



FIRST AID POLICY

Version	2
Reviewed By:	Bursar
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Dover College is committed to ensuring that every pupil (including boarders and those in our EYFS setting), member of staff and visitor is provided with adequate first aid in the event of an accident or illness, no matter how minor or major.

- Procedures and information set out in this document aim to ensure that:
- All members of the school community are aware of the procedures to follow in the event of an accident;
- Effective management systems are in place to support individual children with medical needs;
- Medicines are recorded, handled, stored and administered responsibly;
- First aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits or trips;
- All incidents requiring medical assistance are properly recorded.

By implementing this policy, we will be helping to achieve our shared vision that all members of the Dover College community are healthy, stay safe, enjoy and achieve, and are able to make a positive contribution.

All staff, including non-first aiders, have a responsibility for the welfare of pupils by ensuring that:

- They are familiar with the first aid procedures in operation and know who the current First Aiders are and how they can be located;

- Pupils are sent to the Medical Centre there is any reasonable concern about an injury or illness. Safety is paramount at all times;
- Pupils are aware of the first aid procedures;
- Any requests from parents for administration of medicines to pupils are referred to the School Nurses. In the Prep School, parental permission is required before medicine is administered.

Dover College is fully committed to ensuring that the application of this First Aid Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document within the Staff Handbook.

This policy is applicable to all pupils in both Senior and Prep schools, including those in boarding and EYFS. Dover College seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Deputy Head, Bursar and Lead Nurse, or as events or legislation change requires.

INTRODUCTION

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the school to ensure there is adequate First Aid Equipment, Facilities and trained First Aiders for staff and pupils.

1. AIMS

- To identify the First Aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that First Aid provision is available at all times on school premises, and also off the premises whilst on educational visits.

2. OBJECTIVES

- To appoint the appropriate number of suitably trained First Aiders to meet the needs of the School;
- To provide relevant training and ensure monitoring of training needs;
- To provide sufficient and appropriate resources and facilities;
- To inform staff and parents of the School's First Aid arrangements;
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3. RESPONSIBILITIES

The Headmaster, the Senior Leadership Team and the Health and Safety Committee are responsible for ensuring:

- First Aid needs are assessed and addressed;
- Sufficient numbers of suitably qualified First Aiders are available at all times
- The provision of First Aid services during school hours;
- Appropriate First Aid cover for out-of-hours and off-site activities.

The Deputy Head and Bursar are responsible for:

- Assessing the First Aid needs throughout the school
- Advising on appropriate levels of First Aid provision
- Identifying First Aid training needs
- Arranging in-house training
- Arranging attendance on external First Aid training courses
- Maintaining a record of all First Aid training of school staff
- Liaising with SLT and the Health and Safety Committee on First Aid issues
- Ensuring First Aid cover is available on each site during normal school hours
- Organising provision and replenishment of First Aid equipment
- Maintaining accurate records of First Aid treatments given

Qualified First Aiders are responsible for:

- Responding promptly to calls for assistance
- Providing First Aid support within their level of competence
- Summoning medical help as necessary
- Recording and reporting details of accidents and treatment given

Director of Sport is responsible for:

- Ensuring appropriate First Aid cover is available at all curriculum sports activities
- Communicating any incidents to Housemasters and the Medical Centre immediately on return from sports lessons or fixtures.
- Ensuring communication with parents/guardians is also conducted in a timely fashion.
- Ensuring Physical Education Teaching Staff receive appropriate First Aid Training.
- Maintaining timely updates on sport-related first aid, particularly concussion-related, and ensuring the effective communication of this.

Plus, each individual taking a P.E. session should:

- Ensuring First Aid kits are taken to all practice sessions and matches
- Have access to emergency contact details and relevant medical information for each pupil in their care

Housemasters are responsible for:

- Ensuring their Boarding House has a minimum of one first aid qualified member of staff.
- Ensuring that, between the four boarding houses, there is always one first aid qualified member of staff on duty (or on call) during boarding periods.
- Maintaining access to emergency contact details and relevant medical information for each pupil in their care.
- Ensuring that additional training is undertaken by all boarding staff in the Administration of Medication in Boarding Houses; this will be coordinated by the Lead Nurse.

4. TRAINING

First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive, and all are certificated. Many teaching and non-teaching staff are trained to a level above that stipulated by the regulations. An updated list of first aiders is kept within the Bursary and Medical Centre.

Regardless of qualification pupils and staff must take ownership of emergency First Aid Issues whenever they are encountered. This will involve making difficult judgements in traumatic circumstances. With this in mind any pupil or member of staff is authorised to call the emergency services provided they have made a sensible judgement of severity and time delays that may be caused in finding the qualified member of staff.

All members of staff are encouraged to undertake further First Aid training, on a voluntary basis, where this is above the mandatory requirements. First Aiders should be easily available in areas of greatest risk.

5. REPORTING AND RECORD KEEPING

A record must be kept by the Medical Centre of any First Aid treatment given, and of any potential RIDDOR incident via the serialised accident forms held in the Bursary. This should include:

- Date, time and place of incident
- Name of casualty
- Details of the injury/illness
- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- Name and signature of First Aider or person dealing with the incident

Parents are to be notified in writing of all reportable incidents (and significant bumps to the head in the Prep School and suspected sports concussions). Parents are to be notified of any significant accident or injury sustained by their child on the same day, or as soon as is practicable, and any first aid given.

The Bursar is responsible for RIDDOR. The Deputy Head (Senior School) and Deputy Head (Prep School) are responsible for reporting relevant incidents to OFSTED and ISI as necessary.

6. MEDICAL CENTRE

The School Medical Centre is staffed by fully qualified registered nurses. The ext. no is 230 and the mobile no 07720 398502.

The opening times of the Medical Centre are:

- Mondays 07.45-17.00
- Tuesdays 07.45-17.00
- Wednesdays 07.45-17.00
- Thursdays 07.45-17.00
- Fridays 07.45-17.00
- Saturdays 09.00-13.00

Out of hours: if unsure whether the individual requires specialist treatment, contact the Doctor-on-call (telephone numbers are contained in House Medical Information packs copy in house and shared areas) or contact White Cliffs Surgery (01304 201705). In the event that the injury is more serious, then take the individual straight to the nearest Accident and Emergency Unit.

Care of Boarders. In conjunction with boarding staff, the Lead Nurse is responsible for organising the provision of medical care to boarders. She is also responsible for the keeping and monitoring of non NHS records.

During term time the following members of staff are appointed by the school to be the 'First Aiders' as required by the Health and Safety at Work Act.

- Medical Centre Lead Nurse: Clare Hunt RN
- Medical Centre Nurses: Sarah May-Bradshaw RN and Sue Robinson RN
- Medical Centre Matron: Edith Glayzer

Nurses are all registered with the NMC. This registration should be checked on appointment and during revalidation every three years.

During holiday time the following members of staff are appointed by the school to be the Appointed Persons as required by the Health and Safety at Work Act.

- Darren Pallett (Estates Manager)
- Leigh Baker (Support Services Manager)
- Steve Baker (Maintenance Manager)
- Jen Ball (Head of Grounds & Gardens)
- Freddie Pontin (Maintenance)
- Warren Shilson (Groundsman)

7. ADMINISTRATION OF MEDICINES AND PROCEDURE

Medical conditions are initially brought to light on pupils' Medical form. This will highlight issues/illnesses plus required care and consents for treatment to the School Nurse who will discuss issues with the pupil/parents/guardians as appropriate and initiate an Individual Care Plan, as necessary. Parents are regularly reminded to inform the school of any changes to their child's medical condition.

- Boarders. In accordance with Medical centre drug Policy (Individual boarders if seen to be Gillick competent by either the School GP or a School Nurse may self-medicate medications.
- Day Pupils. In accordance with Medical Centre Policy.
- EYFS. In accordance with EYFS policies. Of note, for EYFS outings, at least one accompanying adult must have a paediatric first aid certificate.

8. MONITORING AND REVIEW OF THE POLICY

First Aid arrangements are continually monitored by the Bursar, Deputy Head and the School Nurse and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation and changes in pupil or staff numbers.

Any concerns regarding First Aid should be reported without delay to the Headmaster, Bursar or another member of the Senior Leadership Team.

9. FIRST AID EQUIPMENT

First Aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of First Aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The School Nurse will supply and stock First Aid kits, however it is the responsibility of each department to take first aid kits to the Medical centre each term for checking. Locations are shown at Annex C.

First Aid containers should be kept stocked according to the contents list and assessed need and should contain a guidance leaflet. Contents should be checked regularly. Eye wash should be provided where there is a need and eye wash stations should be identified by appropriate signage. Stations should be checked regularly by departments.

When activities take place away from School, First Aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling First Aid kit to a comprehensive First Aid container (and perhaps equipment) suitable for a field trip.

The total number of First Aiders and Appointed Persons should be identified after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of First Aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First Aid notices are displayed on the front of the First Aid box showing the names and telephone numbers of nominated First Aiders and Appointed Persons.

All minibuses carry a First Aid Kit. These are to be checked as part of the minibus inspection routine, they are to be restocked every term, or sooner as required.

The Sports Department should have several large well equipped First Aid bags that are taken to all games lessons, practices and matches. The kit should be returned to the School Nurse for checking and restocking at least once a term or when used.

A First Aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays should be considered.

Non-Emergency Procedures

Prep School (including EYFS). All unusual accidents and all illnesses are reported immediately to the parents, or nominated responsible person. Responses are agreed with parents which would include:

- Immediately collecting their Child: Taking them to hospital, GP or home as appropriate.
- Asking the Nursery Team to Administer Calpol: This is done verbally and via either email or text message with authorisation paperwork being completed on collection of their child.
- Leaving their Child in the setting: This is done after discussion with the Nursery Team.

Senior School. During school hours: Depending on the severity of the injury or illness the casualty is dealt they should proceed to the medical room at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to Reception. Pupils should have a note signed by the teacher to excuse them from the lesson and be accompanied by a responsible friend if appropriate. In the event of severe illness or injury reception or an ambulance should be called to attend without delay (see above). If the medical room is unmanned, then reception staff are able to contact a qualified First Aider.

9.3 If treatment is deemed necessary the Nurse will consider referring the child to their GP (in the case of boarders this is typically the School Doctor or a supporting GP from the same practice), or other health advisor as appropriate. They will inform parents, guardians and school pastoral staff as necessary.

9.4 Senior School – Out of Hours: Duty Boarding Staff are responsible for overseeing and administering ongoing treatment programmes. If there is a new issue that occurs during their duty, then they are responsible for taking appropriate action. If they are in any doubt, then they should take the child to the A&E Department.

9.5 Duty Staff will inform parents, guardians and school management as necessary. They will also ensure that the medical department is fully abreast of any developments and/or issues.

10. REPORTING AND RECORD KEEPING

10.1 As per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013) Dover College must notify the Health and Safety Executive (HSE) of any reportable incidents. Details can be found in separate RIDDOR Procedure.

10.2 Injuries to Pupils: In all notifiable cases, the member of staff is to report an injury to a pupil to the Medical Centre & also complete an Accident Report Form. The form must be given to the Bursary. The notification to the HSE of reportable accidents/incidents will be carried out by the Bursar.

10.3 Injuries to Teaching and Support Staff, Visitors and Others: Either the member of staff or a colleague should inform the Medical Centre and must also complete an Accident Report Form for notifiable incidents. The form must be given to the Bursary. The notification to the HSE of reportable accidents/incidents will be carried out by the Bursar.

10.4 All EY reportable incidents are notified by the Deputy Head Prep School as per OFSTED Factsheet, "Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies".

10.5 A record must be kept of any First Aid treatment given and should include:

- Date, time and place of incident
- Name of casualty
- Details of the injury/illness
- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- Name and signature of First Aider or person dealing with the incident

10.6 Document treatment for all who attend confidentially are kept using the school patient documentation.

11. INCIDENT MANAGEMENT FOR ACCIDENTS, INJURIES AND DANGEROUS OCCURRENCES ANYWHERE IN SCHOOL AND DURING GAMES AND TRIPS ETC.

11.1 Life threatening:

- Please see Annex D for the resuscitation information and follow procedure for basic life support
- In cases of suspected spinal injury, do not attempt to move the casualty

11.2 Serious, but not life threatening:

- Immediate First Aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm
- In cases of suspected spinal injury, do not attempt to move the casualty
- Ask reception to summon an ambulance if necessary, otherwise call the duty nurse to the casualty location
- Please see Annex E for Guidance on Automatic Adrenaline Injectors
- Please see Annex F for Guidance on Head Injuries
- Please see Annex G for Guidance on Management of Pupils with Asthma

11.3 In the case of all other injuries:

- Immediate First Aid administered
- Send or take the injured person to the medical centre

ALWAYS:

- Provide an escort and never send an injured pupil to the medical centre alone — and check afterwards that the injured person did report in
- Any pupil who has been concussed, even if only for a few seconds and is apparently fit, should always be sent to the medical centre

11.4 Head injuries during sporting activities: any head injuries during sports activities should follow the policy at Annex F.

12. MONITORING AND REVIEW OF THE POLICY

12.1 First Aid arrangements are continually monitored by Governors, The Senior Leadership Team, the school nurses and the Bursar and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil/staff numbers.

12.2 Any concerns regarding First Aid should be reported without delay to the Head or a member of the SLT.

Annexes:

- A. Procedures for the Administration of Medicine
- B. List of Qualified First Aiders
- C. Location of First Aid Kits
- D. Adult Basic Life Support
- E. Guidelines for Pupils with Automatic Adrenaline Injectors
- F. Procedures for Head Injuries
- G. Guidance for Schools for the Management of Pupils with Asthma.

Annexe A. Procedures for the Administration of Medicine

Aim: To ensure safe storage and administration of medication to pupils and staff by the nursing sisters, Medical Centre staff and house staff.

Storage

All medications are kept in a locked cupboard in a room not normally accessible to pupils. In the Medical Centre medicines that require refrigeration are kept in a locked medicine fridge. In the boarding houses medicines that require refrigeration are kept in a separate container in the housemasters/mistress' own fridge.

Controlled drugs

See separate protocol for Dover College Medical Centre controlled drug policy and policy for pupils self-medicating controlled drugs.

Disposal of Medicines

Any unused prescribed medications and any out of date over the counter medications will be returned to the Medical Centre and from there to the Pharmacy for disposal. The Medical Centre drug cupboard, draw and fridge will be checked monthly and again out of date medicines will be safely returned to the pharmacy for disposal. These medicines prior to disposal will be recorded in a bound record book.

Replacing stock in boarding houses

A record is kept of the stock supplied to the boarding houses, including the amount issued, issue date and expiry date.

If house stocks are depleted it is the house parents responsibility to inform the Medical Centre who will replenish stocks accordingly.

Non-Prescribed Medications

These are available to boarding pupils, day pupils and staff. For all boarding staff they will have access to these medications within each house. Training will be offered as needed by the school nurse to give the attached list of medications safely. They must all read the administration of over the counter medication protocol as an agreement and sign that they are happy to administer safely. The nurses also will administer non prescribed medications under the over the counter medication protocol.

Prescribed Medications

Medication prescribed by a doctor should be administered according to the instruction on the individual medication and only given to the pupil to whom it has been prescribed. They should be kept in their original container. The original dispensing label must not be altered. The protocol should be the same as for non-prescribed medications.

Adverse reactions

Drugs can cause adverse reactions in some people. If a pupil experiences adverse reaction to a medication do not give any further doses until instructed to do so by the doctor. A medical incident form should be completed and a copy supplied to the Medical Centre.

If a serious reaction occurs medical attention should be sought immediately.

Medicines given in error

If an error is made with any medication advice must be sought immediately. During the day the School Doctor should be contacted on 01304 216890. If the Doctor is unavailable, or if

the incident occurs at night then telephone 111. A medical incident form should be completed explaining the error and any action taken, a copy of this should then be provided to the Medical Centre.

Medication brought into school by the pupils

A record will be kept of medications brought into school by pupils. There are risks that prescribed medications will interact with medications purchased over the counter and cause harm. Or that herbal or traditional medications could interact with prescribed or over the counter medications. Therefore, over the counter medication will never be given to a pupil who has taken their own medicine unless parental request form has been completed and it deemed safe. It is the school's policy that the pupils do not bring in their own medications unless they are prescribed.

Overseas Medication

Overseas boarders are asked not to bring their own medication into school, unless prescribed. Where the pupil needs regular prescribed medication the Medical Centre should be informed immediately and the nursing sister will endeavour to ensure a Doctor's appointment is made and a U.K. equivalent medication be prescribed so as dosage, administration, contraindications and side effects as per manufacturer's instructions cannot be misinterpreted. Where the prescribed drug is not available in this country parents may be asked to give written consent to a prescription of a U.K. equivalent to be made available. Where this is not possible a supply of medication brought in by the child must include clear instruction in English for dosage, administration, contraindications and any side effects.

If the Medicine is an unlicensed medication in injectable form the school nurse will not be able to administer this under any circumstances. If the medication is licensed in the U.K. then special consideration may be given after liaison with the School Doctor.

Self-administration of medications

Senior boarders and day pupils wishing to self-medicate must be made aware that they must keep their medicines in a secure place, and not give their medication to anyone else, even if they have the same symptoms.

Administration to save a life

In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be given or supplied without direction of a doctor, or without there being a patient group directive (PGD) , FOR THE PURPOSE OF SAVING A LIFE. In an extreme emergency a medication e.g. adrenaline would be given. (Article 7 of the prescription Only Medicines (Human Use) Order 1997).

Annex B. List of Qualified First Aiders

Clare Hunt	FAAW Level 3	06/08/2024
Sarah May-Bradshaw	FAAW Level 3	06/08/2024
Matthew McPhail	FAAW Level 3	06/08/2024
Johanna Sturge	FAAW Level 3	06/08/2024
Jen Ball	EFAW	06/08/2022
Steve Baker	FAAW Level 3	13/04/2021
Leigh Baker	FAAW Level 3	13/04/2021
Warren Shilson	FAAW Level 3	13/04/2021
Freddie Pontin	FAAW Level 3	13/04/2021
Sara Richardson	FAW	17/11/2021
Emily Mills	FAW	17/11/2021
Melissa Mills	FAW	17/11/2021
Kieron Ives	FAW	17/11/2021
Tracey Mills	FAW	17/11/2021
Emma Miller	FAW	17/11/2021
Edith Glayzer	First Aid at Work	21/09/2021
Keith Cox	Explorer Medicine	17/02/2022
Eva Aylward	Explorer Medicine	11/05/2022
Therese Taylor	EFAAW	06/01/2022
Matthew Flower	EFAAW	06/01/2022
Jack Payne	EFAAW Level 2	29/11/2019
Martyn Prince	EFAAW	06/01/2022
Ritchie Wilkinson	EFAAW	06/01/2022

Annexe C. Location of First Aid Kit

First Aid Boxes are held in the following locations:

Bursary	Tallis Music School
Sports Hall	Common Room Work Room
Maintenance	Catering Department
All Houses (2 per house)	Grounds
Maxton	Farthingloe
Astor Block	Leo Wright(Classroom 1)
Sports Department	Science Labs (no 5 & 6)
CDT	ISC
Priory Lodge	Armoury
LRC	Prep School
Sanctuary Classroom	Chapel
Gatehouse	All School Vehicles

Annexe D. Adult Basic Life Support

The School Artificial External Defibrillator (AED) can be found in the foyer of the Bursary and can be accessed at all times by a member of staff.

Annex E. Guidelines for Pupils with Automatic Adrenaline Injectors

For each new pupil:

- The School Nurse will contact the parents and arrange a meeting (within a week of the child starting at school) to discuss their allergy and previous history
- A copy of the NHS Consultant's Management Plan should be available for the medical team and an annual update requested from parents
- If no NHS Management Plan available a GP letter should be requested to outline the individual plan of care, in the event of allergy/anaphylaxis
- A School Care Plan will be written by the School Nurse to clearly guide staff. This must include specifying where on the school premises the Epipen is to be kept. Older children will be permitted and encouraged to carry the Epipen throughout the school day, providing this poses no risk to others within the building.
- The School Care Plan (SCP) will be kept in the Medical room and updated at least annually. A further copy of each pupil's SCP can be found in the alarmed cabinet in the foyer of the Bursary with their individual medication. At the Prep School, further copies of the School Plan can be found in the Prep School Medical Room within a locked cabinet.
- Key staff (reception, class teacher, sports, catering and SLT) will be made aware of details on the Care Plan and where to access it.
- All staff to be made aware of the pupil's allergy.
- All staff will be trained to deal with allergies/anaphylaxis as necessary and this will be offered annually
- All sharps/used Epipens will be disposed of safely, in line with the H&S guidelines

Annexe F. Procedures for Head Injuries

The Governing Body and Staff at Dover College are committed to ensuring the safety and physical wellbeing of all our pupils. This policy is designed to promote a safe environment and prevent harm for all pupils at Dover College.

Aims of Policy

1. To assess those suffering from a HI, ensuring immediate safety of the pupil and advising any further management.
2. To limit the effect of the injury by giving prompt and appropriate treatment.
3. To detect any deterioration and refer for medical advice where necessary.
4. To ensure every member of staff who supervises sports activities is aware of and follows the same guidelines and is appropriately educated to achieve the best prognosis post injury. Specifically, the medical and sports staff have knowledge of the IRB Maddocks score, SCAT2 card and Graduated Return to Play (GRTP) protocol.

General Guidelines

- If a pupil is seen to sustain or reports a head injury (HI), they should be reviewed by the Medical Centre (MC) staff or the PE staff (if the injury occurred during a sports activity).
- Any pupil sent to the MC for review must always be accompanied by a member of staff (MOS). Pupils will be assessed as per the MC assessment (see below). Written HI advice sheets will be given to all pupils following a head injury.
- In case of serious injury, fit or loss of consciousness staff should call 999 for emergency services first, then contact the MC and wait with the pupil until help arrives. At no point should the pupil be left alone.
- Day pupils will be accompanied to hospital by a MOS who will stay with them until parents arrive and take responsibility for care. For boarding pupils, where possible a MOS will stay with them until they are discharged back to the boarding house or guardians/parents take over the care.
- The nurse will only be able to attend the scene of the injury after organising staff cover for the MC, in her absence.

The MOS to whom the HI was first reported (or who witnessed the accident) should complete an accident form for all HI's.

Sports injuries sustained at School

- Staff should make a sound decision, not an emotional one about stopping play and returning to play sport.
- Staff should be aware that any impact to the head may result in a neck/spinal injury and this must be ruled out before any assessment of an isolated head injury. If in doubt, DO NOT MOVE the pupil and call for emergency services (999).
- The MOS should assess the pupil on the pitch using the Maddocks Score. If they answer this correctly AND they have no physical symptoms (i.e. no dizziness, confusion etc.), they may resume play under close supervision.

- If the pupil has more than one symptom or cannot answer the questions correctly, he/she must be removed from the area of play and not take any further part in that game. In these cases, the pupil should be referred to the school nurse, a medical practitioner or hospital for further assessment.
- If the pupil is unable to walk to the MC, the nurse should be contacted by phone. In these cases, it may be more appropriate to call for an ambulance than wait for the nurse to arrive on the scene (for example, if off site but still at a school venue). However, the nurse will always try to attend if this is in the pupils' best interests.
- If the MOS is solely responsible for a group of children, that activity/game may need to be stopped while the injured pupil receives treatment.

MC assessment

The MC Nurse will

- Take a full history from the pupil and MOS
- Perform baseline observations of BP, P, RR and pupil reaction and document any symptoms.
- Observe the pupil for a minimum of 30 minutes in the MC, repeating observations if their condition warrants this.
- If the pupil is recovered, they will be allowed to leave the MC after 30 minutes and return to class. The pupil will be instructed to return to the MC at any time or inform a MOS if they develop more symptoms or they feel their condition has worsened. The nurse may decide to keep the pupil in the MC for longer for observation.
- Parents/ Boarding staff will be informed of the injury by telephone (when possible) or email and written HI advice will also be given directly to the pupil.

If concussion is suspected

- A MOS will speak to the parents and advise them and the pupil that he/she should also be medically assessed (either by GP or at hospital) advised not to drive not be left alone for 24 hours after the injury.
- The pupil will remain in the MC until collected by parents (day pupils) or taken to hospital by a MOS. For boarding pupils, where possible a MOS will stay with the pupil until they are discharged back to the boarding house, guardians/parents or into the care of hospital staff if admitted.

Return to sport

Following a minor HI with no suspected or diagnosed concussion, pupils may return to play if they have no further symptoms.

For those pupils who wish to return to sport following medically diagnosed concussion, the school follows the principles laid out by the International Rugby Board (IRB) concussion guidelines which states that injured players should;

- Have initial 2 weeks (minimum) off sport
- Follow a GRTP protocol over the following week

- Receive medical clearance before they return to play sport (earliest 3 weeks after the concussive injury)

Day pupils will be permitted to return to gradual play after 2 weeks with written confirmation from parents that they are fit to play.

Boarders will be seen by the School Doctor 2 weeks post injury for medical clearance to commence GRTP.

However, the PE staff may delay return to play, or withdraw the pupil from play if they have any concerns that they are still suffering the effects of injury.

Staff Training

All nurses and pitch side staff responsible for overseeing rugby activities (whether PE staff, teachers or gap students) will have been asked to undertake the appropriate IRB online training modules: First Aid in Rugby and Concussion Management.

For all other sporting activities, staff are advised to complete the Concussion Management module, plus any other training more specific to their sport (to liaise with the Director of Sport for training needs). At least one first aid trained MOS should be available at each activity/fixture.

Annexe G. Guidance for Schools for the Management of Pupils with Asthma

Following agreement by the UK Government and Welsh Government, an amendment to the Human Medicines (amendment No 2) Regulations 2014⁵ allows schools to buy Salbutamol inhalers, without a prescription, for use in emergencies from 1st October 2014. Dover College recognises that keeping an inhaler for emergency use in schools may have benefits. It may prevent an unnecessary and traumatic trip to hospital for a child or young person and potentially save their life. Parents/Guardians will have greater peace of mind knowing that the school is always equipped to deal with asthma attacks no matter how severe they present.

The emergency inhaler can be used if the child or young person's prescribed inhaler is not available, for example if it is broken or empty, and should only be used by children or young persons:

- Who have been diagnosed with asthma, and prescribed a reliever inhaler.
- OR who have been prescribed a reliever inhaler.

AND for whom written parental/guardian consent for use of the emergency inhaler has been given.

Pupils should carry their own labelled reliever inhaler at school to treat acute symptoms and for use in the event of an asthma attack. Their inhaler should always be kept with them and be easily accessible, especially during such activities which may exacerbate an attack such as P.E, games, sporting activities and any school trips.

Dover College Medical Centre encourages day parents/guardians to supply a spare inhaler for any pupil who requires one, these will be kept in the Medical Centre/Prep School Medical Room and distributed as required to the pupil as required during the school day. The Medical Centre will ensure prescriptions are obtained and spare inhalers are stocked for any boarder who has a medical condition, requiring one.

Dover College is committed to ensuring that every pupil (including boarders and those in our EYFS setting), member of staff and visitor is provided with adequate first aid in the event of an accident or illness, no matter how minor or major.

Procedures and information set out in this document aim to ensure that:

- All members of the school community are aware of the procedures to follow in the event of an accident;
- Effective management systems are in place to support individual children with medical needs;
- Medicines are recorded, handled, stored and administered responsibly;
- First aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits or trips;
- All incidents requiring medical assistance are properly recorded.

By implementing this policy, we will be helping to achieve our shared vision that all members of the Dover College community are healthy, stay safe, enjoy and achieve, and are able to make a positive contribution.

All staff, including non-first aiders, have a responsibility for the welfare of pupils by ensuring that:

- They are familiar with the first aid procedures in operation and know who the current First Aiders are and how they can be located;
- Pupils are sent to the Medical Centre there is any reasonable concern about an injury or illness. Safety is paramount at all times;
- Pupils are aware of the first aid procedures;
- Any requests from parents for administration of medicines to pupils are referred to the School Nurses. In the Prep School, parental permission is required before medicine is administered.

Dover College is fully committed to ensuring that the application of this First Aid Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document within the Staff Handbook.

This policy is applicable to all pupils in both Senior and Prep schools, including those in boarding and EYFS. Dover College seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Deputy Head, Bursar and Lead Nurse, or as events or legislation change requires.