



Sir Harry Smith
COMMUNITY COLLEGE
AMBITION & ASPIRATION FOR ALL

First Aid and Medical Conditions

Policy Reference: S11

To be reviewed: every three years

Policy Owner: Richard Potter

Policy Progression Revisions

Date	Reviewed by	Description of changes
16/07/2014	Full Governors	Ratification
28/01/2021	FGB	Removal of section 3 – Asthma

Date Approved	October 2022
Date Reviewed by	October 2025
Signature of Chair	
Print Name	

FIRST AID AND MEDICAL CONDITIONS

Student Illness and Accidents

When it is brought to a member of staff's notice that a student is ill or has had an accident, the member of staff concerned has to make a judgement about whether action is required and whether a visit to the First Aid room is really necessary. Therefore, staff should approach such judgements by listening to the student carefully, looking at any visible symptoms and making a positive judgement.

1. Minor Injury/Illness

1.1 Send or take student to the First Aid room/Reception (giving signed permission slip if sent from a lesson).

1.2 Appointed First Aider will give First Aid if required and either:

(a) send student back to lesson (A student seen in the First Aid room or Reception will usually be given a white slip);

OR

(b) contact parent or local relative and arrange for student to be taken home.

1.3 No student to be discharged from College unless there is someone at home to receive them or a parent has given permission for the student to go home. This is followed up by a telephone call to ensure the safe arrival of the student.

1.4 An injured or sick student should not be allowed to travel home alone.

1.5 No student is to be discharged from College without permission of the Principal, Deputy Principal or Year Leader, unless the student is very obviously ill or injured and a parent has been contacted to collect the student.

1.6 Students must not be asked to wait to see the First Aider. If the First Aid room is locked, they must be sent to Reception.

1.7 If students particularly wish to see the College Nurse, they should make an appointment via the First Aider in the First Aid room or Reception.

1.8 A pink form must always be filled in for a student sent home (Annex 1).

1.9 In cases where there is any doubt, always make sure telephone contact is made with the parent so that they can judge for themselves when the student gets home. The telephone call can be made by teaching staff/Year Leader/office staff but it is essential that such contact is made for every student whose health is in doubt as a result of an accident in the College or any symptoms which have developed during the College day.

2. Serious Injury/Illness

All First Aid is to be carried out by a First Aider in College.

- 2.1 Leave student where he/she is.
- 2.2 Telephone or send one student/adult to The First Aid room or Reception stating briefly what has happened and where the injured student is.
- 2.3 Appointed First Aider will go to the injured student, give First Aid and advise if ambulance is required.
- 2.4 First Aiders/Reception staff only will normally telephone for an ambulance, stating briefly the nature of the injuries and number of injured students.

Do not delay in sending for the ambulance when required

- 2.5 First Aiders/Year Leader/Reception staff will contact parents or other local relative.
- 2.6 Injured student to be accompanied in the ambulance by an adult (Accident Department at Peterborough District Hospital will not accept unaccompanied minors).
- 2.7 Accident form to be completed by First Aider, a copy kept in the First Aid room and the original sent to Health and Safety at Cambs County Council. (This is confidential and should not be completed with the student present).
- 2.8 A note should be given immediately to the Year Leader of the name of the student who has gone to hospital.

3. Medical Conditions and Administration of Medication

- 3.1 Responsibility of parents/guardian:
 - a) To inform the school of any medical conditions. We need this information in order to safeguard the student and support in any way we possibly can.
 - b) To supply in-date emergency medication and also general medication.
 - c) To ensure students who require medication before College have been given it, this ensures they are at their best while in College.

4. Medical Documentation

- 4.1 The College keeps student files containing all relevant information. Care plans are completed where appropriate, when communication is made that the student has a medical condition. This plan is drawn up with the help of specialist medical professionals, student support and parents/guardians. These care plans give us an action plan relevant to the student's needs. It is also helpful if the emergency services need to be called.
- 4.2 All first aid and medication that is dealt with by the First Aid room is logged.

5. Administration of Medication

- 5.1 A green medication consent form (Annex 2) needs to be completed by the parent/guardian for any medication that needs to be taken at College.
- 5.2 Medication must be in its original container labelled with the student's name and date of birth.
- 5.3 All medication that is administered in College is logged.
- 5.4 Students with emergency medication, such as an EpiPen, keep this on their person at all times.

6. Emergency Plans

- 6.1 The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants of or the users of the College. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - a) Save life;
 - b) Prevent injury;
 - c) Minimise loss.

This sequence will determine the priorities of the emergency plan.

- 6.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.
- 6.3 The Cambridgeshire County Council document "Responding to Critical Incidents" will be used in preparing the emergency plan.

7. First Aid

- 7.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 7.2 The number of certified first aiders will not, at any time, be less than the number required by law.
- 7.3 At the discretion of the Governing Body, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the appropriate Governing Body subcommittee, annually after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the Governing Body as being sufficient to meet the needs of all foreseeable circumstances.

- 7.4 Supplies of first aid material will be held at various locations throughout the College. These locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 7.5 Adequate and appropriate first aid provision will form part of the arrangements for all out of College activities.
- 7.6 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the College premises or as part of a College-related activity.

8. Review

- 8.1 The Governing Body will review this Policy statement and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.