

## First Aid Policy

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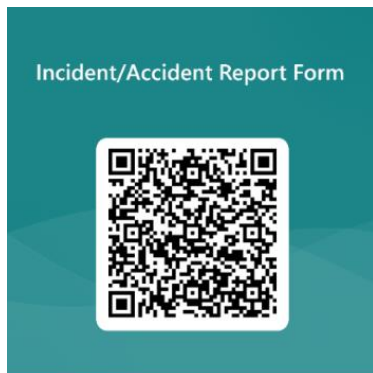
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Accident / incident form

<https://forms.office.com/e/nuxL3VGqJ4>



## Scope

This policy applies to all Denstone College and The Prep at Denstone pupils (including EYFS) and staff.

This policy applies at all times when the pupil is in or under the care of the College, that is:

- In or at School
- On School-organised trips
- At a College sporting event.

## 1 Introduction

The Governing Body of Denstone College understands its regulatory responsibilities and will maintain an effective oversight of this Policy, by evaluating its effectiveness, and reviewing and implementing change

First aid can save lives and prevent minor injuries becoming major ones. It can be defined as the emergency treatment of illness or injury in order to maintain life, to ease pain and to prevent deterioration of the patient's condition until professional medical help can be obtained. Providing First Aid is the primary role of the First Aider.

Denstone College will ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. Denstone College is committed to providing a first aid service which satisfies the requirements of the Health and Safety (First Aid) Regulations. To this end, Denstone College will provide information and training on first aid to voluntary and nominated members of staff to ensure that the needs of Denstone College are met, in line with HSE regulations and ISSR and EYFS requirements.

The Governing Body of Denstone College understands its regulatory responsibilities and will maintain an effective oversight of this Policy, by evaluating its effectiveness, and reviewing and implementing change.

## 2 Aims and objectives

- To identify the first aid needs of Denstone College in line with the Health & Safety (First Aid) Regulations.
- To ensure that first aid provision is available and administered in a timely and competent manner at all times while people are on College premises.
- To ensure that a Paediatric First Aider is onsite within The Prep at all times when

children are present.

- To ensure that appropriately trained First Aiders accompany pupils on educational visits.
- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of Denstone College and to maintain a record of their training.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff, parents and pupils of Denstone College's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **3 Accommodation for People Who Are Unwell**

Complying with the National Minimum Standards for Boarding Colleges, accommodation for boarders who are unwell is available in Denstone College Health & Wellbeing Centre which is staffed by appropriately qualified personnel. Separate accommodation for male and female boarders can be provided where necessary.

### **4 Nominated First Aiders**

First Aiders are qualified personnel who have received training and passed an assessment.

### **5 First Aid/Recovery Room**

To comply with the Education (College Premises) Regulations 1999 to provide accommodation to care for sick or injured pupils and the Health & Safety (First Aid) Regulations that requires Denstone College to provide adequate and appropriate equipment, facilities and personnel to ensure staff receive immediate attention if they are injured or taken ill at work Denstone College has a treatment room for first aid in the Health & Wellbeing Centre.

### **6 Parental consent**

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to Denstone College. This documented consent is recorded and retained on each individual pupil's medical file.

## 7 General Responsibility

The provision of first aid at Denstone College is delegated by the Governors to the Head, who in turn delegates responsibility to Denstone College's Management Team, who are responsible for ensuring that they have access to appropriate levels of first aid provision, in line with the risks identified within their areas of responsibility.

The Compliance team provide advice and support to all members of the Denstone College community.

## 8 First Aiders

The Compliance team, in liaison with the Lead Nurse, are responsible for providing advice and support to managers to ensure that there are adequate numbers of appointed First Aiders.

The Lead Nurse is responsible for producing a list of these trained and appointed persons and for ensuring that it is maintained and available for inspection. It is available electronically and displayed at appropriate points throughout the Denstone College site. The list of trained First Aiders (and the expiry date of their certification) is at Appendix 1.

Human Resources are responsible for ensuring that staff are reminded of the need to renew their First Aid qualification every three years.

A paediatric first aider will always accompany The Prep pupils taking part in educational visits and be on site, and available at all times when children are present.

The number of First Aiders and the level of training they receive is reviewed annually by the Lead Nurse, or more frequently when required, for example following an accident or emergency. When determining the appropriate number of First Aiders, they will take into account:

The number of staff (and pupils) present at any one time;

The distribution of staff;

- The number and locations of first-aid boxes;
- Whether there are inexperienced members of staff;
- The number of staff and pupils with disabilities or specific health problems
- Arrangements for out of College hour activities, such as parent evenings, lets;
- Parts of Denstone College premises with different levels of risk;
- The types of activity undertaken;
- The proximity of professional medical and emergency services;

- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery);
- Accident statistics. These indicate the most common types of injuries, times and locations

## 9 First Aid Boxes

The Compliance team will liaise with the Lead Nurse at the Health & Wellbeing Centre to ensure an adequate number of First Aid Boxes are maintained, their locations are known by staff and a list of them and their locations is maintained and displayed (See Appendix 2). A list of their contents can be found at Appendix 3.

The Lead Nurse is responsible for ensuring that First Aid Boxes meet established statutory requirements and that these are checked against a stock list at an appropriate frequency (at least every half term) and re-stocked as necessary. If a First Aider uses the last item from the first aid box it is their responsibility to ensure that the Lead Nurse knows that it must be replaced.

Denstone College's minibuses each have a prominently marked first aid box on board which is readily available for use and which is maintained in a good condition. The first aid box is stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078). It is the responsibility of the Lead Nurse to ensure that the first aid kits within College vehicles are checked and stocked as necessary. (First aid stock is available from the Health & Wellbeing Centre.)

First aid kits for any off-site activities are kept in the Health & Wellbeing Centre and must be taken on every trip and to every sports fixture.

A list of First Aid boxes locations is at Appendix 2 and signs are displayed on notice boards or at the entrance to every building indicating where the first aid box can be located.

## 10 Away fixtures

A first aid kit should be taken with the travelling team. It is good practice for staff to check with the host College in advance that there is adequate First Aid cover in place for the fixture. If such cover is not in place a Denstone College First Aider (FAW) must attend. If an incident occurs, medical treatment should be sought from the First Aiders at the fixture. If necessary, the pupil should be taken to the nearest Accident and Emergency Department by a member of College staff. A member of staff should inform the parents or guardians at the earliest opportunity and remain with the pupil until treatment and after-care are agreed with

those providing treatment or until the parent/guardian arrives. Treatment and after-care should then be followed up by Denstone College Health & Wellbeing Centre staff. Any incidence of treatment must be reported to the Health & Wellbeing Centre on return to College by the Teacher in charge of the team and an accident report form should be submitted to the Head of Compliance.

## **11 Pupils with Known Medical Conditions**

The Health & Wellbeing Centre staff will be informed of any pupil who has a medical condition by the pupil's parents or guardians when they enter Denstone College. Specifically, information on pupils who use asthma inhalers, EpiPens and injections is held by the Health & Wellbeing Centre and includes a record of pupils who need to have access to asthma inhalers, EpiPens, injections or similar. This information is circulated to teachers and First Aiders by e-mail at the start of each academic year or as a new pupil enters Denstone College. A list of pupils with current medical conditions can then be found in the medical folder on DC teaching staff Teams.

Yearly updates for pupil's health are requested from parents/guardians at the beginning of the Denstone College year via the medical update forms. All information received will be entered in the pupil's medical records, held in the Health & Wellbeing Centre.

Further advice can be sought from the Health & Wellbeing Centre on a particular condition if needed, whilst maintaining pupil confidentiality.

Those pupils with an allergy to certain food products will be brought to the attention of the Site Services Manager Catering & Domestic and measures will be put in place to minimise risk as far as is proportionate and reasonably practicable.

### **Key points**

All staff are expected to use their best endeavors in the event of a first aid emergency.

Nothing in this Policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the Denstone College site.

All staff will use their best endeavors, at all times, to secure the welfare of the pupils.

All staff must know:

1. How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away and ensure that someone is sent to the main Denstone College drive to meet the ambulance.
2. Contact The Lodge or The Prep Reception who will confirm the location of the nearest first aid box (see Appendix 2) and will arrange the attendance of a member of the Health & Wellbeing Centre staff or a First Aider.
3. The Health & Wellbeing Centre can be contacted directly on ext. 4048 or 07976 710 272.

## **12 Duties of Denstone College First Aiders**

To give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical assistance is called where necessary.

To inform the Health & Wellbeing Centre (term-time only) or Head of Compliance (non-term-time) of any accident or incident to which they have been called in their capacity as a First Aider. This should be done by completing an accident/incident form.

## **13 Reporting accidents and record keeping**

All members of the Denstone College community should report any accident or incident, however minor, as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the First Aider and/or witness should do it on their behalf.

Complete an accident report form detailing

- The date, time and place of the incident;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to cla

Accident forms can be found on the Desk Top and QR codes to access the digital accident form can be found around the College and on all medical bags.



There are accident books located in: The Staff Common Room, The Prep Office, Catering stair way, Grounds Staff Room, Domestic Office and Swimming Pool Office. This should contain a concise factual account of any action taken, including date and times. The report must be signed, then the top copy should be given to the Head of Compliance within 24 hours of the incident.

Submission of a digital copy will be saved and passed on the Compliance by the Health and Wellbeing Centre and a copy saved, if it is a pupil, to Documents on their medical notes held on iSAMS.

The report will then be filed and retained for a minimum of three years or until the subject of the form reaches the age of 21.

The Head and member of the Compliance team should be informed about any incident if it is at all serious or particularly sensitive. In the case of The Prep, the Head of The Prep should also be informed.

If, as the result of an accident or incident a member of staff is taken to hospital, is unable to work or subsequently becomes absent from work, their line manager should be notified immediately.

All serious accidents must be reported to the HSE as required by RIDDOR (see below)

## **14 INJURIES PROCEDURE:**

### **14.1 Minor accidents**

In the event of a minor accident occurring, First Aiders should be called who will be able to access the injury and treat as necessary. Alternatively, and depending upon the circumstances, Denstone College Health & Wellbeing Staff may be called to attend or the casualty should be accompanied to the Health & Wellbeing Centre for assessment by a Denstone College Nurse.

### **14.2 Serious accident**

In the event of a serious accident occurring, the casualty **SHOULD NOT BE MOVED** and the Health & Wellbeing Centre staff should be called (on 4048 or mobile 07976 710 272. or send a pupil/member of staff to the Health & Wellbeing Centre to alert the nurse on duty and take them to the incident) to assess their condition immediately.

**IF THE CASUALTY IS IN OBVIOUS NEED OF EMERGENCY TREATMENT:**

- They are unconscious or fitting
- Have sustained a significant head injury
- Have breathing difficulties and / or chest pains
- A severe loss of blood
- A severe allergic reaction
- The possibility of a serious fracture

**Please call emergency services – 999**

**Call the Health & Wellbeing Centre Ex 4048; Mob 07976 710 272**

**Stay with the patient until the Nurse/First Aider arrives and give a full report of what has happened**

**ALWAYS INFORM PARENTS/GUARDIANS AS SOON AS POSSIBLE.**

**If the pupil is a boarder, inform parents and liaise with the pupil's Head of School/House/Moss Moor to arrange an escort to accompany the pupil to hospital with the ambulance as per the medical policy.**

In an emergency, the Head's Office and the Bursary have contact details of pupils' parents and guardians and this information can also be found in iSAMS.

The HR Office has details of members of staff and their next of kin.

*An accident report should be completed in the Denstone College Health & Wellbeing Centre by the appropriate member of staff within 24 hours of occurrence.*

**15 RIDDOR – (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**

Should an injury sustained on site necessitate a hospital visit and it is due to Denstone College's undertaking, involves a major injury or death or lead to seven days incapacitation (not counting the day of the incident) then this must be reported to a member of the Compliance team as soon as possible so that they can report to the Health & Safety Executive (HSE) without delay. HSE has set up on-line reporting procedures for RIDDOR reportable accidents.

Where there is a death or major injury this should be done by calling the Incident Contact Centre (ICC) on 0345 300 99 23 (Monday to Friday 8.30am - 5pm). All other reportable injuries should be reported online. The relevant link is:  
<http://www.hse.gov.uk/riddor/index.htm>

**Reportable specified injuries are:**

- Death.
- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
  - Covers more than 10% of the body.
  - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness.
  - Requires resuscitation or admittance to hospital for more than 24 hours.

**Reportable Diseases are:**

- Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools.
- Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive
- Movement of the fingers, hand or arm.
- Occupational dermatitis: where the person's work involves significant or regular exposure to a known
- Skin sensitiser or irritant.
- Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or
- Vibrating tools, or holding materials subject to percussive processes, or processes causing vibration.
- Occupational asthma: where the person's work involves significant or regular exposure to a known
- Respiratory sensitiser.
- Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding
- Involves frequent, repetitive movements.

## **16 Reportable Dangerous Occurrences (Near Misses)**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported to the Compliance team via a College Near Miss Report Form. (Appendix 5)

## **17 Review**

This Policy will be reviewed annually, unless there are any significant changes in local or national guidance.

The Chair of the Operational Health, Safety & Environment Committee will organise a review of all Accident Forms in order to take note of trends and areas requiring improvement. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Head may arrange for a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

This Policy should be read in conjunction with the other medical policy documents including:

- Medical Policy
- Allergies and Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Epilepsy Policy
- Infection Control policy

## Appendix 1:

### Operations Staff

Michelle Edge	Lead Nurse	Lubas Sports Trauma expires May 2025 15/03/2027 14/02/2027	NMC PFA FAW
Gillian Lear	College Nurse	15/03/2027 Lubas Sports Trauma expires May 2025 14/02/2027	PFA NMC FAW
Roberta Rees	Health & Wellbeing Centre Administrator	Lubas Sports Trauma expires May 2025 15/03/2027	NMC PFA
Zoe Smallwood	College Nurse	Lubus sports trauma expires 07/03/2027 15/03/2027	NMC PFA
Chloe Smale	Health & Wellbeing Centre Administrator	15/03/2027	PFA
Suzie Whitehouse	Matron	15/03/2027	PFA
Kat Williams	Matron	15/03/2027	PFA
Ivor Riley	Maintenance	08/03/2026	FAW
Les Davies	Facilities & Compliance Officer	14/07/2025	FAW
Sally Turner	GDPR & Compliance Manager	14/07/2025	FAW
Claire Hancox	Receptionist	14/07/2025	FAW
Vicky Mills	Domestic	14/07/2025	FAW
Leanne Chandler	Head of Commercial Enterprise	14/02/2027	FAW
Rhona Stark	Commercial Manager	08/03/2026	FAW
Adam Brown	Grounds	08/03/2026	FAW
Mark Morgan	Grounds	08/03/2026	FAW
Lauren Alcock	Swim Manager	08/03/2026	FAW
Andy Tattersall	Marketing Manager	14/02/2027	FAW

Nina Cripps	Marketing Officer	14/02/2027	FAW
Allan Davies	Boarding Tutor / Matron	27/06/2027	FAW
Tasha Smith	Catering	06/06/2027	FAW
Debbie Edwards	Catering	27/06/2027	FAW

### Academic Staff (Term-time only)

Clare Furnival	Head of Moss Moor / Teacher of Maths	27/06/2027	FAW
Josie Davis	Head of South House/Head of Business & Economics	27/06/2027	FAW
Kim King	Head of Hartley House	15/03/2027 27/06/2027	PFA FAW
Alistair Falconer	Head of North House / Director of Hockey	07/03/2027 Lubas sports Trauma 06/06/2027	FAW
James Young	Head Meynell House/Teacher of PE	06/06/2027	FAW
Guilia Butler	Director of IT	27/06/2027	FAW
Sophie Chadfield	Head of RS	27/06/2027	FAW
Kathryn Rylance	Head of Biology	06/06/2027	FAW
Tony Pearson	Assistant Head of Maths	06/06/2027	FAW
Louise Stanley	Head of Geography	27/06/2027	FAW
Nic Horan	Head of Boarding	27/06/2027	FAW
Ana Jones	Head of Spanish/Heywood House	06/06/2027	FAW
Jon Tomlinson	Head of Science/Chemistry	27/06/2027	FAW
Michel Gregoire	Head of French	06/06/2027	FAW
Kate Mackay	Head of Art/Shrewsbury House	06/06/2027	FAW

Chris Sassi	Head of Woodard House	06/06/2027	FAW
Ollie Howlett	Teacher of Chemistry	06/06/2027	FAW
Catherine Tuxford	Head of Lowe/Lonsdale / Teacher of French	27/06/2027	FAW
Emily Vause	Teacher of Science	14/02/2027	FAW
Emma Durston	Director of Sport	14/02/2027	FAW
George Glenn	Director of Rugby	07/03/2027 Lubas Sports Trauma	
Paul Borrington	Director of Cricket	07/03/2027 Lubas sports trauma	
Wesley Durston	Sports Coach	07/03/2027 Lubas sports trauma	
Max McMinn	Sports Coach	07/03/2027 Lubas sports trauma	

### The Prep

Elizabeth Scott	Head of The Prep	06/06/2027	FAW
Vicki Lakin	Head of SENDCO	22/09/2025	PFA
Claire Clews	Year 1 Teacher/Head of Pre-Prep	15/03/2027	PFA
Michael Eley	Year 2 Teacher	22/09/2025	PFA
Lindsey Hart	Year 3 Teacher	22/09/2025	PFA
Helen Heron	School Secretary	15/03/2027 22/09/2025	PFA EFAW
Tina Wilson	Teaching Assistant	15/03/2027	PFA
Zoe Chadwick	Teaching Assistant	22/09/2025	PFA
Rebecca Eaton	Reception Teacher	22/09/2025	PFA

Louise Stubbs	Teaching Assistant	22/09/2025	PFA
Joanne Mothershaw	Teaching Assistant	22/09/2025	PFA
Andrew Bettaney	Year 6 Teacher	22/09/2025 07/03/2027	PFA Lubas sports trauma
Charlotte Moriarty	Teaching Assistant	22/09/2025	PFA
Sally Wild	Teaching Assistant	22/09/2025	PFA
Jayne Lea	Year 5/6 Teacher	22/09/2025	EPFA
Sally McKenzie	Year 5 Teacher	22/09/2025	EPFA

Defibrillators held outside the Health & Wellbeing Centre and at the side of the Music School, on the wall facing the Swimming Pool.



## Appendix 2

### Location of First Aid Boxes

- 1      **Grounds office 1-10 person HSE Compliant**
- 2      **Maintenance Mess room 1-10 person HSE Compliant**
- 3      **Facilities corridor            1-50 person HSE compliant**
- 4      **Lodge 1-50 person HSE compliant**
- 5      **SCR wall 1-10 person HSE Compliant**
- 6      **Sports Hall wall entrance under stairs 1-50 person HSE compliant**
- 7      **Performance centre gym 1-10 person HSE Compliant**
- 8      **School kitchen MASTERCHEF 1-10 person HSE Compliant**
- 9      **Swimming pool office & plant room**
- 10     **Physics projects room 1-10 person HSE Compliant**
- 11     **Chemistry tech 1-10 person HSE Compliant & central office**
- 12     **Biology office 1-10 person HSE Compliant**
- 13     **Roper 1-10 person HSE Compliant**
- 14     **Art Block 1-10 person HSE Compliant**
- 15     **DT Block 1-10 person HSE Compliant**
- 16     **Hartley house office 1-10 person HSE Compliant**
- 17     **Moss Moor office 1-10 person HSE Compliant**
- 18     **North House office 1-10 person HSE Compliant**
- 19     **South school office 1-10 person HSE Compliant**
- 20     **Addies pavilion kitchen 1-10 person HSE Compliant**
- 21     **Café kitchen 1-10 person HSE Compliant**
- 22     **Prep school Main 1-10 person HSE Compliant**
- 23     **Pre prep 1-10 person HSE Compliant**

### Appendix 3

First Aid Kit contents list  
(Contents of British Standard Compliant (BS 8599-1) First Aid Kits for the Workplace)

Contents	Small	Medium	Large	Travel
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1