

When an ambulance is required

- The First Aider will attend the scene
- If another member of staff is on the scene, the First Aider will relieve them and they will stay in a supportive measure
- Another trained First Aider will supervise any other ill/injured students
- Reception will be called for an ambulance to be called
- Parents are contacted by reception and parents will be asked to come to school
- The site 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 Aider will formally hand over to the paramedics
- If the paramedics require someone to accompany them to hospital, an appropriate member of staff will be contacted to accompany the visit
- The First Aider will instruct all staff that they can switch back to the main channel on the radio
- The Head of Operations 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 additional First Aider and request assistance
- The First Aider will get another adult to supervise any sick/injured students
- The First Aider 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



PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINES IN SCHOOL

TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD REQUESTING THAT DRUGS BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF OR WHERE A CHILD IS BRINGING MEDICINE INTO SCHOOL WHICH THEY WILL SELF ADMINISTER

If you need help to complete this form, please contact the School.

Please complete in block letters

Name of child: _____

Date of birth: _____

Address:

Doctor's name: _____

Non-prescribed medicines

My child requires the following non-prescribed medicines:-

Prescribed medicines

The Doctor has prescribed (as follows) for my child:

Name of drug or medicine to be given and any special storage instructions:	When? (eg, lunchtime, after food, when wheezy, before exercise):	How much? (eg half a teaspoon, 1 tablet, 2 drops):	Route? eg by mouth or in each ear:
1 _____			
2 _____			
3 _____			
4 _____			



Child's name: _____ can administer his/her own medication*/requires supervision to administer his/her own medicine*/requires assistance in administering his/her medicine*

I request that the treatment be given in accordance with the above information by a named member of the school staff who has received all necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in the original duplicate labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I can be contacted at the following address/telephone during school hours:

Name: _____

Signed: _____

Date: _____

Contact address: _____

Contact tel no: _____

* Delete that which does not apply

THIS FORM SHOULD BE DISCARDED/DESTROYED WHEN THE MEDICATION IS COMPLETED OR CHANGED.



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 student's medical needs
- consult with parents and/or the school First Aider 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.

Principal will:

- liaise with the Educational Visits Co-ordinator to ensure the correct procedures have been followed for students with medical needs
- liaise with the Associate Assistant Principal 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.



Trained First Aiders and Location of First Aid Kits

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

Mrs L Hodgkins (Admin Support Assistant/First Aider)
Mr R Peake (Site Support Officer)
Miss E Cambridge (Learning Coach)
Mr A Virgo (Acting Learning Coach)
Mr L New (Learning Coach)
Miss A Cartwright (Learning Coach)

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

Reception
Food Technology Room (Ground Floor)
Science/Art Room (Second Floor)
Kitchen on Second Floor
Learning Coach/Personalised Support Office (First Floor)

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



Insurance and Liability Statement

The Ladder 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: **September 2021**

For further information on the school's insurance please contact: info@tls.merciantrust.org

The Ladder 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 The Ladder School rather than an employee as an individual.

