

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 or Reception. The Teacher should mark in the student's planner, on the correct date the following information:

- 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.

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

Should the illness continue, then a member of Student Services or Reception will check the student's attendance record. If a student's attendance is 96% or above, they will make the decision to send them home. If the student has below 96% attendance they will contact the Pastoral Team for advice.

By signing the planner we will have a record of illness clearly visible to both school and home to enable continuous monitoring.

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 fully stocked first aid box to deal with a minor injury. The school have 17 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 in their student planner.

Each classroom will be given a list of students with recognised medical conditions that require prescribed drugs. These will include Diabetes, Asthma, and Allergies. Epipens, inhalers and insulin will be kept in Student Services.

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.