



The Sutton Academy

Medical Attention of Children Policy

Status	Statutory
Responsible Governors' Committee	ALT
Date last approved by GB	10/11/2018
Responsible Person	Mr J Brian
To Review Date	October 2020
Last Amended Date	October 2019

Medical Attention of Children in the Academy

Inevitably children will be taken ill or have accidents in the academy, it is important that all staff are familiar with the procedures to be followed if such an event should occur in a class of which they have charge.

- If a child is taken ill and you are convinced that it is genuine, a permission slip to see the Head of Year should be written. The child should then be escorted, or sent, to the student reception after attendance has been checked.
- No pills or medicines are to be given to any student without a written request from the parent. This includes over the counter medication such as aspirin/paracetamol.
- All staff should be aware of the whereabouts of first aid supplies, such as the medical room, all staff work areas and main staff room: especially those departments which are more likely to have minor accidents, eg science prep room and design technician room, food technology dry goods store room.
- First aid treatment is only intended to make a patient more comfortable. Staff should not attempt to give medical advice.
- If a child is ill, the illness is judged to be temporary, eg stomach ache, headache, it may be felt that the child should remain in school until the condition passes off. We should not attempt to cope with conditions which continue longer than an hour or more without trying to consult the parent or ask them what they wish to have done. We should always be prepared to send a child to hospital if the pains are in any way suspicious or we fear the existence of a broken bone, but always an attempt must be made to contact the parent/carer and advise them of the situation.

If a child is ill and it is decided immediately, or subsequently, that they should go home or to the hospital, authority for this can only be given by a member of the academy leadership team or Head of Year. **Parent/Carer should be contacted and, whenever possible, a parent/carer should collect the child from school.** If hospital treatment is thought necessary, arrangements can be made for a parent to meet their son/daughter at the hospital. At times it may be necessary to send for an ambulance. At other times, a member of staff may use their own car with another member of staff present. We should try to arrange for a parent/carer or relative to assume responsibility for the child. It is not expected that the member of staff should spend hours waiting by a child in hospital but if the family cannot be contacted, then we must be seen to act as a good parent might act in those circumstances. (If this places the member of staff in difficulty telephone the academy for assistance).

FIRST AID PROCEDURES

Minor Injuries

Students should be sent, with a note and for an escort if appropriate, to Student Reception, for the Appointed Person - Mrs Suzanne Jennings to render first aid.

First aid kits are also available in all staff work areas for first aid trained staff to administer first aid. In such circumstances, the member of staff administering first aid should ensure details are entered into the first aid/accident log kept in reception or an online accident report form available from Mrs Suzanne Jennings is completed. If there is any doubt as to which documents should be completed the member of staff should consult with the Appointed Person - Mrs Suzanne Jennings. If an online accident report form is completed it must be immediately passed to the Estates Manager immediately for entry of details onto the St Helens Local Authority online accident reporting system.

Serious Injuries

Do not move casualty more than is necessary. Inform Mrs Suzanne Jennings or another first aider who will assess the situation. If an ambulance is required, the main office should be contacted for the office staff to arrange. First Aider and at least one other member of staff to remain with casualty. Parent/carer to be contacted. An online accident report form must be completed and passed to the Estates Manager immediately for entry of details onto the St Helens Local Authority online accident reporting system.

Ambulances

If an accident occurs which results in a casualty being transported to hospital, we would ensure that a student is either:

- Accompanied in the ambulance at the request of paramedics.
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at hospital by a parent/carer or relative.

Transport to hospital by ambulance must not be delayed pending arrival of parent/carer at the academy.

Accidents

Staff who are involved in an accident either at the academy or whilst accompanying an academy party must complete an online accident report form available from the Appointed Person and academy office.

All accident report forms should be completed by the person in charge of the child.

Notifying Parents or carer

Parents or carers are currently called:

- **When an ambulance has been called for their child.**
- When there has been a head injury (any blow to the head area including ie jaw, ear, nose etc) these are all head injuries that may lead to further complications.
- When there has been a reaction to any substance ingested.
- When there has been an Asthma attack, even when the inhaler has been used and it has subsided.
- When the use of Anti-Histamines have been used as part of an allergy kit left by parent (all instructions are in the care plans).
- When there has been a seizure of a student who has been diagnosed with Epilepsy. **First seizures need an ambulance.**
- Any cut to the body which is judged to need steri-strips/further medical treatment.
- Any query with medication left for the child to take at the academy.

A text message may be sent to a parent or carer if they refuse to pick their child up or decides it is unnecessary.

Qualified First Aiders

A list of first aiders is contained within the staff handbook and the academy Health, Safety, Welfare and Educational Visits Policy. An updated list is held in the academy main office and Estate Managers office and is detailed below

Name		Location	Expiry date
Joanne Swift. Paediatric first aid	QA Level 3 in Paediatric First Aid.	Gold/DofE	29 January 2021
Suzanne Jennings	First Aid at Work	Admin	16 April 2021
Barry Asson	First Aid at Work	D & T Technician	14 may 2021
Rob Smith	First Aid at Work	PE	02 Dec 2021
Drew Johnson	First Aid at Work	Gold/DofE	01 March 2022
Adrian Cawley	First Aid at Work (Initial)	PE	20 Sept 2019
Rachel Lithgow	First Aid at Work	PE	15 Nov 2019

	14/15/16 (Initial) Nov 16		
Kate Doogan	First Aid at Work 14/15/16 (Initial) Nov 16	6 th Form/Enrichment	15 Nov 2019
Paul Blakemore	First Aid at Work 21/22/23 March 17	Admin/ALT	23 March 2020
Dean Courtney	Emergency First Aid at Work (1 Day)	Maths	29 June 2021
Phillip Crowley	First aid at work (1 Day)	AEN	08 March 2022
Heather Worrall	Emergency First Aid at Work (1 Day)	English	29 June 2021
Mark Higginbottom	Emergency First Aid at Work (1 Day)	Humanities	29 June 2021
Peter Griffin	Emergency First Aid at Work (1 Day)	English	29 June 2021
Louise Holker	Emergency First Aid at Work (1 Day)	Performing Arts	29 June 2021
Amy Morey	Emergency First Aid at Work (1 Day)	Science	29 June 2021
Fiona Agnew	Emergency First Aid at Work (1 Day)	IT	29 June 2021
Daniel Jones	Emergency First Aid at Work (1 Day)	Science	29 June 2021
Rachel Caldcleugh	Youth Mental Health First Aider (2 Days).	Safeguarding	N/a
Emma Whiteside	First Aid at Work (3 Days)	PE	27 March 2022
Simon Crowder	First Aid at Work (3 Days)	MFL	27 March 2022
Claire Pilling	First Aid at Work (3 Days) 1-3 July 19	Admin Office	
John Brian	Emergency First Aid at Work Refresher	Estates	27 November 2021