FIRST AID AND MEDICAL CARE POLICY

INTRODUCTION

This policy outlines the arrangements for first aid provision related to College activities and general medical care. It should be read alongside the following policies / guidance:

- Child Protection and Safeguarding Policy (9.1)
- Educational Visits Policy (6.1)
- Student/Staff Mental Health and Well-Being Policies
- Arrangements for Storage, Administration and Recording of Medicines (7.5)

As part of their induction, all new students and staff receive information about where to seek help in the event of an accident or in need of first aid treatment.

FIRST AID ROOM

There is a purpose-built First Aid Room located next to Reception in the Delmer Building. It is staffed by members of the Reception team who are qualified in first aid and can deal with accidents or emergencies. Reception is staffed during term-time from 8.00 am to 5.00 pm, providing First Aid cover throughout the school day. Reception staff administer first aid, respond to accidents and emergencies, and assist when someone falls ill.

During holiday periods, First Aid cover is provided by the receptionist on duty.

FIRST AIDERS

In addition to Reception staff, a sufficient number of trained first aiders provide routine College cover and support activities as required. Where appropriate, a first aider will accompany students on visits outside of the College.

First aiders provide immediate assistance for common injuries and incidents arising from specific hazards. Where necessary, they will ensure that an ambulance or other professional medical help is summoned.

A list of staff members qualified as first aiders is displayed on the Staff Room noticeboard.

First aiders undergo refresher training every three years.

FIRST AID BOXES & DEFIBRILLATORS

First aid boxes are located throughout the College in areas where accidents are considered most possible or likely, such as the Sports Pavilion and the laboratories (which also include eye wash stations). The contents of the first aid boxes comply with HSE guidance and are replenished as necessary by the designated member of staff.

First aid boxes are always taken on organised residential trips and to sporting events.
Three automated external defibrillators (AEDs) are installed within the College grounds: one in the First Aid Room, one in the College Hall, and one at the Sports Field on Park Road. The College follows

guidance from the Department for Education document "Automated External Defibrillators (AEDs): A Guide for Schools."

STUDENT ILLNESS AND INJURY

Parents are contacted if a student sustains more than a minor injury, becomes unwell, or if there are any concerns about a student's health.

If a student sustains a suspected head injury, parents will always be contacted and advised to monitor their child for a 24-hour period.

Parents are welcome to contact Reception staff at any time to discuss health concerns relating to their child.

Reception staff are normally responsible for summoning an ambulance and accompanying the student to hospital if needed. If parents are unavailable, a member of staff will remain with the student until a parent or guardian arrives.

GUIDANCE FOR PEOPLE WITH SYMPTOMS OF A RESPIRATORY INFECTION INCLUDING COVID-19, OR A POSITIVE TEST RESULT FOR COVID-19.

Symptoms of respiratory infections, including COVID-19

Symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

Students who have symptoms of a respiratory infection, including COVID-19

Students with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend the College. Students who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. Students can return to the College and resume normal activities when they no longer have a high temperature and they are well enough to attend.

Staff who have symptoms of a respiratory infection, including COVID-19

Staff with symptoms of a respiratory infection, such as COVID-19, and with a high temperature or who do not feel well enough to go to work or carry out normal activities, should stay at home and avoid contact with other people, until they no longer have a high temperature (if applicable) or no longer feel unwell.

It is particularly important to avoid close contact with anyone who is known to be at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections. If possible staff should try to work from home.

Students who have a positive test result

It is not recommended that children and young people aged 18 years and under are tested for COVID-19 unless directed to by a health professional.

If a student has a positive COVID-19 test result they should stay at home and avoid contact with other people for 3 days after the day they took the test. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower and therefore they may return to the College. This is because children and young people tend to be infectious to other people for less time than adults. Students who live with someone who has a positive COVID-19 test result should continue to attend the College as normal.

Staff who have a positive test result

Staff who have a positive COVID-19 test result are very likely to have COVID-19, even without having any symptoms.

Many people with COVID-19 will no longer be infectious to others after 5 days. Staff with a positive COVID-19 test result should stay at home and avoid contact with other people for 5 days after the day of taking the test.

DIARRHOEA AND VOMITING

In order to prevent the spread of infection, any student or member of staff who has experienced diarrhoea and/or vomiting should not attend College for 48 hours after the last episode. This follows the recommendation of the Health Protection Agency.

ANAPHYLAXIS

Anaphylaxis is a severe and potentially life-threatening allergic reaction to substances such as medication, insect stings, or foods (e.g., nuts, eggs, cow's milk, shellfish). Symptoms usually occur within seconds or minutes of exposure and may include:

- Itching or metallic taste in the mouth
- Swelling of the throat and tongue
- Difficulty swallowing
- Hives (lumps) on the body
- Flushing of the skin
- Abdominal cramps and nausea
- Increased heart rate
- Sudden feeling of weakness or floppiness
- Breathing difficulties
- Collapse and unconsciousness

Students known to be at risk of anaphylaxis are prescribed emergency medication, often including adrenaline auto-injectors such as EpiPens or Anapens. These devices are simple to use and clearly labelled.

A list of students at risk of anaphylactic reactions is maintained within the College's management information system (iSAMS). Kitchen staff also retain a list of students with food allergies.

Students at risk are required to carry an EpiPen at all times, and parents are asked to provide a spare to be kept in Reception.

Staff receive EpiPen training as part of their three-yearly first aid refresher training.

MEDICAL CARE & QUESTIONNAIRES

At registration, parents are asked to provide details of any health issues, allergies, or learning difficulties via the registration form. Upon acceptance of a place, further details, including the name of the child's GP and other medical conditions, are collected via the Confidential School Record form. Parents are asked annually to complete both a confidential medical questionnaire and an allergy / intolerance / dietary preference form.

Ahead of residential or field trips, parents are asked to update the College regarding any new or ongoing medical conditions. This process supports accurate record-keeping and ensures appropriate medical care can be provided. It also allows parents to give consent for the administration of medicines if necessary.

EMERGENCY MEDICAL TREATMENT

By accepting a place at the College, parents give their consent for the Head, or a nominated representative, to authorise emergency medical treatment — including NHS general anaesthetic and surgical procedures — if contact with parents cannot be made.

MEDICINES AND TREATMENTS BROUGHT TO THE COLLEGE BY STUDENTS

Parents are asked to inform Reception staff and complete a confidential medical consent form regarding any medication their child needs to bring to College.

Medicines are labelled and stored in individual plastic containers, clearly marked with the student's name and photograph. A list of students requiring medication is maintained on the storage cupboard. Medications requiring refrigeration, such as insulin, are kept in the fridge in the First Aid Room.

ACCIDENTS AND INCIDENTS

All incidents requiring treatment are recorded in the College accident book, kept at Reception.
A dedicated Trips Accident Book accompanies residential trips.

Reportable accidents, injuries, and dangerous occurrences are notified to the relevant authorities in accordance with regulations such as RIDDOR.

Near misses are reported directly to the Bursar.

All notifiable accidents and near misses are reviewed by the College's Health and Safety Committee and reported to the Governors to assess whether further preventative measures are needed.

The Bursar maintains year-on-year accident statistics to monitor trends in incident type, location, and nature.

POLICY CONTROL	
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