

Medical Emergencies Policy

1. Introduction

Turning Point Leeds (TPL) is committed to providing a safe environment where the health and wellbeing of pupils, staff, and visitors are protected at all times. Medical emergencies may arise unexpectedly, and this policy sets out the procedures for responding quickly, effectively, and safely.

2. Purpose

The purpose of this policy is to:

- Provide clear guidance for staff on how to respond to medical emergencies.
- Ensure the welfare of pupils and staff through prompt and appropriate action.
- Comply with statutory health and safety responsibilities.
- Maintain strong communication with host schools, parents/carers, and emergency services.

3. Principles

- **Immediate Response:** Medical emergencies are treated as a priority.
- **Safeguarding Priority:** Where a medical emergency overlaps with safeguarding, the TPL DSL will always inform the host school DSL.
- **Qualified Support:** First aiders are available on site at all times.
- **Parental/Host School Communication:** Parents/carers and host schools will be informed promptly of any medical emergency involving their child.
- **Record Keeping:** All incidents will be accurately recorded and reported.

4. Definition of a Medical Emergency

Medical emergencies may include (but are not limited to):

- Loss of consciousness or unresponsiveness.
- Seizures or convulsions.
- Severe allergic reactions (anaphylaxis).
- Breathing difficulties or asthma attacks.
- Chest pain or suspected heart problems.
- Serious injuries (e.g., head injuries, fractures, burns).
- Significant bleeding.
- Diabetic emergencies.

5. Procedures for Responding to a Medical Emergency

1. Immediate Action

- Remain calm and ensure the safety of all present.
- Assess the situation quickly.
- Call for a qualified first aider immediately.
- If life-threatening, call 999 for emergency services without delay.

2. First Aid Response

- A trained first aider will administer appropriate care until emergency services arrive.
- Emergency medication (e.g., EpiPens, inhalers) will be administered where prescribed and authorised.
- Staff will not attempt treatment beyond their training.

3. Communication

- The TPL Director and DSL are informed immediately.
- Parents/carers are contacted as soon as possible.

- The host school DSL is always notified of the incident.
- If necessary, staff accompany the pupil to hospital until parents/carers arrive.

4. **Recording**

- All incidents are recorded in the accident/incident log and, where relevant, safeguarding systems (CLM/CPOMS).
- Details recorded include the nature of the emergency, actions taken, times, and persons involved.

6. **Preventative Measures**

- Medical information (e.g., allergies, conditions, prescribed medication) is collected for every pupil and kept securely.
- Care plans are in place for pupils with known medical needs.
- Staff are trained annually in first aid, anaphylaxis, and emergency response.
- Emergency equipment (first aid kits, defibrillator where available) is checked regularly.

7. **Roles and Responsibilities**

- **Directors:** Ensure compliance with statutory health & safety duties and adequate first aid cover.
- **DSL:** Oversee safeguarding communication and inform host school DSLs.
- **First Aiders:** Provide emergency care and maintain training.
- **All Staff:** Stay calm, raise the alarm, and follow procedures.
- **Parents/Carers & Host Schools:** Provide up-to-date medical information and care plans.

8. Monitoring and Review

- All medical emergencies are reviewed by Directors termly to identify patterns and improvements.
- Lessons learned are fed into staff training and risk assessments.
- Policy is reviewed annually or sooner if statutory guidance changes.

9. Linked Policies

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- First Aid Policy
- Pupil Wellbeing & Mental Health Policy
- Data Protection & GDPR Policy

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Next Review August 2026