

# John Port Spencer Academy



## FIRST AID POLICY AND SUPPORTING STUDENTS WITH MEDICAL NEEDS

### FIRST AID PROCEDURES IN THE ACADEMY

## **Principles**

First aid is coordinated by the First Aid Officer from the first aid room in the Edale building. The First Aid Officer is fully trained in first aid but is not qualified medically or as a paramedic. Students should be referred First Aid by a member of staff. First-Aiders will attend incidents where emergency First Aid is required. Professional help will be sought when needed.

Parents who believe their child is ill or requires medical treatment should not send them to the Academy. Pre-existing conditions/injuries will not be treated unless this is part of a care plan already agreed with the Academy.

If a child becomes ill and/or requires medical attention, parents will be contacted and must arrange to collect their child. If the child's condition is serious enough the Academy may summon medical assistance or send the child to hospital before parents/carers have arrived. If a child reports for first aid but the condition can be dealt with in the Academy parents will be informed.

If a child suffers from a chronic condition, is undergoing a programme of treatment or is at risk of a severe allergic reaction the Academy should be informed and a care plan agreed. Relevant information will be maintained on the Academy electronic system and will be shared, confidentially, with staff likely to come into contact with the child.

## **Medication**

No member of staff should administer any medicines to students. The only exception to this is where a care plan has been agreed. Under these circumstances, medication will be supervised by the Academy with the First Aid Officer in the First Aid area and provided to the students to administer themselves. No medication will be provided by the Academy. Parents should decide whether they wish their child to carry the medication for any routine condition and should limit the provision to the appropriate daily dose.

The first aid room will supervise medication for chronic conditions (for example, asthma or diabetes) or where a child is undergoing a course of treatment (for example antibiotics).

Children with a risk of a severe allergic reaction who require epipens should carry the device with them. In an emergency, the size of the site makes it impractical to bring an epipen from the first aid room to an incident. Children should be trained to administer the epipen. Parents are responsible for checking the state and use by dates of the pens. Staff are generally not trained to administer the epipen, as their use is very rare.

Medications that are part of a students' individual care plan are stored in the Academy and there is a contents inventory; they are stored in a lockable room and they are signed in and out by the student with staff counter signature.

Where a student repeatedly seeks first aid assistance (three visits to first aid in a term, or where the Academy thinks it appropriate) parents will be contacted and requested to make an appointment with their GP.

## **Responsibilities**

Where a student is deemed too unfit or unwell to attend lessons, parents will be contacted to arrange for the student to go home. If a child's condition has not improved within 30 minutes of arriving at first aid or whose condition is obviously deteriorating, parents/carers will be contacted and medical assistance may be summoned.

If a child is treated or gives cause for concern then the Academy (usually the First Aid Officer) will contact the parents by phone, text or email.

If a child reports a head injury, the parents are always contacted, even if it is felt that the child can remain in the Academy.

Any concerns about a child's wellbeing or safety will be reported immediately to the Assistant Vice Principal responsible for safeguarding.

### **Attending first aid**

Normally only those students who have their planner (or a note) signed by their teacher, those with a care plan and those accompanied by a member of staff will be seen for first aid. Exceptions to this are children injured before Academy hours or during a break and children in obvious distress.

### **First Aid Officer Procedures**

The First Aid Officer carries a radio tuned to Channel 1 to ensure efficient communication is kept. Should the First Aid Officer have any problems with children requesting first aid they can call upon the relevant Head of Year, Pastoral Manager or a member of the Senior Leadership Team for assistance. Poor behaviour in the first aid area is not tolerated and will be reported to the offending student's Head of Year and Pastoral Manager.

The First Aid Officer will check the queue and the rest room (if occupied) every 15 minutes.

The First Aid Officer will provide a weekly report to the Assistant Vice Principal responsible for Safeguarding. The Principal will also be informed of any incidents where assistance from paramedics was required.

When dealing with an emergency the First Aid Officer will stay with the student at the scene unless they are using the phone to talk to the emergency services, the general office or the Senior Leadership Team. If they need additional support at the scene, or to locate a member of staff, a parent or the emergency services, the First Aid Officer should instruct a member of staff to facilitate this. The First Aid Officer is in charge at the scene of an incident and staff must support them and follow their instructions.

When the First Aid Officer decides to call medical assistance or a parent, the Academy will fully support this decision and should there be any difficulty with parents then a member of the Senior Leadership Team will deal directly with the parent/carer.

When using the radio in connection with first aid, student names will not be used and emotive language should not be used. Any detailed conversations should be over the telephone, or if this not possible due to location, radio channel 5 will be used.

Staff who are currently first aid trained (February 2019)

Staff Name		Role	Location	Expiry date
<b>Craig</b>	<b>Jeffrey</b>	<b>First Aid Officer</b>	<b>Edale</b>	<b>04-Feb-21</b>
Victoria	Hickman	Teaching	Flamstead	18-May-19
Laura	Brobyn	TA	Jubilee	20-Oct-20
Judith	Brockley	Premises	Site	20-Oct-20
Nathan	Collier	Pastoral	Chatsworth	20-Oct-20
Emma	Dunn	Alternative Provision	Bridge	20-Oct-20
Chad	Gaynor	Alternative Provision	Bridge	20-Oct-20
Carolyn	Golaub	Safeguarding	Edale	20-Oct-20
Kate	Kniveton	Pastoral	Bakewell	20-Oct-20
Briony	Nadin	Cover Administrator	Chatsworth	20-Oct-20
Mary	Pemberton	Pastoral	Bakewell	20-Oct-20
Helen	Perry	TA	Jubilee	20-Oct-20
Wayne	Perry	TA/safeguarding team	Bridge	20-Oct-20
Daniel	Ryalls	Premises	Site	20-Oct-20
Richard	Temple	TA	Jubilee	20-Oct-20
Danielle	Woodward	TA	Jubilee	20-Oct-20
Teresa	Dare	Pastoral	Chatsworth	26-Oct-21
Anne	Johnstone	Technician	Flamstead	26-Oct-21
Fran	Marriot	Technician	Flamstead	26-Oct-21
Philip	Owen	Technician	Hathersage	26-Oct-21
Elizabeth	Pacey	Cover Supervisor	Leisure Centre	26-Oct-21
Raynie	Philips	Technician	Flamstead	26-Oct-21
Andrea	Tams	Technician	Flamstead	26-Oct-21
Cheryl	Walsh	Attendance	Ashbourne	26-Oct-21
Paul	Whittingham	Technician	Derwent	26-Oct-21