



# Abbey College, Ramsey

## First Aid Policy and Procedures

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<b>Reviewing committee:</b>	Operations Committee
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## Statement of Intent

Abbey College, Ramsey, is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils, and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school, in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and well-being of all staff, pupils, and visitors. This policy aims to:

- Ensure that the school has adequate, safe, and effective first aid provision for every pupil, member of staff and visitor to be well look after in the event of any illness, accident, or injury; no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident, or injury.
- Ensure that medicines are only administered at school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should call 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

### 1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to the following:

- Health and Safety at Work, etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- DfE (2017) 'Supporting pupils at school with medical conditions.
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies.

The policy is implemented in conjunction with the following school policies:

- Administering Medications Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Infection Control Policy
- Lone Working Policy
- Records management Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy

## **2. Roles and Responsibilities**

The Governing Body is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is enough appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site and out-of-hours activities, e.g., educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence, and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
  - A suitably stocked first aid kit.
  - An appointed person to take charge of first aid arrangements.

The Headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.

- Ensuring all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them, if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure they know who to contact in the event of any illness, accident, or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident, or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing body.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first aid equipment, e.g., restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services, when necessary.
- Maintaining injury and illness records as required.
- Undertaking first aid training and refresher courses where appropriate, to ensure knowledge of:
  - What to do in an emergency.
  - How to assess and monitor a casualty.
  - First aid for someone who is having a seizure.
  - Maintain injury and illness records, as required.

The Appointed Person for Abbey College is the First Aid Lead.

Where the appointed person is unavailable, the following persons will deputise in his/her absence: Student Support Officers.

### **3. Facilities**

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least every two years, to ensure that these arrangements continue to be appropriate for: hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have a suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessments of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid.
- 20 individual wrapped sterile adhesive dressings, of assorted sizes.
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins
- 6 medium -sized individually wrapped sterile unmedicated wound dressings.
- 2 large-sized individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as possible after use. Items will be safely discarded after the expiry date has passed.

The first aid room will meet the requirements of the DfE guidance, so where necessary, the injured person may be taken there for treatment or assistance. The First Aid Room, will meet the requirements of guidance, specifically, to:

- Be large enough to hold the necessary equipment.
- Have washable surfaces and adequate heating, ventilation, and lighting.
- Be kept clean and tidy.
- Be positioned as close as possible to allow a point of access for transport to hospital.
- Display a notice advising of the names of First Aiders and their locations.
- Have sink with hot and cold water, if possible.
- Have drinking water with disposable cups.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

The designated First Aid room is based on the ground floor in the Cromwell Building.

#### Fixed and Portable First Aid Containers

First aid containers are identified by a white cross on a green background.

The academy has one designated first aid cabinet, which can be found in the first aid room. The cabinet contains enough suitable provisions to enable the administration of first aid.

The school has travel kits available for during the use of school trips and off-site visits; stored in the first aid room.

No medical substance or materials are permitted within the first aid container.

Blunt-ended scissors should be kept in the container, in case clothing needs to be cut away, prior to treatment.

Inventories are kept of all first aid supplies, including expiry dates.

#### **4. Fixed and portable first-aid containers**

##### **Fixed first aid containers will include as a minimum:**

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings.
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins
- Six medium-sized (App 12cmx12cm) individually wrapped sterile unmedicated wound dressings.
- Three pairs of gloves.

##### **Portable**

Portable first-aid boxes will contain, at a minimum:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large (approximately 18cm x 18cm) sterile unmedicated wound dressing.
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleaning wipes.
- Two pair of disposable gloves.

##### **Minibuses**

The academy minibus will have on board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged.
- One conforming disposable bandage (not less than 7.5cm wide).
- Two triangular bandages.
- One packet of 24 assorted adhesive dressings.
- Three large (no less than 15cm x 15cm) sterile unmedicated ambulance dressings.
- Two sterile eye pads
- Twelve assorted safety pins.
- One pair of rust free blunt-ended scissors.

First-aid containers will be:

- Prominently marked as a first-aid container.
- Maintained in a good condition.
- Suitable for the purpose of keeping the items referred to above in good condition.
- Readily available for use.

## **5. First Aiders and Appointed Persons**

The main duties of first aiders will be to administer immediate first aid to pupils, staff, or visitors, and to ensure that the ambulance or other professional medical help is called, when necessary.

### **Training**

The school will ensure that all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation, and that the refresher training of competence is arranged for the first aiders within school, before the certificates expire.

First aiders will ensure that their certificates are kept up to date through liaison with the First Aid Lead.

When selecting first aiders, the school will follow the criteria laid out in government guidance; considering the individual's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond to an emergency.

The school will ensure that first aid training courses cover mental health, to an extent; to help them recognise the warning signs of mental ill health and to help develop the skills required to approach and support someone, whilst keeping themselves safe.

The school has both male and female mental health first aiders to support staff.

Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

## **6. Automated External Defibrillators (AEDS)**

The school has procured an AED through the NHS Supply Chain, which is situated in the First Aid Room, Staff Room, and Sixth Form Study Six Area.

Where use of the AED is required, staff will follow the step-by-step guide displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be



provided by staff on an annual basis; usually, during the first INSET session of the academic year. Use of the AED will be promoted to pupils during the PHSE lessons.

## **7. Accommodation**

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of the pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated close to a toilet.

The first aid room will not be used as a teaching purposes.

The First Aid room will:

- Be large enough to hold an examination couch.
- Have a washable surface and adequate heating, ventilation, and lighting.
- Be kept clean, tidy, accessible, and available for use always when employees are at work.
- Have a sink with hot and cold water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice which advises the names, locations and if appropriate, the contact details of first aiders.

## **8. Emergency Procedures**

If an incident, illness, or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action; this may involve calling for an ambulance.

If a first aider is called for, the first aider will assess the situation and take charge of the first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by administration of first aid, then they will arrange for the injured person to access appropriate medical treatment, without delay.

Where an initial assessment by the first aider indicates a moderate to severe injury has been sustained, or where the individual has become seriously unwell, a responding staff member can call 999.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the injured person alive and if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include administering first aid.
- Where an ambulance is required, a staff member accompanies the pupils in the ambulance and calls the pupils parent's as soon as possible, to inform of the course of action taken. Two staff members are to remain with the pupil at the hospital until the parent arrives.
- The school will ensure that no further injury will result from any incidents that occur, either by making the scene safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath, who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support be called without delay.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher
- The parents of the victim(s)

The school is aware that responding to an incident can be stressful for the first aider and that following the incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites; located at the bottom of the Government page, 'Promoting and supporting mental health and well-being in schools and colleges.'

## **9. Reporting accidents and record keeping**

### **Reporting**

The First Aid Lead will inform the school Business Manager, who will ensure that the procedures are in place to report any major or fatal injuries, without delay (e.g.by telephone) as required by RIDDOR. Other reportable injuries will be reported within 10 days.

### **Record Keeping**

The First Aid Lead will inform the School Business Manager who will ensure that all records are kept of any reportable death, specified injury, disease or dangerous occurrence that require reporting under RIDDOR.

Reportable Injuries include:

- Fractures, other than fingers, thumbs, or toes.
- Amputations

- Any injury likely to lead to permanent loss of sight.
- Crush or injury to the head or torso, causing damage to the brain or internal organs.
- Any serious burns (including scalding) which cover more than 10 percent of the body or cause considerable damage to the eyes, respiratory system, or other vital organs.
- Any scalping or loss of consciousness caused by head injury or asphyxia.
- Any other injuries arising from working in an enclosed space which leads to hypothermia or heat-induced illness; requires resuscitation or admittance to hospital for more than 24 hours.

Reportable occupational disease include:

- Carpel Tunnel Syndrome
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g., from work involving strong acids or alkali, including domestic bleach.
- Hand-arm vibration syndrome
- Occupational Asthma, e.g., from wood dust or soldering.
- Tendonitis or Tendosynovitis of the hand or forearm.
- Any occupational Cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Work related stress and illness (including post-traumatic stress disorder) are not reportable under RIDDOR, as reportable injury must have resulted from work-related injury.

Dangerous occurrences Include:

- The death of a person which arose out of or in connection with a work-related activity.
- An injury that arose out of or in connection with a work-related activity and the person is taken directly to hospital from the scene of treatment. (Examinations and diagnostic testing do not constitute treatment)

Records will be kept of all occupational injuries where a pupil remains at school, is taken home, or is simply absent from school for several days.

#### First Aid Records

The appointed person and first aiders will ensure that records are kept of any injuries, accidents, or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time, and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid treatment was given.

- Details of what happened to the person immediately afterwards, e.g., whether they were sent home or went back to class.
- The name and signature of the first aid person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with Records Management Policy.

## **10. Offsite visits and events**

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and persons involved.

The school will take a first aid kit on all offsite visits.

For more information, about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

## **11. Storage of Medication**

Medicines will be stored securely and appropriately in accordance with individual product instructions save where individual pupils have been given responsibility for keeping such equipment on them. Parents will be able to collect medicines when they are no longer held at the end of term. Alternatively, should they not be collected the school will safely dispose of when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with some medical conditions, such as EpiPens and Asthma Inhalers.

Parents will advise the school where a child has a chronic medical condition or severe allergy so that an IHCP, if required, can be implemented; staff can be trained to deal with an emergency, in an appropriate way. Example so this includes epilepsy, diabetes, and anaphylaxis.

Pupils will have any medication stored and, where appropriate administered, in accordance with their IHCP and the school's administering Medication Policy.

## **12. Illness and allergies**

When a pupil becomes ill during the school day, an assessment will be made, and advice will be given. Contact home will be made to notify the parent.

First aid procedures will be followed, per training: certification revised every three years and supportive with annual refresher sessions.

Where a student has a medical condition, this will be addressed via the school's Supporting Children with a Medical Condition's Policy.

### **13. Consent**

Parents will be asked to complete and sign a medical form when their child is admitted to the school; this includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions, as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith, while having the best interests of the pupil in mind.

### **14. Monitoring and Review**

This policy will be reviewed every two-years by the First Aid Lead and by the Governing Body, any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities, and personnel.

The next scheduled review date for this policy is Autumn 2026.

## Appendices

### A) First-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first aid.	1		
Individually wrapped sterile adhesive dressings (assorted sizes).	20		
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile).	4		
Safety pins.	6		
Medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.	6		
Large (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.	2		
Disposable gloves.	3 pairs		

### B) Travel first-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first aid.	1		
Individually wrapped sterile adhesive dressings.	20		
Large sterile unmedicated wound dressing (18cm x 18cm).	1		
Triangular bandages.	2		
Safety pins.	2		
Individually wrapped moist cleansing wipes.	6		
Disposable gloves.	2 pairs		

### C) Minibus first-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
Foil packaged antiseptic wipes.	10		
Conforming disposable bandage (not less than 7cm wide).	1		
Triangular bandages.	2		

Assorted adhesive dressings.	24		
Assorted safety pins.	12		
Large sterile unmedicated ambulance dressings (no less than 15cm x 15cm).	3		
Two pairs of disposable gloves	2		
Non rust blunt-ended scissors.	1 pair		
Sterile eye pads with attachments.	2		

#### **D) First Aid Hub first-aid box supply checklist**

<b>Item</b>	<b>Suggested stock</b>	<b>Current stock</b>	<b>Ordered if required?</b>
Contents List	1		
Guidance Leaflet	1		
Medium Sterile Dressing	8		
Large Sterile Dressing	2		
Triangular Bandage	4		
Safety Pins	24		
Eye Pad Sterile Dressing	4		
Sterile Adhesive Dressings (Plasters)	100		
Saline Cleansing Wipes	40		
Adhesive Tape	1		
Disposable Gloves	12		
Finger Sterile Dressing	4		
Resuscitation Face Shield	2		
Emergency Foil Blanket	3		
Eye Wash	0		
Hydrogel Burn Dressing	2		
Tough Cut Shears	1		
Conforming Bandage	2		

### E) Incident reporting form

Date	Student Name	Time In	Year & Form	Timetabled Subject	Incident Details	Action Taken	Time Out	Staff
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					



# Abbey College

## FIRST AID PROCEDURE 2024

### **General information about first aid provision.**

From January 2020 the First Aid Room will not be open during lesson time, so please do not send students there. Instead, First Aid will be provided by Student Support Officers during lesson time and the First Aid Room will be open at breaks and lunch time.

**The AED (Defibrillator) and Emergency Allergy Anaphylaxis Kits have been relocated to Staff Room (South Site). Emergency Asthma Inhalers are also available in the First Aid Room. There is also an AEDs located in Study 6 on North.**

**Annual training, usually, during the first inset session of the academic year, will be provided.**

**Use of the AED will be promoted to pupils during PSHE lessons.**

### **Emergency Life Threatening First Aid Incident Response**

In the event of a major First Aid Incident, where the casualty is unable to move or if moving them could be detrimental to their health, you **should press the Emergency Alert Button in SIMS** or radio call on Channel 2 for an “Emergency First Aider”, clearly stating the location and brief description of incident.

The **nearest** trained First Aider should respond and attend. If you do not have a radio, you should telephone Reception on (Ext 101) or send a runner to reception to request reception to put out an emergency radio call for an “Emergency First Aider”. You should not give full student names over the radio. You may be asked to switch to a different channel to pass names and any sensitive information.

In the event of an emergency radio call; other non-attending First Aiders who hear the call are asked to standby in case additional support is required. Reception and Estates Team are asked to prepare in case the AED, or Allergy Kit, are required at the scene.

If an ambulance is required the First Aider attending will organise this, along with the assistance of Reception and Site team.

### **Bleeding Injuries**

If a student is bleeding from a wound:

**During lesson time:** You should press the Emergency Alert Button in SIMS or radio call on Channel 2 for an “Emergency First Aider”. If you do not have SIMS or a radio, you should telephone Reception on (Ext 101) or send a runner to reception to request reception to put out an emergency radio call for an “Emergency First Aider”.

**At break or lunch time:** You should send the student to the First Aid Room or radio call on Channel 2 for an “Emergency First Aider”.

### **Students feeling “unwell” during lesson**

If a student is to report feeling sick, unwell, or has a headache in a lesson; but has not been sick, you should advise them to attend **the First Aid Room at the next break or lunch time**. You should allow them to have a drink of water but keep them in lesson and monitor their condition.

If in your lesson you are worried about a student’s condition, they have been injured in your lesson, they have been sick or they have a valid medical pass; you keep the student with you and press the Emergency Alert

Button in SIMS. A Student Support Officer will attend and collect the student.

If students feel ill during break or lunchtime, they should report to the **First Aid Room**.

## **Student Medical Conditions**

Parents will be asked to complete and sign a medical consent form when their child is admitted to school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable, under the circumstances, and will always act in good faith, while having the best interests of the student in mind.

Students who have medical conditions are identified on SIMS and on the registers by a black dot against their name. Information relating to the condition and any care plan will be uploaded into SIMS in linked documents. Teaching staff are responsible for familiarising themselves with the medical conditions of students in their classes. If you require any further help or assistance, please speak to the Student Support Manager or SENCO.

## **Student Medication Administration**

Students' medication will be stored in the First Aid Room. **Student medication is only administered at break or lunch times.** If the medication is prescribed to be taken at a set time which is during lessons, a Student Support Officer will come and collect the student at that time. First Aiders cannot issue any medication without parental consent. **Students should not be allowed leave lesson or attend for medication outside of break and lunchtime.** If in doubt, please press the Emergency Alert Button in SIMS. This is in line with the school's Administering Medications Policy, and in accordance with the student's individual medical plan.

## **Sending Students Home**

No student can leave the school because of an injury or because they feel unwell without the authorisation of the First Aid Lead/Student Support Manager or SENCO. If authorised, the student should be collected and signed out at Reception. The decision to authorise a student to be sent home rests with the First Aid Lead/Student Support Manager or SENCO. In their absence, a Designated Safeguarding Lead, should be asked to decide. If a parent wishes to collect a student due to injury or ill health, but the school does not authorise the collection; it will be marked down as an unauthorised absence/collection, unless medical evidence is retrospectively provided.

A quiet area will be set aside for withdrawal and for pupils to rest. They will be monitored, while they wait for their parent/guardian to pick them up. A student can only go home with person named on the school's Sims system and should not be sent home with anyone who is not listed as an emergency/priority contact.

## **Staff Accident/Illness**

If you suffer an accident at work, you must visit the nearest **First Aid Room at break/lunch time** or alternatively request a **First Aider to attend to you using the Emergency Alert Button in SIMS or Radio Channel 2. An incident report form must be completed accordingly.** If you then need to go home, HR must be informed to organise cover, if required and record your absence from school. This is a mandatory requirement. If you are ill during the school day and feel the need to go home, again you must obtain permission from your Line Manager and notify HR.

## **Vaccinations, School Nurse Visits, Individual Healthcare Plans**

The SEND (Special Educational Needs and Disability) office will be responsible for arranging medical passes

and individual healthcare plans in conjunction with the First Aid Lead/Student Support Manager. Temporary Medical Passes can be arranged by Student Support Officers.

Bookings for school nurse visits and vaccination sessions will be organised by Student Support Officers overseen by the Student Support Manager.

### **Mental Health First Aid for Students & Staff**

The school will ensure that first aid training courses cover mental health, to help them recognise the warning signs of mental ill-health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional, and Mental Health (SEMH) Policy.

Qualified Mental Health First Aiders for students and staff as available by making an appointment by emailing [studentsupport@abbeycollege.cambs.sch.uk](mailto:studentsupport@abbeycollege.cambs.sch.uk)

### **Appointed First Aid & Mental Health Lead**

The appointed First Aid + Mental Health Lead with overall responsibility for day to day first aid facilities, training and equipment provision should report any concerns to the School Business Manager/Health and Safety Manager.

## Appendix A- Parental Agreement Form



# Abbey College, Ramsey Medication Administration Form

The school will not give your child medicine unless you complete and sign this form.

### Administration of medication form

Date for review to be initiated by:

Name of child:

Date of birth:

Form:

Medical condition or illness:


### Medicine

Name/type of medicine

(As described on the container):

Expiry date:

Dosage and method:

Timing:

Special precautions/other instructions:

Any side effects that the school needs to know about:

Self-administration – Y/N:

Procedures to take in an emergency:


**NB: Medicines must be in the original container as dispensed by the pharmacy.**

### Contact details

Name:

Daytime telephone number:

Relationship to child:

Address:

I understand that I must deliver the medicine personally to:

Year Group Parent Communicator / First Aid Lead

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_.

## Appendix B- Parental Agreement Form



# Abbey College, Ramsey

## Request for student to carry own medication

**This form must be completed by parent/guardian.**

This form is to allow a student to carry their own medication e.g., Asthma inhalers, Epi-Pens, Insulin pens etc.

**(For tablets or liquid medication – please complete the administering medication form)**

Date for review to be initiated by:

Name of child:

Date of birth:

Form:

Medical condition or illness:


### Medicine

Name/type of medicine

*(As described on the container):*

Expiry date:

Dosage and method:

Timing:

Special precautions/other instructions:

Any side effects that the school needs to know about:

Self-administration – Y/N:

Procedures to take in an emergency:


**NB: Medicines must be in the original container as dispensed by the pharmacy.**

### Contact details

Name:

Daytime telephone number:

Relationship to child:

Address:

I understand that I must deliver the medicine personally to:

Year Group Parent Communicator / First Aid Lead

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_