

## **Medical Emergency Policy**

### **Purpose**

Next Steps Ed is committed to ensuring the health, safety, and well-being of all students, staff, and visitors. This policy outlines the procedures to follow during a medical emergency to provide prompt, effective care and minimise risk.

### **Scope**

This policy applies to all students, staff, and visitors at Next Steps Ed.

It covers:

- Recognising and responding to medical emergencies.
- Roles and responsibilities of staff.
- Procedures for contacting emergency services and managing incidents.

### **Objectives**

- To provide clear guidelines for responding to medical emergencies.
- To ensure timely and appropriate medical assistance is provided.
- To safeguard the health and safety of all individuals on the premises.
- To maintain clear communication with parents/carers and emergency services.

### **Definition of a Medical Emergency**

A medical emergency is any situation that requires immediate medical attention to prevent severe injury, illness, or death. Examples include, but are not limited to:

- Severe allergic reactions (anaphylaxis).
- Asthma attacks.
- Seizures.
- Diabetic emergencies (e.g., hypoglycemia or hyperglycemia).
- Cardiac arrest.
- Significant injuries (e.g., fractures, head injuries, heavy bleeding).

## **Roles and Responsibilities**

### **Staff**

#### **All Staff:**

- Remain calm and act promptly during an emergency.
- Notify the designated first aider immediately.
- Follow the procedures outlined in this policy.

#### **First Aid Team:**

- Assess the situation and provide first aid in accordance with training.
- Decide if emergency services need to be contacted.
- Keep accurate records of the incident and care provided.

### **Senior Leadership Team (SLT):**

- Ensure medical emergency protocols are followed.
- Communicate with parents/carers and emergency contacts.
- Conduct a post-incident review to improve procedures if necessary.

### **Parents/Carers**

- Provide up-to-date medical information and emergency contact details.
- Ensure the school is informed about students' specific medical conditions and treatment plans.

## **Procedures for Responding to a Medical Emergency**

### **Initial Response**

1. Stay Calm: Remain composed to reassure the individual and those around them.
2. Ensure Safety: Move the individual to a safe area if possible, or secure the area to prevent further harm.
3. Notify a First Aider: Call for the nearest available first aider to assess the situation.

### **Administering Care**

1. First Aid: The first aider will provide care within the scope of their training (e.g., CPR, using an EpiPen, or managing wounds).
2. Emergency Medication: Administer any emergency medication (e.g., inhalers, EpiPens) as prescribed in the individual's care plan.
3. Emergency Services: If the situation is life-threatening or requires immediate medical attention, dial 999.

### **Contacting Parents/Carers & Commissioners**

- Parents/carers and the commissioner will be contacted as soon as possible by a member of the SLT.
- They will be informed of the situation, actions taken, and next steps.

### **Accompanying to Hospital**

- If a student is taken to the hospital, a staff member will accompany them until a parent/carer arrives.

### **Emergency Contacts and Communication**

- Emergency services: Dial 999.
- Key staff contact list to be accessible to all personnel.
- Emergency contact details for each student will be maintained and accessible to authorised staff.

## **Post-Incident Procedures**

1. Reporting: Complete a detailed incident report, including actions taken and outcomes.
2. Debriefing: Conduct a staff debrief to review the incident and improve future responses.
3. Follow-Up: Support affected students, staff, and parents/carers as necessary.

## **Supporting Students with Medical Conditions**

- Individual Healthcare Plans (IHPs) will be created for students with long-term or complex medical needs.
- Emergency procedures for these students will be clearly outlined in their IHPs.
- All staff will be made aware of students requiring emergency medication or care.

## **Training**

- Staff will receive regular training in first aid and managing specific medical emergencies (e.g., anaphylaxis, asthma).
- Training records will be maintained, and refresher sessions scheduled annually.

## **Monitoring and Review**

This policy will be reviewed annually by the SLT and updated to reflect any changes in statutory guidance or school procedures. Feedback from staff and parents/carers will inform revisions.

## **Key Contacts**

- First Aid Coordinator: Olivia Campbell
- Emergency Services: Dial 999 in an emergency

This policy ensures that Next Steps Ed is prepared to manage medical emergencies effectively, safeguarding the health and well-being of all members of our school community.

**Policy Review Date:** 10th December 2025

**Policy Approved By:** Mica Smith - Director