

## First Aid/Medical Room Policy

<b>Date last reviewed</b>	June 2022
<b>Committee Responsible</b>	SBS
<b>Designated member of staff</b>	Gary Bashford
<b>Date of next review:</b>	June 2024

### PROCEDURE

- The student arrives in the medical room with a note in planner from the current lesson
- The student will be assessed by the qualified First Aider
- If the student is able to return to lessons, the medical room manager will email/call the parent(s)/care(s) advising them of their child's visit to the medical room and the outcome
- If the student is poorly and unable to stay in the school, parents will be contacted to either pick up the student from school, or authorise the student to leave
- Students will sign out with the attendance officer
- An electronic log will be maintained, with brief details, of all students visiting the medical room.

### FIRST AID

#### The medical

A list of first aiders is placed in prominent positions inside and outside the medical room  
First aid boxes are in various areas of the school and staff know where to locate these.  
A log of checks on first aid boxes is maintained.

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

Parent/Carer will be contacted in cases where the First Aider considers that further review of an injury may be required, but the student is able to stay in school – this will be done via telephone.

## **EMERGENCY**

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

- Contact emergency services
- Contact Parent/Carer
- Reception to print out SIMS details of student
- Reception ensures gates are open for emergency services
- Reception ensures emergency services know where the casualty/student is located
- If the parent/carer is unable to travel in the ambulance from the school, then an appropriate adult will need to travel with the student

## **MEDICATION**

**Students with medication held in the school medical room:**

- Consent for administration of any medication must be received from parents. Details of this will be captured in planners and in Health Care Plans. Health Care Plans, for each year group, are held in a locked cupboard in the medical room.
- In cases where medication is held in the medical room and no written consent has been received, a telephone conversation authorising the administration is required. This conversation should be captured in the electronic Medical Log.
- In all cases, any student entering the medical room will have details taken of the injury/illness and any action taken by the First Aider will be entered in the electronic Medical Log.
- Accidents will be recorded in the electronic accident form.

## **CONFIDENTIALITY**

Any conversation which is considered 'confidential' from the student will be managed as in the Safeguarding and Child Protection Policy and Staff Handbook.

## INFECTION CONTROL IN MEDICAL ROOM

- Sanitise hands in between each student 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 in the medical room and around the school should be managed using the spill granules/powder. These are found with the caretaker and in the medical room.
  - EACH EVENING the medical room should be cleaned with appropriate cleaning fluid by site cleaning staff.

## MEDICAL CONDITIONS – MANAGEMENT OF DATA

- Parents inform school of the medical condition(s) prior to the start date
- Data input onto SIMS
- Medical Officer extracts data, sends/emails Consent form and Health Care plan to home address
- Liaise with school nurse (Maureen Brannagan-Freeman) for any unusual medical condition or where additional training is required
- Information received with medication is stored in the First Aid room (*see year group medication book*)
- Meeting with parents arranged to discuss care plans – Include school nurse/diabetic nurse as appropriate.
- The Medical Officer runs reports prior to trips to ensure data is still accurate.
- At the end of year 11, medical data is archived for those students who do not continue to the 6<sup>th</sup> form and for all other students at the end of Year 13.

## TRIPS

- The Medical Officer runs a report of students attending trips and provides any emergency treatment (epi-pens, asthma inhalers, glucose, epilepsy treatment) to appropriate staff attending the trip.
- Ensure any training is provided to administer rescue medication.