



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.

There are emergency first aid posts at both sites:

Students – Student Reception at the Main Hub Site

Students – Front Office at MCA6

Illness/Feeling unwell

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

Accidents/Emergencies

If emergency first aid is required contact Student Reception ext. 144 or First Aid ext.126 or go directly to Student Reception with another member of staff or student (if it is safe to do so).

Medication

Students may have to bring medication into the academy which needs to be dropped off at main reception and this MUST be kept in a locked cupboard in First Aid with a signed parent/carers consent form. The academy will only provide students with a Paracetamol if verbal or written consent from a parent/carers is received. This consent will be logged on Bromcom.

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 Reception to arrange for parents/carers to be called. If parents/carers are unable to accompany the student to hospital, the Principal /Head of Academy will decide which member of staff is most appropriate to accompany the student.

At MCA6 Mrs Sharley, Key Stage 5 Student Support Officer, is the main qualified First Aider. If a student feels unwell or has an accident contact main reception immediately ext.100.

Defibrillators

We have two defibrillators on site. One is situated in the main hub site, outside the Principal's office. The other can be found in the front office at MCA6.

First Aid Support at MCA

Name	Role
Mrs Gattlin	First Aid Coordinator
Mr Roberts	SSO (Inclusion)
Mr Leach (3 Day)	First Aid Lead/Senior Administrator
Miss Croft (3 Day)	Principal's PA
Mr Daniels	Faculty Leader DT
Mr Burt	Seacole House Leader/PE
Miss Mutton	Faculty Leader PE
Mrs Norman	Minibus Driver
Miss Finbow	Cavell House Leader /Subject Lead Drama
Mr Goodenough	Senior Assistant Principal
Mr French	Teaching Assistant
Miss Moles-Smith	Faculty Leader Art
Mr Waterson	Assistant Faculty Leader PE
Mrs Billson	Faculty Leader Humanities

Mr Weeks	PE
Mrs Wilmshurst	BHC
Mrs Waddilove	BHC
Mrs Wyatt	Science
Mrs Hook	SEND
Mrs Cressall	Reprographics
Mrs Salamon	DT
Mr Salamon	Site Supervisor
Mrs Bowers	Admin Assistant/First Aid
Miss Hosier	SEND

MCA6

Name	Role
Miss T Sharley	SSO Key Stage 5