

## FIRST AID & MEDICAL ROOM POLICY - LETTINGS

<b>Date last reviewed</b>	June 2025
<b>Committee Responsible</b>	SBS (RJA & VPR)
<b>Designated member of staff</b>	RJA/Vicki Price on SBS cttee to M Thomas
<b>Date of next review:</b>	June 2028

- The individual will be assessed by the letting group's designated First Aider
- If the individual is poorly and unable to continue in their session, parents will be contacted to either pick up the student from school, or authorise the student to leave.
- If the individual is injured and unable to continue, parents will be contacted and the session supervisor / first aider will stay with the individual until parents or nominated individual is able to come and collect them
- A log will be maintained by the club / group detailing injuries/illnesses requiring attention during club sessions.

### FIRST AID

Wounds will be assessed and cleaned and dressed as required. If the injury requires further medical attention immediately a parent will be contacted and advised.

### EMERGENCY

**In cases where there is a medical emergency and an ambulance is required:**

- Contact emergency services
- Contact Parent
- Contact duty site staff at Grey Court
- Site staff to ensure gates are open for emergency services
- Site staff to ensure emergency services know where the casualty/student is located
- If the parent is unable to travel in the ambulance from the school, then an appropriate adult will need to travel with the participant.
- ***There are 3 defibrillators in school for use in an emergency. One in 6th form (in a clearly marked cupboard in reception). One under the main school reception counter and one in Newman House. A 4th defibrillator will be secured to the external wall of the sports pavilion in the summer of 2025***

### MEDICATION

**Participants with pre-existing conditions requiring medication**

- Consent for administration of any medication must be received from parents. Details of this will be captured in a medication log kept by the activity organiser and designated first aider.

- In cases where medication is held and no written consent has been received, a telephone or in-person conversation authorising the administration is required. This conversation should be captured in the medication log.
- Accidents will be captured on an accident form and stored by the group / organisation first Aider and group organiser.

## **INFECTION CONTROL**

- Sanitise hands in between each individual requiring First Aid
- Where body fluids have been lost, ensure gloves are worn to protect student and yourself from infection
- Body fluids must be cleared and cleaned appropriately:
  - Clean small amounts with paper towel and disinfectant spray – ensure towel placed in YELLOW biohazard bin. WEAR GLOVES and APRON. Dispose of these appropriately.
  - Larger amounts of body fluid spills should be managed using the spill granules/powder in conjunction with duty site staff. These are found with the site staff who should be notified in a timely manner

## **MEDICAL CONDITIONS – MANAGEMENT OF DATA**

- Parents inform club/activity organiser of medical conditions prior to start date.
- Information received with medication and stored in club / activity's First Aid book
- When a participant with a medical condition leaves the club or no longer participates in the group activity, medical data is appropriately archived in accordance with GDPR protocols.

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GREY COURT

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SCHOOL