**Medical Emergency Policy**

Glow Education Project endeavours to ensure the safety of all of its staff and learners in the event of a medical emergency. This policy applies to all learners, staff, visitors and any other person on Glow Education Project property.

In the event of a medical emergency please dial 999 for emergency services. Examples of when to call emergency services are listed below:

* the learner is unconscious, semi‐conscious or unusually confused
* the learner’s airway is blocked
* the learner is not breathing
* the learner is having difficulty breathing, shortness of breath or is choking
* the learner has no pulse
* the learner has bleeding that won’t stop
* the learner is coughing up or vomiting blood
* the learner has been poisoned
* the learner has a seizure for the first time, a seizure that lasts more than 5 minutes,  or an typical seizure
* the learner has injuries to the head, neck or back
* the learner has sudden, severe pain anywhere in the body
* the learner’s condition is limb threatening (for example – severe eye injuries, amputations or other injuries that may leave the learner permanently disabled unless he/she receives immediate care).
* the learner’s condition could worsen or become life-threatening on the way to the hospital if not transported by ambulance
* if moving the learner could cause further injury
* the learner needs the skills or equipment of paramedics or emergency medical technicians
* distance or traffic conditions would cause a delay in getting the learner to the hospital

**If any of the above conditions exist, or if you are not sure, it is best to call 999.**

Once an ambulance has been called, a qualified First Aider can administer First Aid.

**Appointed person is: Martin Mendez**

The patient should be accompanied in the ambulance by a member of staff.

The Director should be informed of the incident including the following information:

* the nature, date and time of the incident
* where it happened
* names of persons involved
* information about their condition
* what has been done so far and action yet to be taken

The Director is Martin Mendez

mmendez@gloweducationproject.com

Mob: 07780874376

If the person received emergency medical treatment following an accident, a report should

be completed and sent to the Health & Safety Lead, Martin Mendez (details above). The Accident book can be found in the office. A Director will contact the next of kin to inform them. A Director will visit learners in hospital or at home to follow up.

**ASSISTING IN A MEDICAL EMERGENCY**

You can always do something to help in any emergency.

* take appropriate safety precautions for yourself and the safety of others
* be alert to possible dangers at the scene. Move a victim only if their life is endangered
* communicate effectively, giving specifics on what, where, when and the number of persons involved. Ask a conscious victim for permission before giving care; provide necessary information to emergency services on arrival
* organise wherever possible to comfort the victim as well as bystanders
* keep the area free of unnecessary traffic and help protect the victim from possible dangers.

**Covid-19**

If a child is showing symptoms of Covid-19 , the young person will be isolated and Parents/Carers will be contacted as an emergency to collect their child and follow government guidelines.

Commissioners and any other agencies will also be contacted the same day.

**Contacting Parents/Carers or commissioners**

If it’s a medical emergency where 999 is needed to be contacted, Parents/Carers will be contacted second to explain the emergency and what the next procedures will be. If it’s not a 999 emergency then Parents/Carers will be contacted as soon as possible and asked to collect their child if necessary.

If Parents/Carers are not contactable then their emergency contact will be called, if still contact made then a home visit will be conducted.

Other agencies will be made aware if necessary via email or phone.

Commissioners will also be contacted the same day via Cpoms, email and/or phone.

**Policy updated: November 2022**