



Procedures For Dealing With Sick And Injured Children Who Need To Attend Hospital

- ◆ First-aider called to sick or injured child.
- ◆ First-aider ascertains the name of the patient from the student sent to Reception or from the member of staff 'phoning for assistance.
- ◆ First-aider asks a colleague to access student records to see if the sick/injured child has an existing medical condition. That colleague will become the first-aider's point of contact in Reception/School Office. Meanwhile, the first-aider collects the blanket, first aid box and walkie-talkie, giving the second walkie-talkie to the member of the Admin Team who is to be her point of contact.
- ◆ First-aider then assesses the patient and liaises with her point of contact re: 'phoning for an ambulance.

By ambulance

- ◆ First-aider asks for back-up, if appropriate.
- ◆ Reception to print off student information from SIMS and write any medical condition/medication onto the form and get this to the first-aider before/at the arrival of the ambulance.
- ◆ Reception to sort out opening of gates (if appropriate) for the ambulance and guiding them to the scene of the incident.
- ◆ Contact should be made with parents only when an ambulance has arrived and we know where the paramedics are taking the patient. Any variation on this procedure should be cleared by either Audrey Pledge, Ceri Dennis or Clare Gibson before contact is made.
- ◆ The first-aider should always accompany the student in the ambulance, unless the parent has arrived at School and will travel with his/her son/daughter.
- ◆ The first-aider should remain at the hospital until such time as the parent arrives and should then return to School in a taxi.

By Car

- ◆ The first-aider should either telephone, or ask Reception to telephone, the parent/emergency contact to inform them that their child needs non-emergency hospital treatment (not requiring an ambulance) and asking them to collect.
- ◆ The priority should always be the discomfort of the child. If the first-aid officer feels that the child is in pain and the parent/emergency contact cannot be reached, then the first-aider should accompany the child to hospital without delay, using either a car or a taxi.

- ◆ Reception will continue to try and contact the parent/emergency contact, asking them to meet the first-aider at hospital.
- ◆ Once the parent/emergency contact has arrived at the hospital, the first-aider should return to School in either their car or a taxi.

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