



# The Attic

# First Aid and Accident

# Policy

<b>Date of policy</b>	June 2017
<b>Date presented to Management Committee</b>	July 2017
<b>Date ratified by Management Committee</b>	July 2017
<b>Date for review</b>	July 2018

## RATIONALE

To encourage a co-operative open partnership between home and The Attic Pupil Referral Unit that ensures the health and safety of the young people in our care.

## PURPOSE

To ensure correct procedures are followed when dealing with sick and injured young people at The Centre and to identify those who may need treatment as early as possible.

## EQUAL OPPORTUNITIES

Everyone will be treated the same, regardless of age, race or gender, specific religious beliefs will be respected.

## GUIDELINES

The Attic Pupil Referral Unit will take adequate provision to ensure sufficient First Aiders are trained to deal with initial emergency first aid as necessary. First Aid kits will be available at key points around each School site with one central record kept of all accidents/first aid issues within the Office.

Deliver any initial emergency first aid as necessary. Minor injuries will be treated on site.

If there has been a blow to the head, then parent/carers will be informed by telephone. If the young person requires further medical treatment, parents will be invited to collect them. If parents cannot be contacted, other emergency contacts will be advised. If the young person remains at the centre they will be monitored during the remainder of the day.

Due concern will be made to information supplied by parent/carers about allergies, such as allergic reaction to plasters. This information is kept on the School's student database. In the absence of contacts unavailable and urgent medical treatment is required, the child will be taken to the nearest point of medical aid with their contact detail print out, after checks have been made to ensure adequate cover of car insurance. Staff will stay with the young person until a parent/carer arrives. Ambulance services will be requested if necessary. The Head teacher will be kept fully informed at all times.

When Attic are advised that a young person is on a Care Plan to support a life threatening medical condition they will work with the young person/parents/carers and all agencies involved. Attic will put in place any necessary procedures to support the young person whilst in our care and undertake an additional training as required.

If a young person is deemed too unwell to stay at Attic appropriate actions will be taken to ensure that they are collected and taken home. Should Attic staff be unable to contact parent/carers the young person will be seated outside the office and will be monitored on a regular basis to ensure that first aiders are alerted to any changes in condition.

Any accident will be recorded in the Accident Book, which is kept within the Office. If the young person is treated by a doctor a full Health and Safety Report must be completed and given to office staff.