



**Broadwater School  
First Aid/Medical Support in  
the School Setting Guidance  
May 2020  
(Due for Review Sept 2023)**

## First Aid/Medical Support in the School Setting Guidance

Any medical incident will be dealt with by Mrs Carole Thompson (Student Services Manager) or another first aider whose responsibility it is to assess and treat minor injuries. In the case of emergency, Mrs Thompson will assist the injured person with the purpose of preserving life and minimizing the consequences of injury or illness until professional help arrives.

The following members of staff are currently qualified First Aiders and hold the following qualifications:

1. Suannah Alford - First Aid at Work
2. Lin Bedworth Ray - First Aid at Work
3. Sarah Bushby - First Aid at Work
4. Stuart Cook - Emergency Rescue Level 2, plus Diabetes training
5. Karen Carling - First Aid at Work
6. Sean Cordery - First Aid at Work
7. Kerry Fowler - First Aid at Work
8. Alejandro Gomez - First Aid at Work
9. Will Grove - First Aid at Work
10. Jenny Hanson - First Aid at Work
11. Liz Hogg - First Aid at Work
12. Megan Lennon - First Aid at Work
13. Claire Link - First Aid at Work
14. Jane Macholl - First Aid at Work
15. Aimee Morris - First Aid at Work
16. Melanie Pearson Jury - First Aid at Work, plus Diabetes training
17. Elaine Phipps - First Aid at Work
18. Martin Rolls - First Aid at Work
19. Cedric Simmonds - First Aid at Work
20. Fiona Spena - First Aid at Work
21. Carole Thompson - First Aid at Work
22. Ruth Till - First Aid at Work
23. Sonya Turpin - First Aid at Work
24. Nicholas Walker - First Aid at Work
25. Oliver Whitman - First Aid at Work

It is the school's intention to ensure that there is first aid trained members of staff available across the school premises that are ready to assist with any incident until Mrs Thompson or another fully trained first aider can arrive.

### In the case of an emergency

In an emergency the injured/sick child should **not** be left unaccompanied at any time and help should be sought by sending a responsible student with the appropriate details to Student Services. Alternatively a member of staff with a radio can contact Student Services for assistance. A qualified first aider will then assist with a First Aid kit, and wheelchair if necessary, and should an ambulance be required this will be summoned immediately by liaising with main reception. When it has been necessary to summon an ambulance, every effort will be made to contact the parents/guardians immediately. If necessary, a member

of staff will accompany the injured student in the ambulance and will remain with him/her until the parents/guardians have been located.

All injuries that require a student to seek medical treatment are recorded by completing an accident form (kept in Student Services). The information is then entered onto Surrey's on-line Accident Reporting Website and an e-mail confirmation is received that the incident has been logged. The incident is then reviewed and submitted by the School Business Manager and it is automatically forwarded to the relevant departments at Surrey County Council and the Insurance Unit. A copy is kept in the Medical Room. Where applicable, the on-line system allows a RIDDOR report to be forwarded to the Health & Safety Executive (HSE).

### **Administering Medicine to Students**

Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try and arrange the timing of doses accordingly.

If medicine has to be administered parents have to complete a Parental Medicine Form giving parental agreement for the school/setting to administer the medicine. The required prescribed medication must be in its original packaging. An individual record is kept in the medical room of the student's name, the time and reason for administering the medication.

The school will provide paracetamol if parents have given written permission and it is recorded on SIMs. Verbal permission is also required at the time the student requests it. A form will be given to the student to take home which confirms the date, time, dosage and the name of the member of staff who administered the paracetamol.

### **Foreign/International Medication**

Foreign/International medication cannot be accepted and should be re-prescribed by the family GP.

### **Students with Special Medical Needs**

A Healthcare Plan will be put in place for any student with a medical or physical condition (asthma, allergies, diabetes, epilepsy etc). This should be completed by the students' parents/guardians and returned to Mrs Thompson, who will then circulate copies to all relevant personnel. It is paramount that several contacts are included, and at least **two** contact numbers for each person is included. It is important that the contact details are kept up to date.

All healthcare plans will be revised as necessary at the start of each new academic year and it is the parent/guardian responsibility to inform the school of any immediate changes in their child's condition.

The school operates a 'need to know' basis and therefore believes that the healthcare plans in place for students with special needs/medical issues should be accessible to all teaching staff in order to ensure that any incident is managed safely. Healthcare plans for individual students will be on SIMS and a paper copy can be located in the medical room. Risk assessments are put in place when needed to support visits or trips. These will be planned and written in liaison with parents, students and health care professionals consulted if applicable.

### **Allergies**

Students suffering from severe allergies should carry around an adrenaline auto-injector in their school bag at all times. If any student forgets to bring in his/her adrenaline auto-injector, Broadwater School has a spare autoinjector in the medical room. Likewise, one adrenaline auto-injector clearly labeled in a container with a photo of the child should be provided to be kept in the Medical room in case of emergency.

Parents should reiterate the importance of NOT accepting shared food during the school day. Please note Broadwater School is a nut free school.

It is the responsibility of the parents to ensure that all medication required in school is in date and in the original packaging so please take a note of expiry dates before sending them into school.

### **Asthma**

Students requiring an inhaler should carry one on them at all times and a spare inhaler, clearly labeled and in date should be kept in the Medical room. The Medical room can supply an emergency Ventolin inhaler if the student does not have one in school and requires assistance. Written permission from parents / guardians to use the emergency inhaler is required in advance.

### **Diabetes**

Students with diabetes are encouraged to supply their own diabetic supplies to the Medical Room. Fast-acting sugar in the form of dextrose (glucose tablets), GlucoGel or fruit juices and slower acting sugar carbohydrates (biscuits) supplied by the parents can be stored in the Medical room and made available to the student if required.

### **ADD (Attention Deficit Disorder) and ADHD (Attention Deficit Hyperactivity Disorder)**

Students with ADD or ADHD may require controlled medication during the school day. This should be taken under the supervision of a designated member of staff. Medication will be kept stored in a locked filing cabinet in the Medical room.

### **First Aid Boxes**

First Aid kits are located throughout the school and it is each department's responsibility to ensure that they are fully stocked. Green cross signs on doors identify the location of a First Aid box in the event of an emergency, along with the name of each member of staff who is first aid trained.

### **Offsite Visits and Residential Journeys**

The Educational Visits Co-ordinator, Mrs Carling, will supply First Aid kits for staff when taking children off site. She will also ensure that the trip leader is solely responsible for carrying the First Aid kit and any special medication that students may need to administer during the trip. Any medication administered will be dually logged by staff.

It is the parents'/guardians' responsibility to provide all medication in its original packaging with the student's name clearly labelled and with clear instructions on the required dosage.

Reviewed by Governors date: January 2020