



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# First Aid Policy

<b>SLT responsible:</b>	Head of Business Services
<b>Last reviewed:</b>	February 2025
<b>Ratified by Trustees:</b>	n/a

## First Aid

- All nominated First Aiders have successfully completed a three-day First Aid at work course and/or paediatric first aid training. They have no medical training. They can provide basic emergency care at the time of an injury or serious, acute illness until medical assistance is sought. The training is updated annually.
- If the attending First Aider assessing the injury feels that a student needs to go to casualty then an ambulance will be called immediately upon clear instruction by the First Aider after consultation with a member of the College Leadership Team unless it is a life-threatening emergency. This can be by mobile phone; internal telephone via the switchboard; instructing a responsible person to go to reception. Student Services and/or Administration office will then be informed, and they will endeavour to contact parents/carers so that they can meet the ambulance at the College and escort their child to hospital. If no one on the student's contact list is available, a member of staff will accompany the student in the ambulance and wait at the hospital with the student until a parent/guardian arrives.
- The prime duty of the First Aider is to ensure that further risk to the student or others is minimised; an assessment of injuries made; a judgement as to the need for assistance or ambulance; stay with student and administer first aid until relieved by an appropriate person.

Following the incident, the First Aider making the assessment must record the:

- Date
- Time
- Student's name
- Nature of incident
- Location of incident
- Nature of injuries
- Time ambulance or assistance called
- Treatment given
- Names of witnesses
- Name of First Aider

This information must be passed to Student Services/Administration staff where an incident report will be completed on Medical Tracker and, if applicable, a Senior Member of Staff informed to investigate further if necessary.

- In the event of the First Aider assessing and treating a student, who then returns to lessons, in a place other than Student Services the same information must be recorded and stored in the First Aid Box used. The First Aider must inform Student Services/Administration staff who will complete the details of the incident on Medical Tracker and restock the First Aid Box.

## **Illness**

- If a student is unwell whilst at college, they should initially tell a teacher or mentor who will contact On call Support by email. If needed, the student will then be escorted to Student Services/medical room. Student Services/Administration staff will endeavour to contact the parents/carers. Students will not be allowed home unless a parent or guardian has been contacted by a member of staff and has agreed that the student is collected from college or gives permission for them to leave college.
- Primary pupils must be collected by a responsible adult who is on the emergency contact list or an adult who has been given permission at that point to collect the child by an adult on the primary permission list.
- Secondary Students will be instructed to take a note to the reception showing that permission has been given for them to leave. Students must then sign out.
- If a student is too ill to attend college, they should be kept away until they are fit enough to return.
- Parents/carers are requested to inform the College if their child has an infectious disease that may be passed onto other students.
- Primary pupils may not return to school for 24 hours after the last spell of either vomiting or diarrhoea.

## **Medicines**

- Students should not carry their own medicines in college apart from inhalers or Epi-pens.
- The College is unable to administer non-prescribed medication such as aspirin or paracetamol under section 52 of the Medicines Act 1968.
- College staff can only administer medicines that have been sent into college with a covering letter from the parents/carers and a signed consent form.
- A consent form will be sent to parents/carers for medication that is to be taken over a prolonged period. The form must be completed and returned, and the medicine given in to Student Services/Administration office for safekeeping.
- The college will keep Salbutamol in Student Services/medical room for administering in an emergency when the student's own asthma inhaler is not available.
- In administering medicines Student Services staff will provide a safe place for students to keep and take the medicines they need. It is the parents'/carers' responsibility to ensure that students are capable of administering medication themselves e.g. injection, tablets or eye drops. The student is responsible for making sure they are taking the correct dosage at the correct time.

Parents/carers are welcome to come in and administer medicines to their own child(ren). This can be arranged through Student Services/Administration.

- Students that need to administer medicines and/or need somewhere private may use Student Services/Medical room for this purpose.
- In special cases such as nut allergies, some staff may volunteer to be trained to administer Epi-pens in the event of anaphylactic shock. This can only be given if it has been prescribed for the student and it has been provided by the parents/carers.
- Inhalers are best kept with the student at all times. The College is a very large site and precious time could be lost in obtaining an inhaler in an emergency.
- An employee may need to bring their medication into the College at times. It is the employee's responsibility to make sure it is kept securely so that students do not have access to it e.g. in a locked drawer, cupboard.

### **Facial Piercing**

- College policy states that one small nose piercing can be worn.
- Earrings should be limited to one pair of studs or earrings no larger than a five pence coin. Hoops can get caught on clothing or bags and easily torn through ears.
- Earrings should be removed for PE – if students need the 6-week healing period the student should cover the piercing with a plaster or tape before the lesson starts.