First Aid Policy



Ellesmere College

First Aid and pupil illness/injury policy

The College provides nursing cover throughout the school week, with specified arrangements for evenings, overnight support and weekends as detailed below.

HCA onsite cover overnight on a Monday, Tuesday, Wednesday and Thursday from 20.30 - 08.30 with telephone cover (not based on site) from the Senior Nurse.

Saturday 08.30 - 14.30 Sister on duty in the Health Centre.

At any time, a number of qualified 'first aiders' are on the staff. The list of those holding a current qualification (see appendix 1) is posted upon the 'Health and Safety' notice board in the Common Room.

AEDs (Defibrillators)

1. Main reception – outside Father Phillip's office
2. Lower School outside cabinet entrance porch - code C159X
3. Sports Hall entrance
4. Parry's Pavilion

These are checked weekly by the nursing staff during term time and serviced annually.

Spare EpiPens and Salbutamol inhalers

1. Dining Hall (x 2 EpiPens)
2. Treatment room – Health Centre (x 2 EpiPens)
3. Main reception - sited outside Welfare and Safeguarding Office
4. Arts Centre Kitchen area
5. Lower School reception
6. Lower School porch – within AED cabinet – Code C159X
7. Tennis Centre - office
8. Sports Hall entrance office
9. Parry's Pavilion within large AED red bag

These are checked monthly by personnel in the sited area.

First Aid kits

1. Sickbay and a PACT (Public Access Trauma kit)
2. PACT (Public Access Trauma kit) – sited outside Welfare and Safeguarding office
3. Main reception
4. All sporting venues
5. Lower School reception area
6. Every main school department
7. Every Boarding House

The boxes are checked and replenished as necessary by the medical staff on a regular basis.

In line with the Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, PACT Trauma Kits are available in reception area and the Health Centre treatment room.

The Health Centre may be contacted as follows:

- Internal phone system: 229
- External phone system: 01691 626529
- Mobile phone: 07531 801558

In the event of a serious medical emergency, staff should call 999 immediately and then inform the Health Centre. Where appropriate, the pupil's parents, Housemaster/Housemistress and senior leaders will be informed as soon as practicable.

The Health Centre provides in house Allergy Wise training to all College staff regarding the use of 'EpiPens and recognising anaphylaxis', in line with Benedict's Law September 2026. They offer advice and provide detailed care plans, for teaching staff briefings and prior to EXPO's should a particular pupil present a condition that may require specific action on the part of staff.

The school maintains a pupils allergy list and has a separate Allergy Policy. The College also maintains appropriate healthcare plans for pupils with significant medical conditions. Relevant staff are informed of any medical needs and receive appropriate training where required.

College staff are expected to take reasonable steps to provide basic first aid within the scope of their training and to seek assistance from the Health Centre as appropriate. The Health Centre should be contacted immediately except in the case of a very minor injury.

Except in the case of serious injury, such as head, neck, spine or broken limbs, it is good practice to ensure that injured pupils attend the Health Centre to be checked out. An injury form MUST be fully completed by the member of staff at attendance of the injury. All accidents, injuries and first aid treatment are recorded in the school's approved recording system. Records are reviewed periodically by the Senior Nurse and Health and Safety Lead to identify patterns, trends or areas requiring further risk assessment or preventative action.

In the case of serious injury, pupils should not be moved and medical staff should be called to the incident to assess the pupil. It may be necessary for a member of staff to accompany them, send them with another pupil or check by phone that they have been seen. College staff are asked to use their discretion but please err on the side of caution if not sure of the severity of the situation. If a pupil is sent to the Health Centre during lesson times (because of injury or illness) they should take a note from the teacher explaining the situation. Access to the Health Centre for a non-urgent reason is via an appointment system, either for the nursing team, or the doctor or physio triage. Pupils are able to make an appointment directly or via House staff or tutor.

In the case of injury, the pupil's HsM should be informed of what has taken place. If the pupil is admitted to the Health Centre it is at the discretion of the duty sister whether to inform the pupil's parents immediately. In the unlikely event of the sister not being in a position to do so she will contact the HsM who may then contact the parents directly.

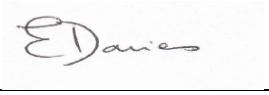
However, if the pupil returns to school the HsM will need to be in possession of a summary of events, if they wish to contact the parents that evening. This applies whether the pupil has day or boarding status.

RIDDOR reporting

The College will report qualifying injuries, diseases and dangerous occurrences to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Educational visits and off-site activities

Staff do complete necessary risk assessments for educational visits, fixtures and off-site activities include consideration of first aid provision, access to emergency medical support and any specific medical needs of participating pupils.

Authorised by Head	
Authorised by DHP	
Reviewed by ED (Senior Sister)	
Effective date of policy	September 2026

Appendix A

Ellesmere College First Aid Trained Staff

Academic /Boarding staff

The following staff are qualified to administer First Aid:

NAME		Position	EXPIRY DATE
Atherton	Marcus	Head of French	15 October 2029
Austin	Rebecca	Housemother: St Luke's	14 October 2029
Bowers	Nicola	Laboratory Technician	12 April 2029
Chatterjee	Ranjit	Deputy Head Pastoral	17 January 2029
Crawford	Dale	Teacher of Physics	04 September 2027
Davies	Kirsty	Laboratory Technician: Physics	12 April 2029
Digby	Martin	Teacher of Mathematics	17 January 2029
Dilks	Charlotte	Head of Girls Games	15 April 2027
Dilks	James	Teacher of English	15 April 2027
Donaghy	Jamie	Tennis Coach	04 September 2027
Evans	Jessica	Director of Activities	04 September 2027
Baggaley	James	Head of French	2 September 2029
Cowley	John	Head of Maths	2 September 2029
Furlong-Hart	Vickie	Housemistress: St Aiden's	16 October 2029
Gareh	Tom	Head of Sixth Form	17 January 2029
Garrett	Chris	Head of History/Classics/Politics	2 September 2029
Gration	Phillip	Chaplain	2 September 2029
Haycock	Jonathan	Head of Boarding	17 January 2029
Horton	Matthew	Head of DT	04 September 2027
Horrocks	Chris	Director of Sport	2 September 2029
Hughes	Nia	Teacher of Maths & Science	2 September 2029
Hutchon	Sarah	Head of Psychology/Sociology	2 September 2029
Jones	Rodney	Cricket Coach	15 April 2027
Killen	Liz	Teacher of English & Games	15 April 2027
Kirk	Julie	Teacher of SfL	2 September 2029
Laing	Emma	Teaching Assistant	04 September 2027
Luckas	Hamish	Teacher of PE	2 September 2029
Marsh	Jennifer	Teacher of Mathematics	17 January 2029
Mason	Katie	Housemother: St Patrick's	04 September 2028

Murphy	Alexander	Teacher of PE	15 April 2027
Nicholson	James	Housemaster: St Bede's	04 September 2028
Owen	Gareth	Director Of Cricket	15 April 2027
Phillips	Gareth	Teacher of Mathematics	2 September 2029
Slack	Angela	Housemother: St. Oswald's	15 April 2027
Taylor	Simon	Hockey & Games Coach	04 September 2028
Thomas	Ella	Head of Netball	13 October 2029
Underhill	James	Head of English	15 April 2027
Underhill	Jenna	Head of Business	15 April 2027
Vickers	Sarah	Teaching Assistant	04 September 2028
Welti	Nicky	Teacher of SfL/KS2	17 January 2029
Welti	Stephen	Tennis Academy Senior Coach	04 September 2027
Williams	Karen	Housemother: St Bede's	15 October 2029
Wu	Gloria	Housemother: St Aidan's	03 May 2027

First Aid Outdoors/First Aid At Work (+TQ):

		CCF	**EXPIRY DATE**
Chatterjee	Ranjit	Yes	17 January 2029
Digby	Martin	Yes	17 January 2029
Gareh	Tom	Yes	17 January 2029
Haycock	Jonathan	Yes	17 January 2029
Marsh	Jennifer	Yes	17 January 2029
Welti	Nicky	Yes	17 January 2029

Support Staff

The following staff are qualified to administer First Aid:

Name:		**Position**	**FA**	**EXPIRY DATE:**
Caisley	Jason	Head Chef	First Aid Refresher Training	06 September 2027
Cooper	Emma	Cleaner	First Aid Refresher Training	06 September 2027
Davies	Eiry	Senior Nurse	First Aid Paediatric	25 September 2027
Davies	Martyn	Minibus Driver	First Aid At Work	12 April 2029
Frazer	Katie	Health care Assistant	First Aid At Work	12 April 2029
Foulkes	Suzanne	Receptionist	First Aid Refresher Training	04 September 2027
Hinton	Chrissie	Nurse	First Aid at Work & Defib Instructor	05 October 2029

Howard	Jenny	Nurse	First Aid At Work	12 April 2029
Jones	Melissa	Admissions Assistant	First Aid Refresher Training	04 September 2027
Jones	Denise	Head of Housekeeping	Paediatric First Aid	04 September 2028
Jones	Yvonne	Finance Assistant	Paediatric First Aid	04 September 2028
Laing	Emma	Teaching Assistant	First Aid Refresher Training	04 September 2027
Magrath	Sharon	Nurse	First Aid At Work	12 April 2029
Pearson	Karen	Healthcare Assistant	First Aid At Work	12 April 2029
Randall	Kirsty	Registrar	First Aid Refresher Training	06 September 2027
Richardson	Sue	Sickbay Driver	Paediatric First Aid	04 September 2028
Richardson	William	Groundsman	First Aid At Work	12 April 2029
Roberts	Neil	Groundsman	First Aid At Work	12 April 2029
Tan	Katherine	Admissions Events	First Aid Refresher Training	06 September 2027
Vickers	Sarah	Teaching Assistant	Paediatric First Aid	04 September 2028
Wilding	Gael	Health Care Assistant	First Aid at Work	04 October 2026
Williams	Janet	Catering Assistant	First Aid Refresher Training	06 September 2027

Appendix B

ELLESMERE COLLEGE ACCIDENT & INCIDENT REPORT FORM

FOR THE ATTENTION OF THE PARENT / GUARDIAN

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital

Pupil's name:	**Year: 4 5 6 7 8 11 12** **9 10 13** **House: A B C L O P LS**	
Location of accident / incident:	**Date:**	**Time:**
	Pleaseck as appropriate below ti	
Accident / incident details:	**Bump / Bruise**	
	Fracture?	
	Nosebleed	
	Soft Tissue Injury	
	Head Injury	
	Concussion	
	Cut / Graze	
	Other:	
Details of treatment:	**Front** **Mark Location of Injury** **Back**	

Parent / Guardian contacted		→ **Name of parent/guardian contacted:**
Unable to contact Parent / Guardian		

Name of Staff informed:		**Time:**	**Spoken to / Emailed**
The child was taken to hospital by staff member		→ **Staff member name:**	
The child was taken to hospital by ambulance			
The child was collected from school		→ **By whom:**	
The child was well enough following first aid to remain in school		**Time:**	
The school is of the opinion that your child should consult a doctor			
Information added to Patient Tracker			
Seen by - (circle)	**ED CH JH SM KF KP GW NRJ OTHER (Name)**		**Admin Only**
Signature:			**DHP**