

Medical Needs and Medical Emergencies at The Kingsway School

1. How do we know about a student's medical needs?

We rely heavily on what families tell us. You are asked to complete a form at the start of the year and then to keep us updated of any changes. If you wish to check that our information is up to date please email or call the welfare assistants in the first instance, your head of year or in the case of 'B11' students Ms Burgess/Ms Djang. It is vital that you give us this information if we are to help the student in the case of an emergency. We do get information from primary schools and other sources but it is the family's responsibility to tell us. Please do not assume that information has been provided by other parties. If we do not know, we may not be able to give correct help in an emergency.

2. How do we contact you in the event of a problem?

Again we rely heavily on you to ensure we have a complete list of contact telephone numbers for everyone with parental responsibility. This should include home landlines, mobiles and work contacts and wherever possible a grandparent or neighbour. In the case of a serious emergency we call 999 first but we also telephone you as soon as possible. We do struggle to do this if your contact numbers are not up to date. We send a form out at the start of the year to you but if you change numbers during the year you need to contact the school office to update our record.

3. How do we support students with medical needs?

We have a welfare assistant on duty every day and many staff who are trained first aiders. There is medical room on The Foxland campus. School nurses visit us by appointment and do 'drop – ins'. Students who feel unwell tell their teachers and the welfare assistant is called to the classroom to assess the situation. If the student feels unwell out of lessons he/she reports to: the medical room, reception, the year office or B11. We do not give out medication unless it is agreed with you in advance in writing. Please remember that school staff are not doctors or paramedics.

4. What do we do in an emergency?

If a student is seriously affected through a known condition or a sudden collapse or serious injury we phone 999 first. We get a welfare assistant and a first aider to the scene. We then phone the family using the contacts you have given us. We make sure an adult stays with the student until the paramedic or ambulance arrives. We hope that you can get to school in time to go with the ambulance to hospital but if not we send a member of staff with the ambulance.

5. What happens when we make a 999 call?

We are asked questions about the student and the visible signs of the problem. 999 then prioritise the call on a scale from life threatening to non-urgent. The timescale of their response depends on that assessment. Within the limits of our skills we continue to support the student until the paramedic/ambulance arrives.

6. Do we ever call parents before 999?

We know from experience that some injury cases will not be prioritised as emergencies. If we judge that the student can be safely moved (eg broken arm, eye problem etc) we will try to call you first. If you can respond quickly, usually within the hour, we will look after the students until you arrive. If you can't respond quickly we will call 999 to gain their assessment of the situation.

7. How we respond to students who have an asthma attack?

We have specific guidelines for this as follows: Encourage the student to sit up and lean slightly forward. Use the blue inhaler which asthma sufferers carry (2 puffs). Loosen tight clothing, give emotional support. Continue to use inhaler 2 puffs every 2 minutes (up to 10 puffs). Make sure an adult stays with the student to monitor the situation. Most people know how to treat themselves, so always ask 'what do you normally do' and try to follow that.

**CALL 999 IF NO IMPROVEMENT AFTER 5 -10 MINS
OR IF LIPS GO BLUE
OR IF STUDENT IS TOO BREATHLESS OR EXHAUSTED TO TALK
OR IF YOU HAVE ANY DOUBTS**

Although it is important to let family know as soon as possible, the decision on calling 999 should not be left until the parent is contacted if the pattern of events follows the sequence in bold type. It is the family's responsibility to ensure that the student has an inhaler with him/her. We will store a spare if you wish us to do so.

8. Do you have staff training on such matters?

Yes. Staff have had training on Asthma, Anaphylaxis, Diabetes and Epilepsy.

9. How can I find out more about what you do in medical situations?

If you are thinking specifically of your own child, please email or phone the welfare assistants or your head of year. If you have a more general observation or question, please come along to the summer term Parents' Forum meetings or email :

headteacher@kingsway.stockport.sch.uk

Please flag the email as Medical