

MEDICAL EMERGENCY ROTA

Protocol for Medical Emergencies

Ormiston Six Villages Academy have **18** first aid trained staff.

We have **10** first aiders located around the academy as follows:

Grant Aldred -	Admin Block	6823
Cindy Mackenzie -	Admin Block	6854
Shelley Renshaw -	West Block (Science Prep Room)	6817
Caitlin O'Neill -	West block (Design Tech)	6846
Emily Barkworth -	East Block (Library)	6819

The **Premises Team, Mark Bull, Peter Main and Frank Galpin** are also available on radios via the Reception

Bank Staff

Dawn Skinner -	West Block (SLC Office)	6837
Desiree White -	East Block	6814

All classrooms have provided with a copy of this Protocol for staff to refer to.

STEP 1:- Assess whether a First Aider needs to be called - see below "use your judgement"

STEP 2:- Contact the first aider that is in your vicinity

If no answer contact Reception who will contact them for you

If no answer when calling Reception you **must** leave a message

PE DEPT if on field or MUGA use radios supplied to alert Reception

STEP 3:- Wait for the First Aider to come to you

The aim of the shared first aid responsibility is to discourage students from missing time in lessons due to 'unexplained temporary illnesses'. As part of our building Determination and 'Learn First' we would like to encourage students to stay in class and see this as everyone's responsibility.

Please note students **should not** be sent to Reception at any time for medical support.

If a child needs to be attended to in your classroom on the grounds of a **medical emergency** then please wait for the first aider to arrive. It is safer for a student to be with an adult rather than wandering around the school.

Use your judgement

Examples of when to and when not to call a first aider to attend a **medical emergency**:

When to call a first aider a serious illness or injury.

When not to call a first aider at the first sign of a child complaining of a sore throat, headache, feeling sick, requesting paracetamol. Always be sympathetic but let the student know that you will monitor them and call a first aider to come to them if you deem it necessary.

Students who suffer from medical issues such as Diabetics, ADHD, Allergies that require epipens, Asthmatics who require inhalers – will be seen by **Mrs Mackenzie 6854**

The medical resource room is fully equipped with gloves, wipes, first aid kits, computer for recording the medical notes and a telephone for calling parents/for assistance. This room has a push button memory code. All staff have been made aware of this code via email.

First Aid kits are checked and stocked regularly by Mrs Mackenzie.

Important points to follow:

As the first aider on call it will be your decision as to whether the child should be sent home. If you cannot feel you can make that decision please do ask for a second opinion. If the child is sent home please;

- 1) ask Mrs Mackenzie to make the relevant telephone call to parents if you are unable to.
- 2) update SIMS with a medical note advising of your actions. All first aiders have been given these rights on SIMs.
- 3) electronically add a note in the medical incident book kept on the common drive. Please also add any medical incidents or near misses (no matter how small). (common drive – admin – medical)
- 4) there is a specific letter that needs to be sent home if a child bumps their head. Please refer this to CME who will send the letter for you.

As the first aider on call please stay with the child until such time as the matter is concluded.

Out of hours First Aiders

After school hours it is not compulsory for the school to have a first aider on site. However, in a medical emergency please note there are trained first aiders in the Nursery and Sports Centre

Sending a student home

- 1) Remember to check the list of students who have persistent absence
- 2) Remember to check with the PE Department if the injury occurred in PE
- 3) Remember, you can always ask for a second opinion.

Contacting the Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Any First Aider/Appropriate Adult can do this. Ensure you call from the nearest phone to the patient so you can observe the patient and advise the Emergency Services of their symptoms.

Speak clearly and slowly and be ready to repeat information if asked.

1. The Academy telephone number **(01243) 546800** or your extension number 546... then the last 3 digits of the nearest phone i.e ext **6803** telephone **546803** or your mobile number
2. your name
3. your location: **ORMISTON SIX VILLAGES ACADEMY, Lime Avenue, Westergate, Chichester**
4. state what the postcode: **PO20 3UE**
5. provide the exact location of the patient within the school setting

6. provide the name of the patient and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient (get a student or member of staff to meet the Ambulance Crew)

Ask the front office to print off a copy of the child's SIMS record together with their healthcare plan if applicable for the ambulance crew and to contact the next of kin.

NEVER give patient anything to eat or drink.

If an adult relative is not available to accompany the student in the ambulance contact Principal's PA/Community office to request an adult escort. An appropriate adult must escort the patient to Hospital as a necessary courtesy and duty of care and stay until a relative arrives. The escort will NOT give consent for any procedures.

Ensure the first aid spreadsheet is completed asap.

Request the Police - dial 999, ask for the Police be ready with the information below. Permission must be sought from the Principal.

Name	Department	Issued	Length of Course	Update
SCHOOL				
Julie Cater	Science	29.06.15	1 day	29.06.18
Michaela Kerrigan	Science	29.06.15	1 day	29.06.18
Chris Marsh	Humanities	04.03.15	1 day	03.03.18
Hannah Dart	PE	22.02.15	1 day	22.02.18
Tiffany Costello	Food Tech	17.11.14	1 day	16.11.17
Frank Galpin	Site	17.11.14	1 day	16.11.17
Mark Bull	Site	17.11.14	1 day	16.11.17
Peter Main	Site	17.11.14	1 day	16.11.17
Shelley Renshaw	Science	20.07.16	1 day	20.07.17
Siobhon Parry	PE	07.03.14	1 day	06.03.17
Josh Case	PE	07.03.14	1 day	06.03.17
Cindy Mackenzie	Attendance	07.03.14	1 day	06.03.17
Katie Stephenson	TA	28.01.14	2 days	27.01.17
Desiree White	Safeguarding/Counselling	17.10.16	1 day	17.10.19
Dawn Skinner	TA	17.10.16	1 day	17.10.19
Grant Aldred	IT	17.10.16	1 day	17.10.19
Caitlin O'Neill	Tech	17.10.16	1 day	17.10.19
Emily Barkworth	Library	17.10.16	1 day	17.10.19
Andy Lean	Art	25.10.16	2 day	25.10.19