

THE WENSLEYDALE SCHOOL

MEDICAL FIRST AID POLICY

Purpose

To ensure the medical safety and welfare of all persons (students, staff and visitors) in the school by supporting and caring for anyone who is taken ill or is injured during the school day and ensuring that anyone who needs to take medication can do so safely. This policy should be read in conjunction with the school's Health and Safety policy.

Guidelines

Any illness or injury will be reported to the school's nominated First Aid officers who will decide on the action to be taken, as follows:-

In **minor cases**, the student will be assessed, treated and when a student recovers returned to the classroom, with a note for their teacher.

In more **serious cases**, the person may be allowed a short time to recover in the medical room. If the student does not recover sufficiently to return to the classroom after a short time, parents will be contacted to take their child home. If an adult, then alternative arrangements will be made.

In **extreme circumstances** where hospital care is felt to be appropriate, the emergency services will be called and an ambulance will take the person to hospital. If a student, the parents will be contacted. If an adult an appropriate friend or family member will be contacted. An adult must accompany the ambulance; this will be the parent if they arrive in time, otherwise it will be a member of staff. Students will not be taken to hospital in staff cars. Student's personal and contact details will be given to the ambulance personnel.

Head injuries

In **all** cases a letter will be sent home with the student and where possible, parents contacted by telephone. If concussion is suspected the student will be referred to a doctor immediately and parents informed.

Medicines

Students should only bring prescribed medicines to school if accompanied by a written request from parents. Medicines should be carefully labelled with the student's name and instructions. Medicines will be locked away securely and administered by the school's First Aid officers only in the medical room at appropriate times.

All students referred to the medical room for reasons of illness and or injury will be logged in the School Medical book.

Date of Policy: September 2020

Date of review: July 2021