

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