

The Future You

Medical Emergency Plan

Purpose

To ensure a safe, swift, and effective response to any medical emergency within the tutoring centre, protecting the health and wellbeing of learners, staff, and visitors.

1. Key Principles

- The safety and wellbeing of the learner/individual is the highest priority.
- All staff have a responsibility to respond promptly and appropriately in an emergency.
- There will always be a trained First Aider onsite during operating hours.
- First aid will be provided by trained personnel only.
- Emergency services will be contacted whenever required.
- Parents/carers will be informed immediately of any medical emergency involving a learner.

2. Roles & Responsibilities

All Staff

- Remain calm and follow this plan.
- Immediately alert a First Aid Trained Staff Member.
- Never leave a learner unattended during a medical incident.

First Aid Trained Staff

- Take charge of the situation.
- Provide first aid within the limits of their training.
- Assess whether emergency services are required.

Designated Safeguarding Lead / Manager

- Coordinate communication with emergency services and parents/carers.
- Ensure incident is recorded and reported.
- Review incident after resolution to ensure procedures were followed.

3. Emergency Procedure

Step 1: Identify the Emergency

- Assess situation quickly and calmly.
- Determine if the person is conscious, breathing, or in immediate danger.

Step 2: Call for Help

- Alert nearest First Aider immediately.
- If situation is life-threatening, call 999 without delay.

Step 3: Provide Immediate Care

- First Aider provides care within their training (e.g. CPR, recovery position, wound care, epi-pen administration).
- Do not move casualty unless in immediate danger.

Step 4: Contact Emergency Services

- Dial 999 if:
 - - The casualty is unconscious or unresponsive.
 - - The casualty is not breathing or has severe breathing difficulty.
 - - Severe bleeding, seizures, suspected heart attack, anaphylaxis, or other life-threatening conditions occur.

Step 5: Inform Parents/Carers

- DSL/site lead contacts parent/carer immediately.
- If taken to hospital, parent/carer advised of hospital location.

Step 6: Record & Report

- Complete Medical Emergency Incident Report Form.
- Record time, nature of incident, actions taken, and staff involved.
- Submit report to site lead/DSL within 24 hours.

4. Specific Medical Considerations

- Allergies/Anaphylaxis: Ensure epipens/inhalers are accessible if prescribed. Staff trained in their use.
- Asthma: Learners should have inhalers accessible during lessons.
- Diabetes: Staff to be aware of learners with diabetes and know signs of hypoglycaemia/hyperglycaemia.
- Epilepsy: Staff trained to recognise seizures and manage safely.

A list of learners with medical needs should be kept securely in the office and accessible to staff. It will form part of individual pupil profiles.

5. First Aid & Equipment

- A trained First Aider will always be onsite.
- First Aid kits located in:

- - Reception/Office/Kitchen (one per floor)
- First Aid kits checked monthly.

6. Training & Review

- All staff to complete annual first aid awareness training.
- At least one staff member per shift must hold a recognised First Aid qualification.
- Plan reviewed annually or after any medical emergency.

7. Emergency Contacts

Emergency Services: 999

Nearest Hospital: Arrowe Park

8. Sign-Off

I confirm that I have read and understood the Medical Emergency Plan.

Name: _____

Signature: _____

Date: _____