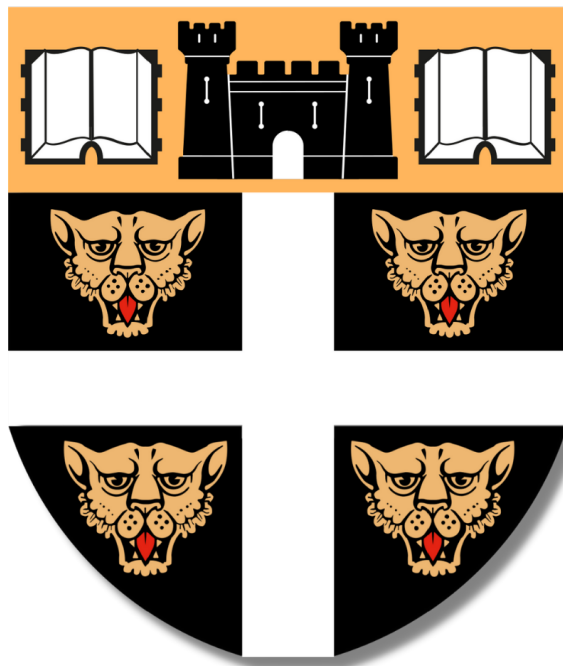


First Aid Policy

Dover College



Owner:	Bursar	Date: August 2026
Approved By:	Chair of H&S Committee	Date: August 2026
Review Frequency	Annual	
Last reviewed on:	August 2026	
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POLICY STATEMENT

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 if 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 College Nurses. In the Prep College, 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 College'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 Heads, 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 College in line with the Management of Health and Safety at Work Regulations 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 College;
- 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 College'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 Heads 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

Head of Boarding is responsible for:

- Ensuring each Boarding House has a minimum of one first aid qualified member of staff.
- Ensuring that, between the 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 Risk Safety Services System. 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 College 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.

For EYFS pupils, a written record will be kept of any accident or injury and any first aid treatment provided. Parents/carers will be informed of any accident or injury sustained by their child, and of any first aid treatment given, on the same day or as soon as reasonably practicable.

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 College Medical Centre is staffed by fully qualified registered nurses. The ext.no is 230 and the mobile number 07710561073.

The opening times of the Medical Centre are:

- Mondays 07.45-17.00hrs
- Tuesdays 07.45-17.00hrs
- Wednesdays 07.45-17.00hrs
- Thursdays 07.45-17.00hrs
- Fridays 07.45-17.00hrs

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 RGN
- Medical Centre Nurse: Sarah May-Bradshaw RGN
- Medical Centre Matron: Maria Machayr

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.

- Steve Baker (Estates Manager)
- Leigh Baker (Support Services Manager)
- Freddie Pontin (Maintenance)
- Warren Shilson (Groundsman)

7. ADMINISTRATION OF MEDICINES AND PROCEDURE

Medical conditions are initially brought to light on pupils' Medical forms. This will highlight issues/illnesses plus required care and consents for treatment to the College 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 GP at White Cliffs Medical Centre or a College Nurse may self-medicate medications.
- Day Pupils. In accordance with Medical Centre Policy.
- EYFS. For EYFS provision, at least one person with a current full Paediatric First Aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. Paediatric First Aid qualifications will be renewed at least every three years. Whilst EYFS children are eating, there will always be a member of staff in the room who holds a valid full Paediatric First Aid certificate.

8. MONITORING AND REVIEW OF THE POLICY

First Aid arrangements are continually monitored by the Bursar, Deputy Heads and the College 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 first aid kits must be used in food areas). The College Nurse will supply and stock First Aid kits, however it is the responsibility of The Bursary and HR Assistant 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 College, 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 College 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.

9.1 Non-Emergency Procedures Prep School

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.

9.2 Non-Emergency Procedures Senior School

During school hours: Depending on the severity of the injury or illness the casualty, 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 GP Referrals

If treatment is deemed necessary the Nurse will consider referring the child to their GP (in the case of boarders this is typically the College 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 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. INCIDENT REPORTING AND RECORD KEEPING

10.1 RIDDOR

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 which is held in the Bursary. The notification to the HSE of reportable accidents/incidents will be carried out by the Health and Safety Officer.

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, held in the Bursary. The notification to the HSE of reportable accidents/incidents will be carried out by the Health and Safety Officer..

10.4 Injuries to EY pupils

Serious accidents or injuries to, or the death of, an EYFS pupil while in the College's care will be notified to the appropriate local child protection agency in accordance with the EYFS statutory framework, and the College will act on any advice received. Where any provision is separately registered with Ofsted, the applicable Ofsted notification requirements will also be followed.

10.5 First Aid Records

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 Documenting Treatment

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 C 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 D for Guidance on Automatic Adrenaline Injectors
- Please see Annex E for Guidance on Head Injuries
- Please see Annex F 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 E.

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. Location of First Aid Kits
- C. Adult Basic Life Support
- D. Guidelines for Pupils with Automatic Adrenaline Injectors
- E. Procedures for Head Injuries
- F. Guidance for Colleges 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, drawer 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 Doctor at White Cliffs Medical Centre should be contacted on 01304 201705. 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 the parental request form has been completed and it is 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 Doctor at White Cliffs Medical Centre.

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 a life-threatening emergency, medicines specified for emergency administration under the Human Medicines Regulations 2012 may be administered for the purpose of saving life, where appropriate. Staff expected to administer such emergency medication will receive appropriate training. This includes, for example, intramuscular adrenaline in the management of anaphylaxis.

Annex B. Location of First Aid Kits

First Aid Boxes are held in the following locations:

Bursary	Common Room Work Room
Sports Hall	Catering Department
Maintenance	Grounds
All Houses (1 per house)	Farthingloe
Maxton	Leo Wright
Astor Block	Science Lab
Sports Department	Armoury
CDT	Prep College
Priory Lodge	Chapel
Tallis Music College	All College Vehicles

Annex C. Adult Basic Life Support

The College's Artificial External Defibrillators (AED) can be found in the following areas;

- Outside by the door into the kitchen by Refectory
- Leo Wright Building located on Middle Ground,
- and Farthingloe Sports Ground

The AED's can be accessed at all times by a member of staff.

Annex D. Guidelines for Pupils with Automatic Adrenaline Injectors

For each new pupil:

- The College 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 College Care Plan will be written by the College 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 College Care Plan (SCP) will be kept in the Medical Centre 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, plus on googledrive. At the Prep school, further copies of the College Plan can be found in the 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

Annex E: Head Injury and Concussion Procedure

1. Purpose

Dover College is committed to the safe and appropriate management of head injuries and suspected concussion in all pupils.

This procedure is informed by the **UK Concussion Guidelines for Non-Elite (Grassroots) Sport**, which apply to schools and school-age children. The core principle is:

If in doubt, sit them out.

Concussion is a brain injury. It may occur following a direct blow to the head or as a result of an impact elsewhere on the body which causes rapid movement of the head. Loss of consciousness is **not required** for concussion to have occurred. Symptoms may be immediate or may develop during the following hours.

2. Immediate response to a head injury

Any pupil who sustains a significant head impact or displays signs or symptoms which may indicate concussion must:

- stop the activity immediately;
- be removed safely from sport, PE or other physical activity;
- not return to that activity on the same day, even if symptoms appear to resolve;
- be observed by a responsible adult;
- be referred to the Medical Centre where practicable;
- have their parent/carer or, where appropriate, boarding staff informed;
- have the incident appropriately recorded.

Staff should not attempt to diagnose concussion themselves. Where concussion is suspected, the pupil should be assessed by an appropriate healthcare professional or NHS 111 should be contacted **within 24 hours**.

A pupil with a suspected neck or spinal injury must **not be moved unnecessarily**. Emergency services should be called where appropriate.

3. Signs and symptoms of possible concussion

Staff should be alert to signs which may include:

- loss of consciousness or responsiveness;

- appearing dazed, confused or unusually slow to respond;
- problems with balance or coordination;
- difficulty remembering events;
- headache or a feeling of pressure in the head;
- dizziness;
- nausea or vomiting;
- visual disturbance;
- unusual drowsiness or fatigue;
- difficulty concentrating or thinking clearly;
- increased sensitivity to light or noise;
- unusual irritability, emotion or behaviour;
- the pupil reporting that they simply “do not feel right”.

The presence of even one relevant sign or symptom following a head injury is sufficient to treat the incident as a **suspected concussion** until appropriately assessed.

4. Red flags and emergency treatment

999 should be called and urgent medical assessment obtained where there is concern about serious head or neck injury. Particular warning signs include:

- loss or deterioration of consciousness;
- worsening confusion or unusual behaviour;
- seizure or convulsion;
- severe or worsening headache;
- repeated vomiting;
- significant memory loss;
- new problems with speech, vision, balance, strength or sensation;
- severe neck pain;
- suspected skull fracture;
- significant deterioration in the pupil's condition.

Additional caution is required where there is a known bleeding disorder, previous brain surgery or use of anticoagulant medication.

The pupil must not be left alone while awaiting emergency assistance.

5. Medical Centre and subsequent care

Where appropriate, a pupil sustaining a head injury will be assessed by Medical Centre staff.

The Medical Centre will determine appropriate observation and onward action according to the pupil's presentation and the circumstances of the injury. This may include continued observation, NHS 111 advice, GP assessment, referral to an Emergency Department or calling an ambulance.

Parents/carers will be informed of a significant head injury or suspected concussion. For a boarder, the relevant Houseparent will also be informed and appropriate supervision arranged.

A pupil with suspected concussion:

- must not be left alone during the first 24 hours;
- should have a responsible adult monitoring them;
- should rest as required during the first 24–48 hours;
- should minimise screen use initially;
- should not undertake sport or strenuous exercise during the initial recovery period.

Parents/carers or boarding staff will be provided with appropriate head-injury/concussion advice and advised to seek urgent medical attention if the pupil deteriorates.

6. Return to education

Return to education takes priority over return to sport.

After an initial period of approximately 24–48 hours of relative rest, pupils should normally begin a gradual return to ordinary daily and educational activity as tolerated.

Reasonable temporary adjustments may include:

- shorter periods of academic work;
- rest breaks;
- reduced screen use;
- reduced homework;
- temporary adjustments to tests or assessments;
- part-time attendance where necessary;
- temporary exemption from PE, Games or other strenuous activity.

A pupil does not necessarily have to be completely symptom-free before beginning a gradual return to education, provided activity does not significantly worsen symptoms.

The pupil should be back to their normal educational activity before unrestricted return to sport is contemplated.

7. Graduated return to sport

Return to sport following concussion will be gradual and individual to the pupil.

The College will use the following principles:

Stage 1 – Relative rest, normally 24–48 hours

Rest and ordinary light daily activity as tolerated.

Stage 2 – Gradual return to normal daily activity

Increase normal activities and introduce light physical activity such as walking where this does not cause more than a mild increase in symptoms.

Stage 3 – Increase educational and exercise activity

Increase academic activity and exercise progressively, with rest where required.

Stage 4 – Return to education and non-contact training

Progress towards full education and begin sports training which carries **no foreseeable risk of head impact**.

Stage 5 – Full education and progression to unrestricted training

The pupil should have returned to full educational activity. Training involving head impact or a foreseeable risk of head injury should not resume until the pupil has been **free of concussion symptoms at rest for 14 days**.

Stage 6 – Return to competition

A pupil must **not return to competitive sport before Day 21**, with the day of the injury treated as Day 0. They must also have been symptom-free at rest for the preceding 14 days and have completed appropriate pre-competition training without recurrence of symptoms.

If symptoms recur or materially worsen at any stage, the pupil should stop that activity and return to the previous tolerated level once symptoms have settled.

Medical advice should be sought if symptoms deteriorate or have not improved by around 14 days. Pupils who continue to experience symptoms after 28 days should remain out of sport and be reviewed by an appropriate healthcare professional, normally their GP.

8. School sport

Any member of staff supervising sport who suspects that a pupil may have sustained a concussion must remove the pupil from play.

No pitch-side test, questionnaire or apparent recovery may be used by school staff to justify same-day return to play following suspected concussion.

Where a member of staff is solely responsible for a group, the activity should be stopped or appropriately reorganised until the injured pupil is safely supervised.

The Director of Sport, Medical Centre and relevant pastoral staff should be informed so that the pupil is not inadvertently allowed to participate in another sport, PE lesson, fixture or physical activity during the recovery period.

Where pupils participate in sport outside Dover College during recovery, parents/carers should ensure that the relevant club, coach or organisation is aware of the concussion.

9. Recording and communication

Any significant head injury or suspected concussion must be appropriately recorded in accordance with the College's accident and First Aid procedures.

The record should include, where known:

- the circumstances and mechanism of the injury;
- observed signs or reported symptoms;
- action taken;
- any medical advice or treatment obtained;
- communication with parents/carers and boarding staff;
- subsequent educational or sporting restrictions.

Relevant staff will be informed on a need-to-know basis so that agreed restrictions and adjustments can be implemented consistently.

10. Staff training

Staff responsible for PE, Games and school sport will receive appropriate information and training in recognising and responding to head injury and suspected concussion.

The College will have regard to the current **UK Concussion Guidelines for Non-Elite (Grassroots) Sport** and any relevant sport-specific governing-body guidance.

Where sport-specific guidance imposes **more cautious requirements** than this procedure, the more cautious approach will be followed.

Annex F. Guidance for Colleges 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 2014 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 College 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.

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