



ABLE Education Policy Document

MEDICAL EMERGENCY POLICY

Last reviewed: March 2026

Next review due: March 2027

Table of Contents

1. Introduction	3
2. Definition of a Medical Emergency	3
3. Response to a Medical Emergency	3
4. First Aid Provision	5
5. Managing Medical Conditions	5
6. Storing and Administration of Medicines	5
7. Post-Emergency Follow-Up	4
8. Review and Monitoring	4
9. Contact Information	4

1. Introduction

At ABLE Education, we are committed to ensuring the safety and well-being of all students, staff, and visitors. This policy sets out clear procedures for responding to medical emergencies to ensure swift and effective action in the event of an incident. This policy applies to all students, staff, parents/carers, and visitors engaging with ABLE Education's services.

2. Definition of a Medical Emergency

A medical emergency is any situation that poses an immediate risk to health or life and requires urgent medical attention. Examples include but are not limited to:

- Severe allergic reactions (anaphylaxis)
- Asthma attacks
- Seizures
- Unconsciousness or collapse
- Heart attacks or chest pain
- Severe bleeding
- Head injuries
- Diabetic emergencies

3. Response to a Medical Emergency

Step 1: Immediate Assessment

- The first staff member on the scene should assess the situation and ensure their own safety before assisting.
- If necessary, move the individual to a safe location if it does not worsen their condition.

Step 2: Call for Help

- Alert a trained first aider immediately.
- If the situation is life-threatening, call 999 and provide details of the emergency.
- Notify the Designated Safeguarding Lead (DSL) and senior leadership.

Step 3: Administer First Aid

- A trained first aider will administer appropriate first aid treatment.
- If the individual requires an EpiPen, inhaler, or other prescribed medication, administer it as per medical instructions.
- Monitor the individual's condition while waiting for emergency services.

Step 4: Communication and Documentation

- Contact the parent/carer or emergency contact as soon as possible.

- Record all details of the incident, including time, symptoms, actions taken, and the response from emergency services.
- Follow up with a written report submitted to the Head of Provision.
- Head of Provision contacts the commissioner.

7. Post-Emergency Follow-Up

- Conduct a review of the incident to assess the response and identify any improvements needed.
- Provide support to affected individuals.
- Update relevant records and inform relevant staff of any necessary adjustments to support the student.

8. Review and Monitoring

- All medical emergencies will be logged and reviewed by the senior leadership team.
- This policy will be reviewed annually to ensure effectiveness and compliance with health and safety regulations.

9. Contact Information

For any medical emergency, the emergency services should be contacted first on **999**.

Once the medical emergency has been responded to appropriately, please contact the DSL on 07396 803 303 or safeguarding@able-education.co.uk.