

Sickness and Accident Policy

| Document Detail | |
|--------------------------|-----------------------------------|
| Category: | <i>Student Related</i> |
| Authorised By: | <i>LGC</i> |
| Sponsor: | <i>Charly Doyle</i> |
| Author: | <i>Charly Doyle, Nick Goodwin</i> |
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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 |
| 5 | CDo | March 2022 | Approved | Approved by LGC March 2022 |

Intended Audience

| Intended Audience | Intended Method of Distribution |
|-------------------|---------------------------------|
| Staff | SharePoint |
| Governors | SharePoint |

AMENDMENT TRACKER

Name of reviewer: Charly Doyle/Nick Goodwin

Date of review: March 2022

Summary of all changes being proposed in this policy review:

| Page | Details of amendment |
|------|---|
| 2 | Staff details updated |
| 3 | General Principles Remove: "However, members of the Administration Department will administer paracetamol after obtaining permission from a parent." |
| 4 | Administration Department Procedures Members of the Student Services Department will record details of any student accidents referred to them..... Replace: "on the appropriate form/accident diary in student services. (needs to be changed to)" with "using the online Handsam Portal and information given directly by the First Aider on scene." |

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| | Remove “The First Aider should complete the Accident Book for the incident.(delete as not relevant)” and replace with “Members of the Student Services Department will record the issuing of any student medication within the Medicine Log book located within the Medical Room.” |
| 4 | <p>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. Replace “Fill in an accident diary” with “Ensure all details are passed on to the Student Services Department so they can log the accident within the online Handsam Portal.”</p> |
| 5 | <p>Pupils with medical conditions Replace “There is a file with Personal Care Plans for all students with serious medical conditions in Student Services.” with “There is a Medical Sheet with details of all students with any known medical conditions that is available to all staff. There is also a filing cabinet located in CDO office with Individual Health Care Plans for all students on the Medical Sheet whose parents have returned the form.”</p> <p>Replace “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.” with “Copies of these Individual Health Care Plans are available to all staff on request and training is given at the beginning of the school year on all students with high profile medical needs. All members of staff should consult the Medical Sheet regularly and familiarise themselves with this information, as well as the high profile needs that are displayed on the medical board within the Staff Briefing Room and the Student Services Office. This is important for all staff but especially if any students with medical needs are in their class.”</p> <p>The word “ health” added to this sentence before “care plan”: 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.</p> <p>Replace “A list of students with medical conditions is held by Student Services and students’ medical conditions are included on Sims.” with “As well as the Medical Sheet all medical needs are included on Go4Schools.”</p> |

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

Emergency First Aid at Work Trained Members of Staff

| <u>Name</u> | <u>Contact</u> | <u>Primary Location</u> |
|--------------------|----------------|-------------------------|
| Alison Wells | Ext: 2253 | Student Services |
| Debbie Locke | Ext: 2254 | Student Services |
| Mandy Hammet | Ext: 2290 | Student Services |
| Danielle McDermott | Ext: 2255 | Student Services |
| Sarah Mason | Ext: 2210 | Student Services |
| Sarah Rodger | Ext: 2281 | Salon |
| Angie Porter | Ext: 2243 | A-Block |
| Amie Beynon | Ext: 2286 | A-Block |
| Charly Doyle | Ext: 2205 | A-Block |
| Chris Herron | Ext: 2266 | A-Block |
| James Loten | Ext: 2241 | A-Block |
| Danielle Raven | Ext: 2220 | B-Block |
| Shaun Sansom | Ext: 2228 | A/C-Block |
| Billy Woolard | Ext: 2228 | C-Block |
| Adrian Debnam | Ext: 2228 | C-Block |
| Gemma Harris | Ext: 2288 | D-Block |
| Abby-Mae Williams | Ext: 2274 | D-Block |
| Pat Ablett | | G-Block |

| | | |
|--|----------------|--------------------|
| Jackie Hughes | Ext: 2283 | G-Block |
| Jo Maasz | Ext: 2287 | K-Block |
| Samantha Good | Ext: 2258 | Various - PE Based |
| Cody Double | Ext: 2258 | Various - PE Based |
| Abbie Henshall | Ext: 2258 | Various - PE Based |
| Suzie Lord | Ext: 2258 | Various - PE Based |
| Richard Gambrell | Ext: 2242 | Various - PE Based |
| Paul Day | Ext: 2258/2217 | Various - PE Based |
| Sophie Southgate | Ext: 2242 | Various - PE Based |
| Michael Poupa | Ext: 2269 | Various |
| Jack McCann | Ext: 2269 | Various |
| Nick Goodwin | Ext: 2269 | Various |
| Simon Broom | Ext: 2269 | Various |
| Highlighted in green are the schools primary First Aiders | | |
| <u>If a First Aider can't be contacted via telephone, then you must contact reception (Ext: 2200) who can reach a First Aider via radio</u> | | |

General Principles

- No medication of any kind can be administered by a member of staff.
- 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 accidents referred to them using the online Handsam Portal and information given directly by the First Aider on scene.

- Members of the Student Services Department will record the issuing of any student medication within the Medicine Log book located within the Medical Room.
- 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. Ensure all details are passed on to the Student Services Department so they can log the accident within the online Handsam Portal.

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 Medical Sheet with details of all students with any known medical conditions that is available to all staff. There is also a filing cabinet located in CDO office with Individual Health Care Plans for all students on the Medical Sheet whose parents have returned the form. Copies of these Individual Health Care Plans are available to all staff on request and training is given at the beginning of the school year on all students with high profile medical needs. All members of staff should consult the Medical Sheet regularly and familiarise themselves with this information, as well as the high profile needs that are displayed on the medical board within the Staff Briefing Room and the Student Services Office. This is important for all staff but especially if any students with medical needs 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 health care plan and ensure that this is passed onto the appropriate medical staff at the hospital.

As well as the Medical Sheet all medical needs are included on Go4Schools. Details are disseminated as required in line with GDPR.

MONITORING AND EVALUATION

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