DULWICH COLLEGE
FOUNDED 1619

FIRST AID POLICY

Introduction

In accordance with Health and Safety legislation (and in particular the Health and Safety (First Aid) Regulations 1981) it is the responsibility of the Governing Body to ensure adequate and appropriate first aid provision at all times when there are people on the College premises and for staff and pupils during off-site visits and activities.

This policy outlines the College's responsibility to provide safe and appropriate first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill) for day pupils, boarding pupils, staff, parents and visitors to ensure best practice. It includes arrangements for first aid within the College environment and for activities off site involving pupils and members of staff. It will be available for all staff to access via the College intranet.

Where more than basic first aid or non-prescription medication is required the parent/guardian of the pupil will be notified as soon as possible.

There will be parts of the policy where arrangements are different for visitors, staff, EYFS (early years foundation stage), key stage 1, and all other pupils and these will be clearly stated.

Consent to administer first aid is obtained from parent/guardians on admission to the College.

First Aiders

There will be sufficient numbers of appropriately trained staff to ensure that any incident can be quickly and appropriately dealt with.

First aiders and emergency aiders must have completed a first aid course recognised by the HSE (the Health and Safety Executive) which is renewable every 3 years.

A list of all current first aiders in the College is available to staff via the Medical Centre intranet page on My Dulwich: Staff First Aiders. The DUCKS first aiders list can also be found in the Kindergarten and Infant School offices.

Medical Centre contact details are displayed at prominent places throughout the College.

Boarding House staff will be encouraged to complete first aid training. They will provide first aid cover during the evenings and weekends when the Medical Centre is closed. A nurse will be on call during these times to offer advice and support and will come to the Boarding House if required. The EYFS rules require that at least one person with a paediatric first aid qualification must always be present and at least one paediatric trained

member of staff must be on all outings. Any paediatric first aid courses undertaken must be EYFS compliant as described in EYFS Statutory Guidance.

Duties of a First Aider

- To respond promptly to calls for assistance.
- To give immediate assistance to casualties with injuries and illness.
- To ensure that ambulance or professional medical help is summoned as appropriate.
- To record details of accident and treatment and replacing any first aid supplies used.

First Aid points and boxes on college sites

- The location of all first aid points and boxes and bags, is available to staff via the Medical Centre intranet page on My Dulwich: First Aid Boxes.
- Emergency Equipment locations of defibrillators, bleed kits, Public Access Trauma Kits, Acid attack kits, emergency Adrenaline Auto Injectors and Asthma kits within in the College are also available on the Campus Map (Appendix 1).
- First aid points and BS 8599 compliant boxes are in strategic locations round the College.
- The first aid boxes are checked biannually by the Medical Centre Assistant or replenished as requested via the QR code on the outside of the first aid box.
- First aid bags for trips are kept in the Medical Centre and issued when the trip equipment is collected, or located specifically in a department e.g. DUCKS, Boat House, CCF, D of E, individual vehicles.

Defibrillators

Defibrillators are hired from Defib Machines and are available in the following locations:

- Lower Hall Barry Buildings
- Inside Orchard Boarding House
- Outside Maintenance building (in heated cabinet)
- Outside Medical Centre (in heated cabinet)
- Inside Sports Centre Reception
- Trevor Bailey Sports Ground Lobby
- DUCKS Infants outside front porch (in heated cabinet)
- The Pavilion (facing 3G) (in heated cabinet)

- Outside Tennis Pavillion (in heated cabinet)
- Boathouse Putney

The defibrillators are checked monthly by the Medical Centre and the Boat House Staff using a Health Check List from Defib Machines. If any warning lights are showing the company should be immediately contacted.

The hire company (Defib Machines) are contracted do an onsite Health Check and staff retraining every 24 months. They will additionally replace all pads, batteries and provide replacement unit(s) after emergency use.

Pupils taken ill/ having an accident in the classroom or elsewhere in the College

If a pupil is taken ill or has an accident in the classroom or anywhere else in the main College campus during the College day, they should be sent to the Medical Centre (accompanied if necessary). If the pupil is too unwell/injured to attend the Medical Centre, then a nurse should be called (internal 269) to attend at the scene. If necessary, first aid will be given at the site and where required an ambulance called. If the pupil's condition is serious an ambulance should be called before the arrival of the nurse.

The preceding paragraph also applies to any other person who is taken ill or has an accident on the College premises.

A member of staff will accompany any pupil taken to hospital and await the arrival of parent/guardian.

If a child at DUCKS is taken ill or has an accident, their parents will be informed as soon as possible (and the treatment (or any need to send the child home) will be discussed at that point. Any treatment needed will be given as deemed necessary to keep the child comfortable and to prevent any possible spread of infection. If the child's condition is serious an ambulance should be called, and the parents informed. A member of DUCKS staff will accompany the child in the ambulance and meet the parents at hospital.

Notifiable Diseases

Any notifiable disease to any pupil will be reported to the local UK Health Security Agency (UKHSA) Health Protection Team (HPT). Notifiable diseases are those identified by UKHSA on the Guidance on Infection Control in Schools and other Childcare Settings.

Pupils with medical conditions

Pupils who have serious medical conditions e.g. diabetes, anaphylaxis, and other life-threatening conditions will be highlighted on class mark lists to alert staff to check these lists. Staff can access who these pupils are via the Medical Centre Intranet which is updated daily and in the case pupils with serious allergies that could result in anaphylaxis, their photo will be displayed in school offices, department offices, Boarding Houses and the catering department office. Health care plans will be completed by parent/ guardians and the Medical Centre staff. These serious conditions have individual policies and guidelines which can be accessed on the staff intranet.

The medical needs of children at DUCKS are detailed on their Entry Profile and on the management information system. In the case of children with allergies, this information is also added to allergy posters which are

displayed in the kitchen, serving areas and in a blue folder in the child's classroom at DUCKS. Children who have serious medical needs will be highlighted to class teachers, key people and room leaders and where necessary other members of staff. Details will be kept in the register.

Administration of medication

Following assessment of a pupil's condition, medication will be administered in accordance with the Medication Policy and the Medical Centre's protocols and guidelines.

DUCKS staff will administer medication in line with the DUCKS Medication Policy, particular, EYFS Parents must complete a Medication Request Slip detailing the time and dose to be given.

Bodily fluid spillage

Following an incident any bodily fluids must be dealt with according to the Infection Control Policy and management of blood and body fluid spills flow chart. If the spillage takes place outside the Medical Centre, it is the responsibility of the facilities department to ensure this is done effectively.

Any incidents involving bodily fluids at DUCKS must be dealt with in accordance with the adapted Medical Centre Management of blood and body fluid spills flowchart.

Activities offsite

When an activity is taking place offsite the designated leader of the party should ensure that they have details of any pupils with medical conditions, and any treatment they require. They can access this information from Evolve and the Medical Centre and, if relevant, discuss this when undertaking the pre-trip planning. DUCKS staff access this information on a pupil from the Management Information System. They are also responsible for collecting a first aid kit from the Medical Centre or taking their departmental first aid kit and for reporting any accident that occurs offsite on Evolve accident reporting.

When to call an ambulance

If a nurse or qualified first aider assesses a casualty and decides an ambulance should be called, or an un-qualified person is unsure about a casualty's condition 999/112 should be rung immediately. The condition, the treatment and the location of the casualty should be clearly stated, and the instructions given by the ambulance service should be followed. Security should be informed to ensure the ambulance can be directed to the correct part of the College site.

Record keeping

Records should be kept of any first aid administered within the College this can be reported on Evolve accident forms.

Any first aid administered within the Medical Centre will be recorded on the Medical Centre database and when appropriate accident forms will be completed online.

EVOLVE accident report forms can be found on the College Intranet.

Categorisation of Incidents

Minor Injuries: Low-level injuries such as grazes, minor bumps, and superficial cuts or scratches. These are common in a school environment and are treated on site by qualified First Aid staff.

Major Injuries: Injuries requiring more significant medical attention or follow-up, including suspected fractures, notable dental trauma, or referral to hospital or specialist clinic for further non-emergency assessment.

Significant Incidents: Serious medical incidents requiring an urgent response. This includes cases requiring the attendance of an ambulance or emergency services, or where the individual is taken to hospital for urgent assessment, either due to delays in ambulance response or when transported by a parent/carer.

Near Miss: An unplanned event that did not result in injury, ill health or damage but had the potential to do so. Near misses are recorded and reviewed to identify hazards and implement corrective actions to prevent future incidents.

Security Incident: Any event involving unauthorised access, breaches of site security or perimeter controls, or external threats such as vandalism or environmental risks.

All accident forms will automatically be sent to the Chief Operating Officer, Health and Safety Manager, Medical Centre, Director of Educational Operations and Deputy Master Co-curricular, Operations and Partnerships.

Any accidents falling into the RIDDOR guidelines, will be raised with Director of Educational Operations who will be responsible for reporting to OFSTED, as well as the HSE.

DUCKS Accident Procedure

- All accidents and near miss incidents must be logged/recorded on Evolve as soon as possible after the incident
- In the event of minor incidents parents of pupils are notified by phone before the end of the school day, preferably at the earliest opportunity; all parents must also be notified via the Evolve email link.
- Note, if the minor incident has involved the head, blood, administration of a non-prescription medicine e.g. Calpol; or a call to the Medical Centre or is a major accident then the parents must be called immediately. Further updates to be given by phone. As per the medications policy, parents' consent must be gained before administering a non-prescription medicine.
- Any significant near miss or major injury involving any children, staff or visitors should be reported to the Head of DUCKS immediately.

All personal data recorded or provided to a third party will be safeguarded and processed in accordance with the Privacy Notice for Pupils, Parents and Old Alleynians.

Policy Owner:	Lead Nurse
Last Reviewed:	May 2026
Date of Next Review:	Academic Year 2026 - 27 (or earlier as required)

APPENDIX 1: LOCATION OF MEDICAL EQUIPMENT

