

# Brine Leas School

## An Academy

### Medical Needs and Accidents Policy

Some students have a history of medical problems. These are printed on a list and all staff should make a careful note of them. Heads of Year have a copy, they should be displayed in the main office and staffroom with photographs.

#### **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 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.

<b>Compiled by:</b> Mrs K Bradshaw	<b>Date:</b> October 2015
<b>Approved by Governors:</b> October 2015 FGB	<b>Review Date:</b> September 2017

**QUALIFIED FIRST AIDERS**

The following school staff have undertaken appropriate first aid training:-

Dominic Bradley	Jenny Lawton
Lyndsay Burgess	Claire Ledward
Chris Cooney	Laura Maddocks
Laura Corcoran	Kate Malkin
Lucy Darling	Michelle McLaughlin
Becci Dawson	Jonny Mottram
Jade Downes	Stewart Pirie
Sarah Epps	Tim Rex
Dena Goodrich	Debbie Robson
Pam Hughes	Kath Sealey
Kylee Jones	Matt Shone
Eve Kirby	

Staff First Aid Training to be completed by 14<sup>th</sup> October 2015:-

Angela Beecher	Dawn Rafferty
Jack Cope	Bethany Redmayne
Simon Gresty	Andrea Sanders
Mirena Kane	Toby Ward
Charlotte Lean	Rachel White
Sonia Pollard	

Whilst any staff/student is encouraged to use the defibrillator in an emergency, the following staff have had defibrillator training:-

Kate Bradshaw	Rob Oakes
Andrew Cliffe	Mark Price
Lucy Darling	Tim Rex
Emma Fletcher	Kath Sealey
Dena Goodrich	Kevin Simpson
Jon Linde	