



Sickness and Accident Policy

Document Detail	
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Ownership and Control

History

Version	Author	Dated	Status	Details
1		10.6.2009	Approved	Approved by Student & Community Committee 10 th June 2009
2		29.2.2012	Approved	Approved by Student and Curriculum Committee 11 July 2012
3		March 2016	Approved	Approved by Student and Curriculum Committee 9 March 2016
4	Simon Garnham	March 2019	Approved	Approved by LGB 14 March 2019

Intended Audience

Intended Audience	Intended Method of Distribution
Staff	SharePoint
Governors	SharePoint

AMENDMENT TRACKER

Name of reviewer: Phil Burtsal/Simon Garnham

Date of review: March 2019

Summary of all changes being proposed in this policy review:

Page	Paragraph /Section	Details of amendment
1	2	Seating facilities are now available in a Medical room in Student Services
1	Designated First Aiders	This table has been updated to reflect staff changes
2	General Principles	Additional bullet point: Only named First Aiders can treat students
2	If a student collapses	Caretaker: terminology change to "Site team member".
3	Pupils with Medical conditions	Removal of reference to Medical Board and Personal Care Plans. Replaced by: "A list of students with medical conditions is held by Student Services and students' medical conditions are included on Sims. Details are disseminated as required in line with GDPR."

POLICY

We believe that we should take immediate steps to care for pupils who are taken ill or who have accidents in school and those parents should be notified quickly so that they may assume responsibility as soon as possible.

PRACTICE

Facilities

The students have seating facilities in the Medical Room in Student Services. Students are monitored by office staff until they are collected by parents.

First Aider – WHEN IN DOUBT, CALL AN AMBULANCE

Designated First Aiders

Area/Nearest office	First Aider	Extension No:
K Block/Student Services	Alison Wells	2253
K Block/Student Services	Debbie Locke	2254
K Block/Student Services	Mandy Hammett	2290
K Block/Student Services	Danielle McDermott	2255
All areas	Nick Goodwin	2200
All areas	Simon Broom	2200
C Block/Science Prep Room	Adrian Debnam	2227
A Block/Reception	Melanie Lear	2200
Salon	Sarah Rodger	2281
Centre	Emily Cole	2220
PE areas	Paul Day	2258
G Block	Sarah Mason	2232
G Block	Anna Baria	2220
D Block	Jack Sampson	2274
PE areas	Richard Gambrell	2213
PE areas	Thomas Gooder	2213
PE areas	Lucy Brown	2213
D Block	Abby-Mae Williams	2274
A Block	Aaron Higgon-Williams	2328
Salon	Jo Gardiner	2281
PE areas	Linda McCullough	2213
PE areas	Michelle Honeyman	2242

General Principles

- No medication of any kind can be administered by a member of staff. However, members of the Administration Department will administer paracetamol after obtaining permission from a parent.
- No treatment must be given to wounds other than cleansing with water or applying pressure, if appropriate.
- In case of serious physical injury, students must not be moved but must be kept safe and warm.
- If the First Aider considers it necessary, parents will be notified immediately.
- Only named First Aiders can treat students

Emergency Procedures

- Send for an ambulance using either a student or radio contact to Student Services or Business Reception
- The person in Reception will contact a parent immediately
- Parent will accompany student in the ambulance unless parent is not contactable or not available. A member of staff will accompany the student if the parent is not available or contact cannot be established.

Administration Department Procedures

- Members of the Student Services Department will record details of any student referred to them on the appropriate form/accident diary in student services.
- The First Aider should complete the Accident Book for the incident.
- In the case of minor sickness or injury, members of Student Services will attend to the students and send them back to class
- Where members of the Student Services judge that the student needs to go home, they will contact the parent and place the student in Student Services reception area until they are either collected or the parent requests the student makes their own way home and the appropriate documentation is issued to confirm that the student can leave the school alone.

Procedures for Teaching Staff

If a student feels ill in class:

Send the student, accompanied by a friend if necessary to Student Services with an explanatory note.

If a student collapses in class:

- Send for a first aider from Student Services, either by phone or sending a student
- If the student does not regain consciousness, the First Aider contacts Student Services/Business Reception for an ambulance and keeps a mental note of how long they remain unconscious
- If the student recovers quickly, take them to Student Services supported on either side or in a wheelchair (provided by a Site Team member) if necessary

If a student has a minor accident in class (particularly in practical subjects)

Call for a first aider from Student Services to clean the wound with water; this may be sufficient treatment. Fill in an accident diary in Student Services.

If a student has a serious accident:

- Contact Student Services as a matter of urgency
- Call an ambulance via Student Services or Business Reception
- Do not move the student but keep them safe and warm

Pupils with medical conditions

There is a file with Personal Care Plans for all students with serious medical conditions in Student Services. Copies of these care plans will be given to Form Tutors at the beginning of the school year and all members of staff should consult the medical board to familiarise themselves with this information, especially if the students are in their class. In the event of such students requiring being taken to hospital, the parent is to collect the pupil if contactable, however as a last resort student to be accompanied by a member of staff. The accompanying member of staff should take with him/her the individual care plan and ensure that this is passed onto the appropriate medical staff at the hospital.

A list of students with medical conditions is held by Student Services and students' medical conditions are included on Sims. Details are disseminated as required in line with GDPR.

MONITORING AND EVALUATION

This policy will be monitored and evaluated by the Health & Safety officer.