

Brine Leas School

An Academy

Medical Needs and Accidents Policy

Some students have a history of medical problems. These are recorded on the students' electronic records and a folder containing details of students with medical needs, along with their photographs, are stored securely for staff access when required.

MEDICAL CONCERNS

We have a small number of students who suffer from allergies which can lead to anaphylactic shock, diabetes, epilepsy or other specific illnesses. Information sheets on these students are displayed in the staffroom and the main office and should be read by all staff. The Health Authority will arrange training in use of EPIPENS for staff most likely to encounter the need to administer them and Diabetes awareness training is provided by the Diabetes nurse at Leighton.

ILLNESS

When a student complains of feeling ill, the member of staff that they report to should assess the appropriate course of action. The student should only be sent to the office with a note if they need sending home. If in doubt, a member of staff should check electronic records and/or contact the office to check whether there is any additional information on a student.

MINOR ACCIDENTS

In the case of minor accidents students should be attended to by their subject teachers. Staff should only leave their class in the case of an emergency. Staff must enter incidents in the school accident book. Students should **not** sit in the Medical Room without a member of staff's permission. (the Main Office should be notified by a member of staff).

SERIOUS ACCIDENTS

In the case of a more serious accident or illness the prime concern is for the safety and welfare of the student concerned. A qualified First Aider and senior member of staff should be sent for immediately to deal with the medical situation. If a student is sent to hospital, staff should stay with the student until the parent/carer arrives or accompany them to hospital by ambulance.

If a student is sent to a doctor or hospital, staff must complete the accident book in school. This is kept in the Main Office. The accidents will then be logged onto the PRIME system.

If an ambulance is required:-

1. Duty Leadership Team Member is informed (via the Headteacher's PA)
2. One member of the office team will be responsible for contacting the emergency services.

3. A member of staff wearing a 'hi-vis' vest will wait at the school gate with a walkie-talkie and/or mobile phone.
4. If required, additional staff/students will act as a guide for the emergency services.
5. An emergency details printout of the student's details will be given to the paramedics.
6. Every effort will be made to contact the student's family/emergency contacts.
7. A senior member of staff (via the Headteacher's PA) should be informed of the incident so that arrangements can be made to contact the family and enquire after the health of the student.

QUALIFIED FIRST AIDERS

The up to date list of qualified first aiders is shown in Appendix 1.

SOME DO'S AND DON'TS

1. In the case of a serious accident make a note of witnesses etc.
2. If a senior member of staff is 'involved' in the incident, it is expected that another colleague will run the incident (critical incident leader).
3. Do not send a student unaccompanied or with anyone unsuitable
4. If you deal with an open wound, please use disposable gloves.
5. Above all **DON'T PANIC**
6. Dispose of used dressings etc in the container within the medical room.

Compiled by: Mrs K Bradshaw	Date: November 2017
Approved by Governors: November Business Committee Meeting	Review Date: November/December 2019

QUALIFIED FIRST AID STAFF

Appointed First Aid	Location	Tel:	Qualification	Renewal Date
Bavin Jessica - JBN	B.I.T.E	224 (staffroom)	Emergency First Aid – 10 th June 2019	10/06/22
Conning Christine – CC	SEN	222	Emergency First Aid – 10 th June 2019	10/06/22
Cooney Chris – CCY	R.E.	224 (staffroom)	Fully Qualified – 21 st Nov 2016	20/11/19
Corcoran Laura– LCN	HUMs	224 (staffroom)	Fully Qualified – 10 th June 2019	10/06/22
Davies Sophie - SDS	Maths	224 (staffroom)	Emergency First Aid – 6 th Oct 2017	05/10/20
Dawson Becci – RD	P.E.	229/233	Fully Qualified – 6 th Oct 2017	12/10/20
Elliot Ben – BET	P.E.	229	Fully Qualified – 12 th Oct 2017	11/10/20
Evans Andrew - AES	Science	225/226	Emergency First Aid – 6 th October 2017	05/10/20
Ford Gemma - GF	Midday Support	231/223/Radio	Emergency First Aid – 10 th June 2019	10/06/22
Ford Nicola - NF	Midday Support/T.A.	231/223/Radio	Emergency First Aid – 6 th October 2017	05/10/20
Green Joanne – JG	Midday Support	231/223/Radio	Emergency First Aid – 10 th June 2019	10/06/22
Gresty Simon – SGY	Science	225/226	Emergency First Aid – 15 th Oct 2018	14/10/21
Lawton Jenny - JLN	Maths	238	Emergency First Aid – 15 th Oct 2014	6/10/20
Lean Charlotte - CLN	SEN	222	Fully Qualified – 19 th Oct 2015	18/10/21
McLaughlin Michelle - MM	Science	607/609/225	Emergency First Aid – 10 th June 2019	10/06/22
Miller Sarah - SMR	Technology	232	Emergency First Aid – 20 th Oct 2016	19/10/19
Owen Dan - DO	Site	223	Emergency First Aid – 20 th Oct 2016	19/10/19
Pollard Sonia – SPD	Maths	224 (staffroom)	Emergency First Aid – 15 th Oct 2018	14/10/21
Rafferty Dawn - DRY	MFL	218	Emergency First Aid – 15 th Oct 2018	14/10/21
Rex Tim - TRX	Site	223/Radio	Emergency First Aid – 6 th Oct 2017	05/10/20
Sanders Andrea - ASA	ICT	224 (Staffroom)	Fully Qualified – 19 th Oct 2018	18/10/21
Sanders Emma- ES	SEN	222	Emergency First Aid – 20 th Oct 2016	19/10/19
Ward Toby – TWD	P.E.	229	Fully Qualified – 19 th Oct 2018	18/10/21