

BALLYTOBER PRIMARY SCHOOL



EMERGENCY PROCEDURES POLICY

Ratified : 14th December 2021

Signed : _____ Chairperson, Board
of Governors

Emergency Medication

As part of general risk management processes, the school has arrangements in place for dealing with emergency situations. All staff are informed annually of pupils with a medical condition and/or a Medical Plan.

Any individual can take action to preserve life, provided that the action is carried out with the best of intentions and is performed in good faith. Teachers and other staff are expected to use their best endeavours at all times in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Advice and training is available from the School Health Service regarding possible medical emergencies.

These are mainly related to four conditions:-

- Acute asthmatic attack requiring more inhalers and attention than usual routine doses
- Diabetic hypoglycaemic attack requiring glucose
- Anaphylactic reaction requiring adrenaline e.g. Epi-pen
- Prolonged epileptic seizures requiring rectal diazepam

The potential for an emergency to arise will be reflected in the pupil's Medication Plan which will incorporate a plan of action to take should an emergency occur.

Where a pupil experiences an emergency event with no relevant previous history, staff will take all reasonable steps within their own competencies and experiences to assist the pupil and obtain the relevant help.

Where a pupil with a known medical condition and who has a Medical Plan experiences a medical emergency, staff will be expected to follow the advice given in that Medication Plan. Temporary staff, who may be in attendance and may not have the level of awareness and understanding of permanent staff, are expected to act within their own competencies and experience and obtain appropriate help.

Emergency Procedures

All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. Other children should know what to do in the event of an emergency, such as telling a member of staff. Guidance on calling an ambulance should be displayed by the office telephone with school details in case of an emergency.

Parents must be immediately alerted. A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent arrives. Where possible, the member of staff should have details of any health care needs and medication of the pupil and/or a copy of the Medication Plan. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Staff should never take children to hospital in their own car. It is safer to call an ambulance.

Individual Care or Medication Plans should include instructions as to how to manage a child in an emergency. It should also identify who has the responsibility in an emergency. If there is an incident in the playground, the lunchtime supervisor would need to be very clear of their role.

The incident should be fully recorded.

In all emergency situations, a teacher or other member of school staff will be expected to act as a responsible adult or parent in the best interests of the child in recognition of their duty of care.

If in doubt, phone for the emergency services.