hopcroft	PE / Cover	
Tracey Till	Cover	