

First Aid Protocol

First Aid

A student has suffered an injury in school or is displaying symptoms that require medical assistance

First Aid

A staff member will request a first aider by filling out the 'first aid oncall form' on the information hub. This will alert the first aiders and reception

First Aid

First aiders will get an email with the information and can click approve if they are attending which also alerts other first aiders and reception

First Aid

All first aid incidents that involve a head injury must have a communication home, no matter what the severity is.

First Aid

Once a first aider has attended, they will assess the person requiring first aid and decide the appropriate actions. They will call home, advise student care, other first aiders and SLT as required.

First Aid

If no confirmation within 10 minutes, reception will contact SLT. They will find a first aider to attend.

First Aider

After the first aid incident has been dealt with, the first aiders will fill out the 'first aid report form' on the information hub as soon as possible. Any RIDDOR incidents will be reported to the site manager.

Medication Protocol

Medication

The parent/carer decides that they would like the school to store some medication for their child

Medication

The parent/carer will retrieve the 'Administering Medication Form' from the Corby Business Academy website.
Safeguarding -> Medical Information

Medication

The parent/carer will complete the form and bring it with them, along with the medication, to reception

Medication

The member of staff will take the completed form and scan it electronically. These copies will be placed in the students records, the paper copy will be stored in the box with the medication

Medication

The medication is then taken to the upper first aid room. The member of staff will place the medication in a Tupperware box and stick a label with the students name on it.

Medication

Reception will then notify the admin team that there is medication to be collected. A member of the admin team will collect as soon as possible.

Medication

The medication will be placed into the appropriate cupboard. Any time the student needs the medication, they will inform the teacher who will put out a first aid call.

Medication

A member of staff will collect the student and take them to the room to administer.
After administering the member of staff will fill out the 'Medication Administered Form' that is in the upper first aid room