



Student First Aid, Illness and Medication Procedures

Section 1 - Classifying Need

Non-urgent First Aid

Examples of general first aid incidents are:

- Small cuts / scrapes / grazes which require a plaster
- Bruising

Students should remain in lessons and report to the student office at the next available break. If the incident cannot wait until the next break, the procedure in Section 2 should be followed.

Urgent First Aid

Examples of urgent first aid incidents are:

- Head injury including vision loss
- Burns
- Lacerations / large cuts
- Sprains / dislocations / suspected broken bones
- Seizure / unconsciousness
- Anaphylactic shock following allergic reaction

The procedure in Section 2 should be followed straightaway. In addition, in the event of an urgent first aid incident the first aider will first assess if the student requires an ambulance or/and a defibrillator.

If an ambulance is required:

- Notify the PA to the Principal or Senior Administrator or Member of the Administration Team (in that order) who will call 999.
- 999 caller checks Arbor for student care plan and advises emergency services.
- 999 caller liaises between emergency services and First Aider using Channel 6 of the radio, until emergency services arrive.
- 999 caller arranges for parent to be informed whilst awaiting emergency services and notes contact on Arbor.
- First Aider completes and submits accident/incident report (accessed via Sharepoint).

After assessing the need for an ambulance and following the guidance above, the guidance in Section 2 should be followed.

If a defibrillator is required this should be taken from reception.

General Illness

Examples of general illness incidents are:

- Headache which is not injury related
- Muscular aches and pains
- Rashes
- Sore throat
- Ear pain
- Common cold
- Mild tummy ache
- Feeling sick / unwell

Students should remain in lessons and report to the student office at the next available break.

Immediate Illness

Examples of immediate illness incidents are:

- Imminent physical sickness
- Toilet emergency

If this occurs, the teacher should allow the student to leave the classroom and use the *Arbor On Call Support – Medical/Safety Concern* to alert On Call. The student should go to the nearest bathroom. On Call will then perform a welfare check and return the student to their lesson, or take them to the student office.

For both non-urgent and urgent illness, the student office will assess the student (including checking Arbor for illness history) and either send the student to lessons, or home, liaising with parents as necessary.

Section 2 – First Aid Procedures

First Aid Incidents During Lesson Time

Urgent incidents should be treated at the time. Non-urgent incidents should wait until the next break. The student requiring assistance should remain in the classroom so support can come to them.

In the event of a first aid incident during lesson time:

- Able student / member of staff to report urgent first aid incident to Department First Aider.
- Department First Aider;
 - Checks Arbor for student care plan
 - Assesses student and administers first aid as necessary
 - Completes and submits accident/incident report (accessed via Sharepoint)
 - Contacts parent and notes contact on Arbor.

First Aid Incidents During Break, Lunchtime and After School

First aid incidents which occur during break or lunchtime will be supported by Facilities Team First Aiders.

In the event of a first aid incident during break or lunchtime:

- Student / member of staff to alert a member of staff with a radio.
- Radio request for first aid assistance.
- Attendance Administrator;
 - Checks Arbor for student care plan and notifies Facilities First Aider as required
 - Contacts parent and notes contact on Arbor
 - Registers student for their next lesson, if the incident continues past the end of the break
- Facilities Team First Aider;
 - Assesses student and administers first aid as necessary
 - Completes and submits accident/incident report (accessed via Sharepoint) and updates Attendance Administrator.

For incidents occurring during break or lunch, but not reported until after the warning bell, the student should attend their lesson as normal.

First Aid Incidents During Trips

First aid incidents occurring on a trip should be treated by the nominated Trip First Aider.

Prior to the trip, the Trip First Aider should:

- Ensure that they have undertaken the online first aid course covering trips.
- Request a mobile first aid kit from the Facilities Manager, at least five days before the trip.

In the event of a first aid incident during the trip:

- Trip First Aider;
 - Checks trip list for student care plan
 - Assesses student and administers first aid as necessary
 - Contacts parent and notes contact on Arbor
 - Completes and submits accident/incident report on return (accessed via Sharepoint)

Section 3 – Resources

First Aiders

Department First Aiders:

- English and MFL – Raising Achievement Mentor (English)
- Mathematics – Raising Achievement Mentor (Mathematics), Jaiden Skilton-Knights
- Science – Senior Science Technician
- Science – Raising Achievement Mentor (Science), Victoria Sharman
- Humanities – Raising Achievement Mentor (Humanities & MFL)
- Humanities – Raising Achievement Mentor (Humanities & MFL), Polly Mannall
- Creative Arts & Technology – Creative Arts & Technology Technician, Andrew Rhodes
- Creative Arts & Technology – Food Nutrition & Technology Technician, Megan Wright
- Performing Arts – Performing Arts Coach
- Physical Education – Physical Education Coach
- Inclusion – Raising Achievement Mentor (Inclusion), Hayley Brooks
- Additional – Raising Achievement Mentor (Literacy), Claire Broughton
- Additional – Raising Achievement Mentor (Year 10 & Senior Year), Kim Irvin
- Additional – Teaching Assistant (1:1), Debbie Roberts
- Additional – Teaching Assistant (1:1), Rezarte Zatoski

Facilities First Aiders:

- Cleaner, Elizabeth Salmon
- Cleaner, Wendy Carter
- Facilities Assistant, Tony Bray

Emergency First Aiders:

- Academy Administrator (Engagement), Faye Tyrrell
- PA to the Principal, Rachel Grant
- Senior Administrator, Kendle McClintock

First Aid Resources

First aid boxes are available in the following areas:

- Medical Room
- Reception
- Dining Hall
- Student Office
- Library
- English/Head of Year Office
- Science Office
- Engineering 1
- Catering 1
- Physical Education Office

Section 4 – Medication

The following guidance should be read in conjunction with the Creative Education Trust Supporting Children with Medical Needs policy.

The Attendance Improvement Officer is responsible for the safekeeping and distribution of medication. This responsibility can be distributed to the Attendance Administrator as appropriate.

All medication must be stored in the student office, in a locked cabinet. Students should not carry medication in school, unless recorded on their care plan by the Assistant Principal for Behaviour & Inclusion.

Staff must not issue medication to students without the approval of the Attendance Improvement Officer, or the Attendance Administrator.

Medication may only be issued to students in the following circumstances:

1. Parental completion of the *Parental Agreement for Caister Academy to Administer Medication* form. This form is available on the website and can be completed at any time. It is also shared with parents as part of the school's new starter pack.
After completion of the form, the medication details must be logged on Smartlog.
The parent will provide the school with the medication, which must be clearly labelled with the child's name, dosage instructions and times medication is required.
The medication will then be stored and administered as above.
The student will be supervised whilst taking their medication.
2. Where non-prescribed medication is unexpectedly required, and parental permission to administer medication is provided by phone.
In these cases, any member of staff may contact home to request permission. The approved request must then be logged on Arbor as a parental contact.
Only the Attendance Improvement Officer or the Attendance Administrator may issue the medication, after checking Arbor.
The student will be supervised whilst taking the medication.

All issuing of medication must be logged on Smartlog.

Under NO circumstances should a student be given medication;

- **by any member of staff other than the Attendance Improvement Officer or Attendance Administrator**
- **which does not belong to them**
- **to take unsupervised.**

Appendices

1. Classifying Need

Appendix 1 – Classifying Need

In Lesson Flow Chart

Non-Urgent First Aid

- Small cuts / scrapes / grazes which require a plaster
- Bruising



Students should remain in lessons and report to the student office at the next available break. If the incident cannot wait until the next break, the procedure in Section 2 should be followed.

Urgent First Aid

- Head injury including vision loss
- Burns
- Lacerations / large cuts
- Sprains / dislocations / suspected broken bones
- Seizure / unconsciousness
- Anaphylactic shock following allergic reaction



The procedure in Section 2 should be followed straightaway. In addition, in the event of an urgent first aid incident the first aider will first assess if the student requires an ambulance or/and a defibrillator.

After assessing the need for an ambulance and following the guidance on calling for an ambulance, the guidance in Section 2 should be followed.

If a defibrillator is required, this should be taken from reception.

General Illness

- Headache which is not injury related
- Muscular aches and pains
- Rashes
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- Ear pain
- Common cold
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