

**TREVI GLAS COMMUNITY COLLEGE****STUDENT ILLNESS OR ACCIDENT**

**Every member of staff has a duty to ensure that children are safe at all times while they are in their charge.**

The college does not employ trained nursing staff. Some teachers (voluntarily) and some administration staff have received first-aid training. The college can, therefore, offer only emergency first aid and not general medical care.

Parents are advised that children needing medical attention should not attend college. Children who become ill during the college day are made as comfortable as possible while arrangements are made for them to be collected and taken home. It is a parent's discretion as to whether they seek further medical attention for their child. Children with long-term chronic conditions may attend college, but be excused participation in some lessons where a doctor has advised this.

Members of the college staff - teaching and non-teaching are not permitted to dispense analgesics to students who do not have medication stored at first aid. Where children need to take medicines during the college day, it is at parents' discretion whether the child carries and administers his/her own medication. Anaphylaxis medication, for individual students, may be stored in the main office or carried by students. It is the parents' responsibility to inform the college of any change to their child's medical information.

Sick or injured children are dealt with by a First Aider in Reception.

Accidents, injuries and serious illnesses occurring at college are dealt with promptly. Staff should always refer students to first aid so any accident, injury or illness can be logged. If the emergency services are contacted then appropriate efforts are made to contact parents or other contacts listed on SIMS. The Health, Safety & Security committee monitors the way in which accidents are dealt with and the college does its best to minimise accidents by ensuring that effective 'risk assessment' procedures are in place.

The Headteacher will act "in loco parentis" in the event of the college not being able to contact parents or delegates this responsibility to the Deputy Headteacher and/or Assistant Headteacher.

**THE COLLEGE SEEKS THE SUPPORT OF PARENTS IN ENSURING THAT EMERGENCY CONTACT TELEPHONE NUMBERS ARE UP TO DATE.**