



APPENDIX A

Kingsmead School

First Aid Emergency Procedure

When an ambulance is required

- The First Aid Officer will attend the scene
- If another First Aider is on the scene, the First Aid Officer will relieve them and they will stay in a supportive measure
- Another trained First Aider will supervise the medical room
- Reception will be radioed for an ambulance to be called
- The First Aid Officer will instruct reception to switch the back up radio to the 'emergency channel' (channel nine)
- The primary radio in reception will remain on channel seven
- Parents are contacted by reception and parents will be asked to come to school
- The caretaking staff will be radioed to meet the ambulance, this will be guided to the appropriate location in school
- The senior member of staff on duty will be informed of the incident as soon as possible
- The First Aid Officer will formally hand over to the paramedic's
- If the paramedics require someone to accompany them to hospital, an appropriate member of staff will be contacted to accompany the visit
- The First Aid Officer will instruct all staff that they can switch back to the main channel on the radio
- The Site Manager is informed to complete the relevant paperwork

Lunchtime/Break time Incident

- If there is an incident outside at lunchtime or break time the nearest First Aider should respond
- The responding First Aider will contact the First Aid Officer and request assistance
- The First Aid Officer will get another First Aider to cover the medical room and take the necessary equipment to support
- The First Aid Officer will request assistance from senior staff or student support if required
- If an ambulance is required please follow the above procedure
- Parents are contacted at the first opportunity
- The members of staff on duty will assist in covering other areas whilst an incident is being dealt with, a senior member of staff will facilitate this if an incident occurs



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Medication on Premises

If you require your child to take medication on the school premises, please complete the form below. It is the parents/carers responsibility to inform school of any changes and/or if the medication is no longer required. It will then need to be collected by the parent/carer. You must make the First Aid Officer aware if your child needs the medication administering.

Name:		Year:		Tutor Group:	
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Date of Birth:		Medical need:	
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Start date of medication:		End date of medication:	
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Name of the medication:	
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Please supply key details of the medication (times of day to be take, dosage, amount to be taken):

Name:		Parent/Carer with parental responsibility
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Signed:		Date:	
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For office use only

Received in school on:		Recorded on file on:	
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Signed:		First Aid Officer
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Sporting Activity and Educational Visits Guidance

Parents/carers will:

- inform the school of any changes to their child's medical needs in a timely manner
- ensure that their child has a suitable supply of their medication
- have an understanding of what medication needs to be taken and how it should be taken
- ensure their child's care plan is up to date so teaching staff can be well informed about the care a student needs
- provide the school with written notification if their child is unable to participate in sporting activities
- share medical notification with the school if their child is unable to participate in sporting activity for prolonged periods
- complete a consent form when their child participates on Educational Visits, ensuring the member of staff has an understanding of the medical need.

Staff will:

- ensure they have an understanding of students medical needs
- consult with parents and/or the school First Aid Officer if they are unsure about the requirements to support students effectively
- ensure consent forms are completed and returned before attending a visit, ensuring medical conditions are clearly outlined and understood
- complete a suitable risk assessment identifying any specific medical conditions that may cause greater risk to the safety of staff and students participating in educational visits.

Assistant Head Teacher will:

- liaise with the Educational Visits Co-ordinator to ensure the correct procedures have been followed for students with medical needs
- liaise with the Curriculum Leader for Performance to ensure all students can fully access the sports curriculum (including extra curricula opportunities)
- report to the senior leadership team as required on adjustments that need to be made for students with medical needs.



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Trained First Aiders and Location of First Aid Kits

The following staff are trained in administering first aid, they are:

Mrs M Richardson (First Aid Officer)
Mrs L Taylor (Receptionist/Finance Officer)
Vacancy (Attendance Officer)
Mrs T Taylor (Housekeeper/Lunchtime Supervisor)

Additional first aiders for holiday cover are;

Mr K Hadlington (Senior Site Supervisor)
Mr D Halford (Site Supervisor)
Mr J Francis (Site Supervisor)

First aid kits are located in the following areas for the school:

Reception
House (Caretakers)
Sports Hall (Female)
Sports Hall (Male)
Staff workroom
Drama Studio
Science C01
Science C03
Science C04
Science C05
Science C06
Science C07
Technology C08
Technology C10
Technology C11
Science C14
Science C15
Science C17
Science Prep Room
Technology C22 Food
Technology C23- Health and Social Care Room
Art C18
New Block E06
Library
VI form office
MFL in J01
Student Support
School mini bus

These are checked and maintained on a monthly basis by the First Aid Officer.



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Insurance and Liability Statement

Kingsmead School has public liability insurance, a copy of the certificate can be found in the school reception. Our insurance covers employer's liability and public/product liability. Our policy is detailed below.

Our insurance is provided by: **Risk Protection Arrangement for Academy Trusts**

Our policy information is available on: <https://www.gov.uk/guidance/academies-risk-protection-arrangement-rpa>

Our policy was last updated on: **18 May 2015**

For further information on the schools insurance please contact office@kingsmeadschool.net

Kingsmead School does not accept liability for the administration of medication on site. For students with health care needs a care plan will be put in place. Only staff that have been trained to administer medication will be able to do so.

In the event of an allegation of negligence the claim will be bought against Kingsmead School rather than an employee as an individual.