

# MEDICAL EMERGENCY PROCEDURE

## FOREWORD

Freedom Foundation Alternative Provision, is a site for KS1 & KS2 Alternative Provision. They are referred to as Freedom Foundation AP/AP for the benefit of students and this document.

## 1 PROCEDURE

It is the aim of The Freedom Foundation AP to keep all children safe and to respond appropriately to unforeseen circumstances. Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who have specific medical conditions supported by an Individual Health Plan.

In the event of an emergency, staff will follow school procedures and protocols where possible and adhere to the any guidelines issued by Nottingham City Council and Derby City Council.

In the event of a medical emergency, whereby a child has an identified Medical Protocol, all procedures will be followed.

In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will contact the Emergency Services (Ambulance) to attend.

In the event of an accident at the AP and the child does not require emergency care, parents/carers and home school/local authority should be contacted and advice taken.

Where a child receives a head injury, the First Aider, will assess the situation and contact parents/carers. A letter advising parents/carers of the incident will be sent home to ensure appropriate aftercare can be provided.

In the event of an accident at the AP and the child does not require emergency care and parents/carers cannot be contacted, the First Aider, in consultation with a member of the senior leadership team (SLT) will decide if the child should attend hospital.

If a student should be transported to hospital, a member of staff will always accompany them and stay with them until a parent/carer arrives. Staff should also take the student's school file and any relevant Medical Protocol including medication.

The AP's First Aider should remain at the AP unless there is concern that the child may be unwell during their journey.

Parents/carers should be contacted by office staff and arrange to meet AP staff at hospital. Where parents are unable to be contacted, AP staff will follow advice and guidance of the medical professionals as to the care which should be administered to a student.

Following an accident within the AP which resulted in more than minor first aid (i.e. cuts, bruises, bumps), a member of SLT will complete a Health and Safety Accident Report and parents/carers would be requested to sign this form on behalf of the student concerned.

If the accident could be considered, in anyway, the responsibility of Freedom Foundation AP, this should be reported through the RIDDOR process.

## **2 REVIEW**

We keep this policy under regular review

Review of this Policy: April 2025

Next Review Date: April 2026

Reviewed By: Laura Grant

Position/Role: Director of Freedom Foundation

## **APPENDIX 1: APPEALS PROCEDURE**

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially. When a teacher feels that any aspect of their appraisal objectives are unfair or unjust, they may appeal against them, and present evidence to support their argument for consideration.

Teachers / head of provision should put their appeal in writing to either the head of provision or the Governing Body; their appeal should include sufficient details of its basis.

Appeals should be heard without unreasonable delay and at an agreed date, time and place. Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

The order of proceedings is as follows:

**Review Stage:** The teacher receives written confirmation of their appraisal objectives. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Appraiser within ten working days of the decision. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

**Formal Appeal Stage:** The teacher should set down in writing the grounds for appeal and send it to the Appraiser. Within 10 working days of receipt of the appeal the arrangements for the appeal hearing will be communicated. Any appeal should be heard by a panel of three governors normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing within 10 working days, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

The decision at the Formal Appeal Stage is final.

## **APPENDIX 2: PRINCIPLES FOR CLASSROOM OBSERVATION**

Classroom observations will be carried out by those with QTS and will not exceed 3 hours or exceed 3 separate

observations for appraisal purposes. This does not preclude additional observations during the appraisal cycle where it is deemed necessary by both parties.

The timing of observations will be discussed and agreed by the appraiser and the teacher.

Notice will be given to the teacher at least one week in advance which lesson will be observed in all circumstances. Part-time staff may need more than one week's notice.

Oral feedback will be given as soon as possible after an observation and no later than the end of the following working day.

Written feedback will be provided within 5 working days of the observation taking place.

AP leaders and trustees are committed to ensuring that classroom observation is developmental and supportive and that those involved in the process will:

- Carry out the role with professionalism, integrity, and courtesy
- Evaluate objectively
- Report accurately and fairly
- Respect the confidentiality of the information gained
- Ensure that observations are not excessive but are reasonable, proportionate and supportive