



First Aid Policy

Principles

- *All students who continue to feel unwell will be seen by a First Aider.*
- *Where possible, families will be contacted. However, we will take action required in the event of an emergency or inability to contact a parent or guardian.*
- *Parents/carers will be informed that while we will always care for students who become ill at school, those on short course medicines requiring regular administration (i.e. antibiotics) should not be sent to school.*
- *If students do need to bring prescribed medicine to school, families will be asked to label it clearly with the youngster's name and administration details and give it to the Welfare Officer.*
- *The Academy has First Aiders, and in event of an accident they will give appropriate First Aid. In the event of more serious accidents we will call an ambulance and accompany students to accident and emergency. Parents/carers will be informed of the situation as quickly as possible so that they can go to the hospital to relieve the member of staff who will then return to the Academy.*
- *Accidents and medical issues are logged with the Facilities Manager who will complete a form for families and Team Leaders providing information of what has happened. This form will eventually be placed in the student's file.*
- *Welfare Officer will maintain a register of students with medical needs to be incorporated into the SEN Register. He/she will also ensure that staff working with particular students are informed of medical conditions such as Asthma, Epilepsy and Anaphalactic Shock and given written instructions and training for dealing with issues.*
- *This Policy and its procedures are overseen by the Facilities Manager and Guidance.*

First Aiders