

FIRST AID PROCEDURE DURING CLASS TIME

Sending students out of class due to illness

In the event that a Teacher feels a student is too unwell to remain in their class the Teacher should send the student to Student Services. The teacher should give them a note stating:

- the nature of the illness
- the lesson
- the time
- the Teacher's name

If a student arrives at Student Services during class time without this information they will be returned to class. By giving a note we will have a record of illness clearly visible to both school and home to enable continuous monitoring.

A member of Student Services will attend to the student and make the decision to either keep them, or return them to class.

If it is judged that a child needs to be sent home or parents contacted the call will be made by Student Services and a record will be kept. If the student has below 96% attendance they will contact the Pastoral Team for advice.

Minor accidents or injuries during class time

Should a student suffer a minor injury during class time, this should be dealt with within the department (not faculty). Each department has a new fully stocked first aid box to deal with a minor injury. The school have 6 First Aiders; however minor injuries (bruises, cuts, grazes etc.) can be dealt with by a non-First Aider.

More serious injuries or medical conditions

These must be dealt with by an appointed person. A list of First Aiders is posted in every classroom. Should the student need to be sent home as a result of a more serious injury or condition, please send them to Student Services with the information (above) clearly written on a note.

Each student with a recognised medical condition that requires prescribed drugs has it logged on their SIMs record; these will include Diabetes, Asthma, and Allergies. Epi pens, inhalers and insulin will be kept in Student Services/Head teachers PA's office.

Prescribed medication for short term illness/condition will be kept in Student Services. Students administering medication will be supervised by a member of staff.

Major accidents or incidents requiring external services

In the event of a major accident or incident a Fully Qualified First Aider must be present and should have a radio with them. Information can be transmitted via radio to Reception or the Head's PA to phone for emergency services. The Fully Qualified First Aider should remain with the student/s until the emergency services arrive.