

# Medical Emergency Protocol



It is the aim of Crosshouse Primary School to keep all children safe and secure and to respond appropriately to unforeseen circumstances. In the event of an emergency, staff will follow school procedures and protocols where possible and adhere to the any guidelines issued by South Lanarkshire Council.

In the event of a medical emergency, whereby a child has an identified Medical Protocol, all procedures will be followed.

In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will contact the Emergency Services (Ambulance) to attend.

In the event of an accident at school and the child does not require emergency care, parents should be contacted and advice taken. Where a child receives a head injury, the First Aider, will assess the situation and contact parents where appropriate. A letter advising parents/carers of the incident will be sent home to ensure appropriate aftercare can be provided.

In the event of an accident at school and the child does not require emergency care and parents cannot be contacted, the First Aider, in consultation with Senior Member of the Management Team will decide if child should attend hospital.

In the event that a pupil should be transported to hospital, the First Aider and SMT Member will decide if an Ambulance is required or if member of SMT should transport pupil. Two members of staff should accompany the pupil. Staff should also take pupil's school file and any relevant Medical Protocol including medication.

The School's First Aider should remain at school unless there is concern that child may be unwell during journey. Parents should be contacted by office staff and arrange to meet school staff at hospital.

Where parents are unable to be contacted, school staff will follow advice and guidance of the medical professionals as to the care which should be administered to a pupil.

Following an accident within the school which resulted in more than minor first aid (i.e. cuts, bruises, bumps), a Senior Member of the Management Team will complete a Health and Safety Accident Report (PER/SAF/109) and parents/carers would be requested to sign this form on behalf of the pupil concerned. This should then be sent to Health and Safety, South Lanarkshire Council. If the accident could be considered, in anyway, the responsibility of South Lanarkshire Council and/or Crosshouse Primary, this should be reported through the RIDDOR process. Any incidents/accidents reported to the Health and Safety executive should also be notified to the Council Risk Management Section on 01698 455847.