



Mildenhall College
A C A D E M Y

First Aid Procedure

This procedure is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.

The emergency first aid post is reception on both sites.

Students – Bury Road

Illness/Feeling unwell

If a student feels unwell in a lesson they should tell a member of staff who will send them to the House Office where they will be assessed by a first aider.

Accidents/Emergencies

If emergency first aid is required contact reception or go directly to reception with another member of staff or student (if it is safe to do so) immediately.

Medication

Students may have to bring medication in to the academy but it MUST be kept in a locked cupboard at reception with a signed parent/carer consent form. The academy will only provide students with a Paracetamol if verbal or written consent from a parent/carer is received. This consent will be logged on SIMS.

Serious Incidents/Ambulances

In the case of a serious accident requiring an ambulance, a First Aider will look after the student and an ambulance will be called. The First Aider will contact the office to arrange for parents/carers to be called. If parents/carers are unable to accompany the student to hospital, the Principal will decide which member of staff is most appropriate to accompany the student.

At MCA6 Mrs Reay, Sixth Form Administrator, is the main qualified First Aider. If a student feels unwell or has an accident contact reception immediately.