



The Sutton Academy

Medical Attention of Children Policy

Status	Statutory
Responsible Trustees' Committee	ALT
Date last approved by TB	Not Applicable
Responsible Person	Mr N Marsh
To Review Date	September 2024
Last Amended Date	December 2023

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, you should report it to on call who will assess the situation and report it to the Head of year if necessary. The child should then be escorted to the student reception and arrangements made to be sent home if appropriate.
- No pills or medicines are to be given to any student without a written request from the parent.
- We will not administer aspirin or ibuprofen without it being prescribed by a medical professional.
- 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, e.g. science prep room and design technician room, food technology dry goods store room.
- First aid treatment is only intended to make a patient safe and comfortable. Staff should not attempt to give medical advice.
- If a child is ill, the illness is judged to be temporary, e.g. stomach ache, headache, it may be felt that the child should remain in school until the condition passes. 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 a trained first aid staff member. 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 an escort if appropriate, to Student Reception, for the Appointed Person - 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 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.
- If an ambulance is called, the Principal or a member of the leadership must be informed.

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 will be notified:

- **When an ambulance has been called for their child.**
- When there has been a head injury (any blow to the head area including i.e. 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.
- The first aider should contact the Parent/Carer if whenever they feel it is necessary.

A text message may be sent to a parent or carer if they are unable to pick their child up.

If a parent or carer decides it is unnecessary for the child to be picked up, a text message will be sent confirming their decision.

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

Staff Name	Date of Course/Course Name	Dept/Location	Certificate Number	Certificate Expiry Date
Kate Alkarafi	First Aid at Work	Sixth Form	2300165815	24 Oct 2026
Katie Norton	First Aid at Work	Exams	2300115920	19 Jul 2026
Andrea Otero	First Aid at Work	Science	2300078230	27 Apr 2026
Ellie Morris	First Aid at Work	Admin	2300036958	21 Feb 2026
Matthew Greenslade	First Aid at Work	Humanities	2200215534	24 Nov 2025
Nicola Egerton	First Aid at Work	PE	2200177640	28 Sep 2025
Christopher Bolton	First Aid at Work	Maths	2200167574	13 Sep 2025
Adrian Cawley	First Aid at Work	PE	2200166798	12 Sep 2025
Heather Worrall	First Aid at Work	Gold	2200128464	06 Jul 2025
Clair Pilling	First Aid at Work	Admin	2200119984	27 Jun 2025
Tom Langford	First Aid at Work	PE	2200083047	05 May 2025
Rob Smith	First Aid at Work	PE	2200082121	28 Apr 2025
Emma Whiteside	First Aid at Work	PE	2200080197	26 Apr 2025
Simon Crowder	First Aid at Work	MFL	2200076694	21 Apr 2025

Staff Name	Date of Course/Course Name	Dept/Location	Certificate Number	Certificate Expiry Date
Drew Johnson	First Aid at Work	Gold / D of E	2200053240	16 Mar 2025
Rachel Lithgow	First Aid at Work	PE	2200024222	02 Feb 2025
David Hughes	First Aid at Work	Sixth Form	2200024223	02 Feb 2025
Helen Howsham	First Aid at Work	LSA	2200020439	27 Jan 2025
Luke Sawyer	First Aid at Work	PE	2200020440	27 Jan 2025
Rob Hodgson	Emergency First Aid at Work	ALT	2100166033	18 Nov 2024
Dean Courtney	Emergency First Aid at Work	Maths	2100166034	18 Nov 2024
Chantelle Nichols	First Aid at Work	KS5	2656010	13 Oct 2024
Simon Holme	First Aid at Work	PE	2100093547	14 Jul 2024
Suzanne Jennings	First Aid at Work	Admin	2100050321	05 May 2024

First aid box locations 2022



ACADEMY MAP

