



<b>Policy title</b>	<b>First Aid</b>
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<b>Governing Body Sub-Committee</b>	<b>Steering Group</b>

The Hayfield School  
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# **First Aid Policy**

## **What to do if there is a Medical Emergency at school**

- In any medical emergency it is vital that a message gets to the medical support assistant or receptionist.
- All emergency supplies including epi-pens, diabetic and asthma medications (for those students whose parents have provided inhalers) are held in the Medical Room behind Reception and the medical support assistant or receptionist will take the necessary steps to get help to the student urgently.
- Ambulances should only be called by the medical support assistant or receptionist in their absence the most senior member of staff on site. These procedures must be adhered to in order to prevent delay.
- When an ambulance has to be called it is essential that parents/carers are contacted IMMEDIATELY.

## **If a student is ill or has injured themselves at school**

- Students with known acute medical needs have a “leave lesson” pass. If taken ill these students must not be despatched unaccompanied to Medical Room – the behaviour support workers should be called to accompany them.
- Epi-pens are kept in the Medical Room. A student needing their epi-pen is in a life-threatening situation and MUST be treated as an Emergency.
- Staff trained in Emergency First Aid At Work (EFAW) can apply First Aid for students but MUST send to the Medical Room for a First Aid At Work (FAW) trained person.
- First Aid supplies are kept in the Medical Room.
- Some students need to carry medication due to their medical condition and their parents must have completed the “Request for Child to carry Medicine” form. Completed forms are kept in the Medical Room.
- Students with ongoing illnesses and other long-term or acute medical conditions must have an Individual Healthcare Plan in place – see supportive Students with Medical Conditions Policy.
- The medical support assistant or receptionist will complete an Accident Form if a student is injured whilst at school. A follow-up interview will be conducted at a later date if the injury is serious enough to warrant immediate off-site medical attention. The Health and Safety Executive will be notified via the RIDDOR arrangements if applicable. Serious matters such as this will then be investigated by the school’s Health and Safety Officer.

## **Anaphylaxis**

- Some students suffer from anaphylaxis and this can be triggered by allergens, typically nuts in foodstuffs.
- For this reason it is NOT permitted for staff to allow students to eat chocolate or other snacks where nuts may be present or drinks which may contain nut extract. DON’T

provide treats or rewards to students in these formats – the products may be unfamiliar to them and they can kill – it's that simple!

- Students known to be at risk from anaphylactic shock have epi-pens and can usually self-administer. They must then attend hospital for a check-up. Parents/Carers must be notified IMMEDIATELY.
- Further information is available at [www.anaphylaxis.org.gov](http://www.anaphylaxis.org.gov)

### **Medical Information**

- Staff must never supply any over-the-counter medication, including pain-killers, for the purpose of giving it to students. Students can only be given medication supplied by parents/carers whilst at school.
- Except on organised school trips, teaching staff must not give, store, or hold any student medication whatsoever, including Paracetamol, nor must they supply students from that which they hold for their own personal use. All student medication must be stored in the Medical Room, except for that which parents/carers have completed the necessary form, referred-to above. Medication stored in the medical Room will be logged and retained by the medical support assistant or receptionist.
- Any medication carried by students as outlined above must be recorded on the school's Medical Database.
- Should a member of teaching or support staff become aware of any new medical diagnosis for a student whether requiring medication or not, this must be referred to the medical support assistant or receptionist who can then ensure all procedures are followed.
- Likewise, if a member of teaching or support staff become aware of any student taking any form of medication which they suspect may not be in accordance with the above policy, please notify the medical support assistant or receptionist IMMEDIATELY.

ALL STAFF ARE REMINDED OF THE NEED FOR VIGILANCE AND PRIORITY ACTION WHERE MEDICATION ISSUES ARE CONCERNED.

### **Medical Database**

- In order to maintain the medical database in school, the medical support assistant and receptionist must be kept informed of any new medical information or carrying of medication by students in school.
- It is the responsibility of parents/carers to notify the school of any such diagnosis and or prescribed medication, via the "New Medical Information" form provided by the medical support assistant or receptionist. Students must NOT be sent to school without information regarding medication to be taken whilst at school.

PLEASE REMEMBER – NO STUDENT SHOULD EVER BE PROVIDED WITH ANY MEDICATION OTHER THAN THAT WHICH HAS BEEN SUPPLIED AND SIGNED FOR BY THEIR PARENT/CARER.

