

S16 MEDICAL TREATMENT OF STUDENTS PROCEDURES

Last Reviewed: July 2009
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Responsible: A. Hemmings

FIRST AID PROCEDURES

1. Students feeling unwell should not be allowed home without a phone call to parents and arrangement made for them to be collected.
2. All injuries will be treated by a trained First Aider (see lists displayed in offices and staff rooms).
3. Medicines must not be prescribed by members of staff to anyone – staff to staff, staff to student. Should it be necessary for students to take prescribed medication, written permission and details of the dosage / frequency must be supplied by the parent/guardian to the school office.
4. Injured or sick students requiring hospital treatment will be transported by ambulance or collected and taken by a parent.
5. Girls requiring hospital treatment will be accompanied by a female member of staff, where possible.
6. All injuries must be recorded as follows:
 - On the Academy's Accident or Incident Report Form.
7. Disposable gloves should be used when dealing with any body fluids. These are available from the school offices

Students who need to use a prescribed EpiPen or Anapen auto-injector for anaphylaxis:

- a) the student must carry the pen with them at all times;
- b) the student must know to avoid the food/trigger that causes their reaction;
- c) the student must have been shown by a medical professional how to use the pen in the event of a reaction;
- d) parent to supply a spare pen which will be kept in the first aid room;
- e) It is the responsibility of the parent to keep the pens in date.

In an emergency the 'defence of necessity' overrides the need for consent and therefore, because all first aiders have an overriding duty, at common law, to preserve life and limb, first aiders are required to help a casualty to administer an auto-injector. This means even if they have not received specific training, they can administer an auto-injector to a casualty with anaphylaxis.

Although the regulation may appear restrictive, sticking to them will reduce the risk of mishap, and the main aim of First Aid – **preserving life and minimising the consequences of injury and illness until medical help is obtained** – will be achieved.

HEAD INJURIES

If a student suffers an injury to any part of the head then they should be sent to the Office or a trained 1st Aider called to examine the student.

If in the opinion of the trained 1st Aider, the injury is not serious enough to warrant going immediately to hospital then the parents should be told this on collection or by telephone and advised to consult their hospital or GP for a check-up as a safety precaution in their own time.

In the event of serious injury the Office 1st Aider or the 1st Aider called to attend should:

- a. Phone the Ambulance;
- b. Telephone the parent(s);
- c. Telephone the Principal and the Business Director;
- d. Complete the Academy's accident report form within 24 hours.

It is important for staff to note that it is a legal requirement for all injuries to students which result in going to hospital to be reported promptly by telephone to the Health and Safety Executive and also within 10 days on their approved form. The Academy's Health and Safety Officer will be responsible for this.

Staff must complete the Academy accident report form for injuries to students in their care or injury they have observed within 24 hours and this must be given to the office First Aider.

TRAINED FIRST AIDERS

There are trained First Aiders available in the Heads of House offices. A full list of First Aiders is available from the offices.

HEALTH

The Bushey Academy will seek to support, as far as is practical, any child that has a medical or health condition to ensure his or her health and safety, welfare and inclusion in school life. The Academy acknowledges that chronic illness such as diabetes, HIV and hepatitis can impact on the child and their family in varying degrees, mainly on attendance, behaviour and educational attainment; aims to create a supportive environment and recognises that a child living with or affected by a chronic illness has the right to access education and that support will be provided to the child and their family.

If any parents know that their child suffers from a complaint which is likely to affect schooling, it is important that the school is aware of this and can offer the necessary support. The Academy acknowledges that if a family discloses any information about illness or disability affecting the child or members of his/her family, any sharing of that information will be done on a need-to-know basis and only with the consent of the student and/or parents, unless there is a child protection issue.

Universal First Aid procedures and standard hygiene control measures are in place to prevent the transmission of HIV and other blood borne infections where spillage of blood is involved.