

1. If a student is ill or requires first aid they or someone else should report to student services in the first instance. Student services will record medical room attendance on the record of students – First Aid form.

2. If an illness or first aid requires a child to go home, parent/guardians are contacted in the first instance and arrangements are made for the child to be either sent home (if fit and well enough and after permission from home), or collected (usually if the child is too ill to make it home alone or we deem them to be too ill to travel alone). Only as a last resort is a child taken home by a member of staff and only when it is clear that family cannot collect.

3. If a first aid requires hospital treatment (in the attending first aider's opinion) but NO ambulance is required, home is contacted and a hospital visit is advised (point 2 would apply) – the onus is on the parent / guardian to collect their child.

4. If emergency service treatment is required, an ambulance would be called for, home is contacted at the same time. Parent/Guardians would be advised to either meet the ambulance at the Academy or at the Childrens Hospital (depending on distance) . If a parent or guardian has to meet at the hospital or home cannot be contacted, a member of staff will accompany the child in the ambulance and hand over at the hospital to parent or guardian at earliest opportunity.

5. If a student is taken to hospital for treatment during the school day as a result of an accident, step 4 applies and also an 'Accident Report Form' is completed. The form should be completed by a witnessing adult if applicable or the first aider in attendance at the earliest opportunity. Calls should be placed to the HSE (health and safety executive) and E-ACT Health and Safety team via Steve Panting.

forms enclosed

- Accidents in school
- Accident Report Form
- Code of Practice document

Student Medication

If a child is prescribed long term medication that needs to be taken during school hours an agreement between the Academy and the parent or guardian is made. Staff are not obliged to supervise but our Admin first aiders volunteer to do so. No medication will be administered. All medication should be sent in its prescribed container with the dosage label, this is locked in a cabinet in Student Services.

If a child is on short term medication a note should accompany the medication from parent or guardian. Medication should come as per item 1.

Students are discouraged from bringing medication into school – attached is a copy of the parent handbook – page 15.