

# First Aid Policy (EC)



## Executive Summary

Eastbourne College will undertake to safeguard the welfare of pupils at all times and to comply with legislation to provide First Aid for pupils, staff, parents and visitors. This policy takes into account 'Guidance on First Aid in schools, early years and further education' (version dated Feb 2022) by DfE and Health and Safety (First Aid) regulations 1981 (pub in 2013, as amended in 2018). It is applicable to all pupils in the school.

The College First Aid policy is reviewed by the Health and Safety Officer (Head of Facilities Management) in consultation with the Lead Nurse and First Aid Trainer. It is kept in the Health and Safety Manual and Staff Handbook and is available online for parents.

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## 1. Definition and Objectives

HSE provides the following definition of an accident:

"An undesired circumstance(s) which gives rise to ill health, injury, damage, production losses or increased liabilities."

First Aid is the immediate and temporary care given until the services of a medical practitioner can be obtained. The object of First Aid is to give help at once to pupils, staff or visitors, who are injured or suddenly taken ill before expert help from a doctor or nurse is available, or the ambulance arrives. The principal aims of First Aid are to preserve life, prevent any injury from becoming worse and to promote recovery.

## 2. Arrangements for First Aid

The College First Aid Room is located in the Medical Centre, led by the lead nurse, who is also the College First Aid Officer, and a team of registered nurses. The College uses the College Road Lighthouse Medical Practice (see Contact Details). During term time, there is a qualified nurse on duty in the Medical Centre during the working day to administer first aid, deal with any accidents or emergencies or to help if a pupil or member of staff is taken ill. In the event of an accident, the Medical Centre Staff should be informed immediately on 01323 452345. (Internal extension: 2345).

The majority of teaching staff are qualified as Emergency Paediatric First Aiders and the training for this qualification is delivered with an unregulated section on adult CPR and use of an AED. A number of support staff hold the same First Aid qualification and members of staff involved in CCF and DoE activities hold an Outdoor First Aid qualification. There is always a qualified First Aider available when pupils are on site. Certain activities such as sports matches and cadet force activities only take place with first aid cover in place. Provision is also sufficient and planned to cater for evening and weekend events such as concerts, plays and parents' receptions. First aid cover is provided by suitably trained staff during school holidays, when the Medical Centre is closed.

The College has a number of protocols for the treatment and care of pupils suffering from particular medical conditions such as: asthma, diabetes, epilepsy, and anaphylaxis. A list of those who suffer such a particular risk is circulated by the Medical Centre to houses and is available on the school portal. It is the responsibility of staff taking teams and groups away from school to be aware of pupils who may be at risk.

The College implements and makes available to staff care plans for students with medical conditions who are away from campus on trips and at sports fixtures.

Staff have a duty of care to pupils and the school has a duty of care to its employees. Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. That

said, in accordance with DfE guidance, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## 3. Contact Details

Medical Centre	Internal Extension: 2345 Direct Dial: <u>01323</u> <u>452345</u>
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Nurses	Mobile: <u>07714 458982</u>
Match Day emergency	<u>07714 458980</u>
<b>Surgery:</b> Lighthouse Medical Practice, 6 College Rd	<u>01323 735044</u>
Mobile phone numbers until 18:00 hrs Dr Andrew Stewart Dr Carolyn Rubens	<u>07896 415883</u> <u>07775597659</u>
Emergency Doctor out of hours	Dial 999
Non-Emergency Doctor out of hours	Dial 111
Pharmacy	Grand <u>01323 728992</u>

## 4. Location of First Aid Boxes

A full list is attached with the location of First Aid boxes around campus and is retained by the First Aid Trainer and shared with the Medical Centre. Note, school buses and support vehicles have first aid boxes situated in the vehicle.

### Emergency Use Adrenaline

Located in the following areas within the school in clearly sign posted boxes:

Reception - Inside main entrance on the right-hand side next to the defibrillator.

Birley Centre- On the wall behind the JWA reception desk.

Kitchen- in the kitchen office.

Adrenaline pens are specifically for Eastbourne College pupil use only. Staff who have undergone annual adrenaline training in the use of emergency adrenaline pens may administer the pens to those listed in the emergency box. These pens can also be administered as a backup pen regardless to whether they are registered on the College list.

## 5. First Aid Box Contents

All boxes are to be furnished with the following items:

- 1 x first aid guidance card
- 20 x individually wrapped sterile adhesive dressings.
- 1 x sterile eye pads, with attachment
- 2 x triangular bandages
- 6 x safety pins
- 3x medium sterile unmedicated dressings
- 1x large sterile unmedicated dressings
- 1 x pair of disposable gloves
- 2 x saline pods
- 1 resuscitation face shield
- 5 nonsterile gauze

Please note that First Aid Bags/Boxes should contain only the above medical items the regulations prohibit the inclusion of other items, unless required by a specific sport/activity or by a Risk Assessment.

- a. Appointed Custodians to First Aid Bags/Boxes

The First Aid Trainer in conjunction with the Lead Nurse will ensure that appointed custodians are qualified First Aiders, at least to Emergency level. Custodians are to:

- Replenish the boxes as necessary with stock obtained from the Medical Centre.
- Checking of content on a half termly basis and replace all out of date stock.
- Ensure accident books are located with bags/boxes and that filled in accident forms have been passed to HSE officer.

#### b. Travelling First Aid Kits

First aid kits are checked in and out of the medical centre for all travel situations. This includes sporting events and academical visits/ residential trips.

Expeditions and schools' trips kits are available in the Medical Centre. Teachers responsible for these activities are to collect a kit from the Medical Centre and return it after use. Members of staff must refer to the College's Educational Trips and Visits Policy when planning a trip. Guidance on treating injuries is detailed on the First aid leaflet stored in each box.

## 6. Calling an Ambulance

If someone at the College has an accident, staff are trained to summon medical help immediately. All staff are issued with an Emergency Procedures card. This states specifically that if an injury is serious or a person is unconscious then 999 should be dialled straight away. Then the Medical Centre can be contacted.

## 7. Defibrillator (AED)

Eastbourne College has three defibrillators on campus. One is located in the Medical Centre and the other is stored in the entrance of Beresford. The third is in Reception. The Medical Centre staff and the College First Aid Trainer are defibrillator trained and receive annual update training.

Defibrillator training will be included in all staff first aid training and refresher courses. Instructions for use are kept with the machine and should allow for anyone to use the equipment in the event of an emergency.

Defibrillators provide voice instructions and visual prompts.

## 8. First Aid Administered

Details of any First Aid administered are to be reported by the Medical Centre staff and notified to the College Health & Safety Officer via submission of an Accident Report Room if necessary. The Health and Safety Officer will determine whether an accident warrants further investigation. The College has an Accident Investigation Policy.

## 9. Oxygen

In emergency care, oxygen is an essential aid in the treatment of patients in life threatening situations. Oxygen is a lifesaving and life sustaining gas. Oxygen provides a critical addition to safe and improved medical care.

### Aims

- a. To ensure that casualties receive oxygen safely in school.
- b. To ensure fire and explosion risks are adequately controlled when oxygen is in use.

### Roles and Responsibilities

- Only members of staff who are willing administer oxygen should do so
- Members of staff must be trained and be competent in administering oxygen

- Members of staff must understand the procedures for storing oxygen as detailed by the suppliers (BOC).
- Members of staff should know where oxygen is stored and that safety signage is prominently displayed.
- All relevant agencies are aware that the school has oxygen on site, e.g. Fire Service.
- The School's insurers should be notified that oxygen is stored on site.
- The School's Fire Risk Assessment is reviewed to take into account the presence and use of oxygen on the school site.
- Risk control measures are taken in the vicinity of the oxygen cylinder at all times.

## Storage of Oxygen

- Keep away from extremes of temperatures and out of direct sunlight.
- Do not store close to windows and radiators.
- Store in a well-ventilated area.
- Keep away from naked flames.
- Ensure no smoking in the vicinity of the oxygen cylinder.
- Signage must be visible.

## Transport

- Oxygen is a very combustible material. As such, it is important that its cylinders are transported safely and correctly. Refer to suppliers' instruction with regards transportation.
- Risk assessments, including manual handling, should be undertaken when transporting oxygen cylinders.

# 10. Entonox Policy

Entonox is a ready to use medical gas mixture consisting of 50% nitrous oxide and 50% oxygen. It is a safe and effective analgesic for all situations where rapid onset and offset is sought. It provides pain relief and conscious sedation for a variety of short term procedures.

## Aims

To ensure that following assessment, Entonox is given appropriately and safely to patients with acute pain in school.

- Assess individual patient for the ability to use Entonox.
  - Understand simple instructions
  - Hold the demand valve and inhale the gas through the mask or mouthpiece whilst breathing normally.
- The patient should be able to:

## Roles and Responsibilities

(As per oxygen therapy)

## Storage of Entonox

(As per oxygen therapy)

## Administration

To administer the Entonox:

- Explanation of procedure to patient. Try to reassure and explain they should breathe normally
- Offer the demand valve to the patient
- Hold mouthpiece between teeth and breathe through mouth only

## Monitoring

Once administration has started:

- The patient should continue to use the Entonox as required throughout the procedure.
- If the patient hyperventilates they should be encouraged to exhale slowly.
- Observe for side effects

## Documentation

- Documentation details of Entonox administration, how effective it was and any side effects experienced.

## 11. Sports Injuries and Transportation

In the event of a sports injury, the game should be stopped. The pupil must not be left without adult supervision. Contact should be made either with the Medical Centre (01323 452345) and/or the Ambulance Service (999).

Eastbourne College utilises the services of a specialist paramedic service provider (GLS Medical) at rugby matches. Physio Science provide physio support at matches. The Deputy Head (Co-Curricular) is responsible for arranging cover. Medical vehicles are provided, depending on the number of matches taking place. Service providers liaise closely with the College Medical Centre before if necessary and after matches finish.

The injured student should be attended to by a first aid trained member of staff. A student should not be moved from the pitch if s/he is suffering from an injury that renders them immobile. Ensure the child is comfortable and warm and call 999 for emergency assistance.

All sports injuries should be reported to the Medical Centre.

Sports injuries to pupils caused by the condition, design, or maintenance of premises or equipment, or because of inadequate arrangements for supervision of an activity must be reported to the Health and Safety Officer. Accidents involving staff, volunteers and contract staff must be reported in the usual way. The head and second master should always be informed of any emergency / blue light / very serious situation soon after emergency help has been summoned.

The provision by Sports Science is supplemented by Emergency Paediatric First Aid qualified teachers (with first aid packs) and also a rota for staff who act as duty drivers. Duty drivers can transport injured persons to the Medical Centre or to the hospital as the situation demands. Further information relating to Sports Injuries is available from the College's Sports Injuries Policy. Further guidance regarding transport following situations ranging from blue light to routine appointments can be found at appendix 2.

## 12. Holiday Provision

During holidays the Medical Centre is not staffed. Members of Support Staff are trained in first aid to cover during holidays when the school nurse is not available. Hirers of the College facilities provide their own first

## 13. Publicity

Notices displaying First Aid are be placed in and around the College campus.

## 14. Training

The College's First Aid Trainer possesses First at Work (FAW) qualifications and carries out Emergency Paediatric First Aid at Work (EPFAW) the training for this qualification is delivered with an unregulated section on adult CPR and use of an AED for members of staff. He is a competent and qualified instructor in first aid and defibrillation. His qualifications and the training content he provides are accredited by NUCO, an awarding company that is recognised by the regulator, Ofqual.

EPFAW training is tailored in accordance to the particular injuries that staff might deal with in carrying out their duties and tasks.

The aim of EPFAW training to ensure that teachers and support staff who volunteer can be trained to become an 'Appointed First Aider'. They will then, if willing, be the designated First Aider for an area or building in which

they work and their details displayed so that, in the event of an accident or emergency, they are the first point of call and can assist or advise on the appropriate response.

The College Health & Safety Officer should monitor and control requirements and is responsible for arranging courses via the Lead Nurse and First Aid Trainer, as required.

Where an accident/injury is obviously serious, the Emergency Services should be called on 999 immediately. The Lead / Duty Nurse (Ext 2345) and the College Health and Safety Officer (Ext 2296) should be notified as soon as possible thereafter.

## 15. Accident Reporting

An Accident Report must be completed in all cases by the member of staff dealing with the accident . Each first aid bag/box that is situated in an academic building or in a day/boarding house has its own accident report book.

The Medical Centre must be notified of any accident involving a pupil. Duty staff will record details of the accident and notify appropriate staff and parents.

The Health and Safety Officer must always be informed of any injury to pupils, no matter how minor, that may have resulted from an issue with College equipment or estate.

The Health and Safety Officer must always be informed of any accident that involves a member of staff (including volunteers and contract staff) and visitor that occurred whilst at work, and this will include work that takes place away from the school.

The Health and Safety Officer should be sent a copy of the Accident Report Form. He shall take responsibility for record keeping, investigation and RIDDOR, where necessary. The COO and governors will need to consider whether an accident should be reported to the Charity Commission.

## 16. Monitoring

The College's Health and Safety Committee receives a report at its termly meeting on reported accidents from the Health and Safety Officer and Lead Nurse.

The College maintains a risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate. The Health and Safety Officer is responsible for maintaining a list of those staff trained in first aid and for ensuring that adequate levels of training are maintained.

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## References

### External

- [National Institute of Clinical Excellence – Head Injury Oct 2014 \(Updated May 2018\)](#)
  - [DfE Guidance for First Aid in Schools](#)
  - [HSE First Aid legislation](#)
  - [Riddor reporting](#)
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## Appendix 1: Location of First Aid Boxes and Equipment

Building and Departments:	Location:	Number of Boxes:
<b>BERESFORD BUILDING;</b>		
Ground floor	Main entrance on the left hand side	1
<b>Other equipment located here;</b>		
AED (Defibrillator)	Ground floor main entrance on the left hand side	1
<b>BIRLEY BUILDING;</b>		
Art Department	Below fire alarm directly opposite department entrance	1
<b>Music Department</b>		
	Music departments office (Travel bag kit)	(Red Travel bag kit) 1
	In the foyer under the welcome desk	1
<b>Other equipment located here;</b>		
Allergy response kit	In the foyer, up the stairs next to the welcome desk	1
		<b>Total F/A kits 3</b>
<b>BURSARY BUILDING;</b>		
Bursary	Ground floor Kitchen on the left hand shelf	1
		<b>Total F/A kits 1</b>
<b>CCF BUILDING PLUS GUN RANGE;</b>		
First floor	On the right hand side behind the door on entering	1
Gun range	On the right hand side on top of the locker (MOD controlled)	1
		<b>Total F/A kits 2</b>
<b>CHAPLE;</b>		
School Chapel	Inside main door on the left	1
		<b>Total F/A kits 1</b>
<b>CLASSICS;</b>		
CLASSICS;	In the department office	1
		<b>Total F/A kit 1</b>
<b>DESIGN TECHNOLOGY BUILDING;</b>		
Ground floor	In the prep room	1
First floor	In the workshop office	1
Second floor	In the Textiles room (Heatherwick)	1
		<b>Total F/A kits 3</b>
<b>EASTBOURNIAN SOCIETY BUILDING;</b>		
welcome room	By the sink in the welcome room (Missing) Using Learning Enrichment FA kit	1
	30/9/22 - The ES now using Learning enrichment FA kit	<b>Total F/A kits1</b>
<b>H.M.O BUILDING;</b>		
Ground floor	In the welcome room of the HMO in the far left hand cupboard below the tea area.	1
		<b>Total F/A kits 1</b>
<b>LEARNING ENRICHMENT;</b>		
first floor	In the Ground floor classroom in small bookcase by Desk	1
		<b>Total F/A kits 1</b>
<b>MAINTENANCE BUILDING;</b>		
Maintenance	Right hand side as you enter, on the sink	1
Porters lodge	On the wall directly opposite from entrance	1
		<b>Total F/A kits 2</b>
<b>MEMORIAL BUILDING;</b>		
Drama	On the bookcase outside HoD's office	1
LRC Staircase	First floor landing next to Geography double doors	1



	Second floor landing next to the tower door	1
History & Lang Lab staircase	Hanging by the double doors to the history department	1
		<b>Total F/A kits 3</b>
<b>NUGEE BUILDING;</b>		
Atrium	Ground floor, Outside Casson gallery doors to Big school	1
Porters Room	Ground floor, By the sink on the right hand wall.	1
<b>Other equipment located here;</b>		
Eye Wash	Ground floor, Porters room by the sink on the right hand wall.	1
Café	Behind the counter	1
Long Room	First floor, on the right hand wall when facing out of the sliding doors	1
		<b>Total F/A kits 4</b>
<b>SCIENCE BUILDING;</b>		
Biology Prep room	Ground floor, In the Prep room on the right hand side as you enter	1
Eye Wash	Ground floor, In all classrooms and prep room (Records kept in prep room)	
Biology corridor	Ground floor, In the corridor near to the lift door	1
Physics Prep room	First floor, In the Prep room on the right hand side as you enter	1
Eye Wash	First floor, In all classrooms and prep room (Records kept in prep room)	1
	First floor, In the corridor near to the lift door	1
Chemistry Prep room	Second floor, In the Prep room on the right hand side as you enter	1
Eye Wash	Second floor, In all classrooms and prep room (Records kept in prep room)	1
	Second floor, In the corridor near to the lift door	1
		<b>Total F/A kits 6</b>
<b>WINN BUILDING;</b>		
Lower ground floor East corridor	On the back wall of the spectators area opposite squash court one	1
Reception	Either in the reception draws or on the reception desk when unmanned	1
<b>Other equipment located here;</b>		
AED (Defibrillator)	Right hand side of reception main entrance as you enter	1
Allergy response kit	Right hand side of reception main entrance as you enter	1
Allergy response kit	Kept in the catering office	1
Swimming Pool Tank	Infront of the pool office window on the lefthand side of the shallow end	1
First floor West corridor	Outside Dance studio doors on the left hand wall	1
First floor East corridor	Nugee end of PE corridor	1
Second floor East corridor	Second floor, next to photocopier by the double doors to Nugee	1
Dining Hall*	In the catering office, located in the kitchens-	1
	*EC first aid box removed. replaced by HH first aid box which is there responsibility 01/2023	

Staff Room (SCR)	On the left hand wall immediately on entering from the corridor doors	1
		<b>Total F/A kits 8</b>
<b>Houses, Day and Boarding</b>		
	<b>Location:</b>	<b>Number of Boxes:</b>
<b>Arnold (Watt Annexe)</b>		
	Directly in front of the main door below the house masters office window	1
<b>Blackwater Day House (Girls)</b>		
	On the right hand side of the main door below the fire alarm panel	1
<b>Craig Day House (Boys)</b>		
	On the right hand side of the main door next to the sign in/out sheet	1
<b>Gonville Boarding House (Boys)</b>		
	On the left hand side of the main door next to the sign in/out sheet	1
	Laundry Room	1
<b>Bushy Ruff (Attached to Gonville)</b>	Matrons Office and in Residents Tutors accommodation	2
	Below fire alarm panel directly opposite the main door	1
<b>Nugent Boarding House (Girls)</b>		
	Housemasters office	1
	Matrons Office	1
<b>Pennell Boarding House (Boys)</b>	Laundry Room	1
	Outside the house masters office below signing in/out sheet	1
	Laundry Room	1
<b>Powell Day House (Boys)</b>	Matrons Office	1
	Below fire alarm panel directly opposite the main door	1
	In the Housemasters Office	1
<b>Reeves Day House (Boys)</b>		
	On the left hand side as you enter the main door.	1
<b>School Boarding House (Girls)</b>		
	outside matrons office	1
	Laundry Room	1
	Foyer	1
<b>Wargrave Boarding House (Boys)</b>		
	Outside house masters office next to signing in/out sheet	1
<b>Watt Day House (Girls)</b>	In Laundry room	1
	Left hand side of front door as you enter the building	1
	ground floor galley	1
	first floor galley	

## Appendix 2: Medical Transport annexe to First aid policy

The following brief policy is an aide memoire of the key actions which staff should take in the event of a need to transport a pupil to a place where they can obtain professional medical attention on campus (either at the Medical Centre or at hospital). The steps taken when away from campus will be broadly similar but dependent on other factors – such as geographical location.

Note that on Saturdays in the Michaelmas term, the Director of Sport sends out a weekly set of detailed instructions to all teaching staff regarding sports injury management. This is not the case in the Lent and Summer terms.

### Very Serious Injury / Medical Problem

*(e.g. fracture, significant blood loss, unconscious casualty, etc)*

- Call 999 and seek blue light services.
- If remote, this may involve Mountain Rescue, HM Coastguard, etc.
- Seek assistance from staff nearby urgently so you can manage the patient / administer first aid, and the group situation as well as summoning emergency help as quickly as possible. The group should be managed in a reassuring way which also emphasises the importance of “communication embargo”.
- A member of staff must accompany the pupil to hospital and keep key persons updated – the trip leader and also:
  - Alert HMO / Second Master / another member of SMT asap afterwards so that additional support can be enabled.
- Our security team is available to assist where required.

## **Medium Serious Injury**

*(e.g. Suspected concussion, walking wounded but not advised to walk – e.g. nasty sprain which could be a fracture).*

- Seek additional staff help to help manage the group and also administer first aid to the casualty.
- Call the Medical Centre to alert them of the problem – they may be able to drive to your location to collect by car but only if there is more than one nurse on duty (unlikely).
- Alternatively and more realistically, request other staff help to arrange car transport to the Medical Centre. Log the journey soon afterwards with the Second Master’s PA.
- Transport the casualty to the Medical Centre for assessment. If the ensuing advice is to take the casualty to hospital then the Medical Centre will be able to assist and manage the situation further – e.g. to serve as a point of contact with parents and hsms. See also section below.
- At an away match, typically the pupil should be taken to the hosting school’s medical centre (if they have one) for initial advice before transport either back to College or direct to hospital. If the host school does not have a medical centre, a decision needs to be made by staff whether to take direct to hospital or via College Medical Centre. The Medical Centre could offer advice on this and also assist with parent communication.
- If the casualty is a day pupil and a decision is made to take direct to hospital, parents could, for example, meet for a handover at the hospital. Relative locations of school, hospital, parents’ home will have a bearing on this.
- Our security team is available to assist where required.

## **Injury / illness which is less serious**

- If in doubt and in any serious where there is risk of aggravation / condition worsening / head injury, etc, a pupil must always be escorted / transported to the medical centre by a member of staff – effectively see section above
- There might be occasions where a pupil is sent as a precaution or because an injury or illness is such that it would be sensible to get it checked out but deemed not necessary for the pupil to be accompanied by a member of staff. In such cases, the medical centre must always be called first and will offer advice. Any doubts at all, the pupil should be accompanied by either a member of staff or depending on the condition / situation, a responsible pupil who can summon help if needed
- Only in very minor cases will a pupil be instructed to go to the medical centre unaccompanied. Again the medical centre should still be called by a staff member if they were witness to or aware of the issue (pupils can self-refer themselves too at any time)
- All visits to the medical centre are logged on the medical centre database

## **Hospital Transport for injuries which are Medium – Serious cases**

*Options in order of priority for situations where a pupil needs to be taken to hospital but not by ambulance.*

1. The Medical Centre will decide whether parents (or guardians) are the best people to get the pupil to hospital or not, having made contact with them. Parents may live locally and be able to get to the Medical Centre quite quickly. If they cannot but arrangements can be made for parents to meet the pupil at the hospital, then this will be arranged by the Medical Centre as per points 2 / 3 onwards.

2. If the pupil is a boarder, the house matron would automatically be contacted by the Medical Centre and would take the pupil to hospital. If impossible:
  - a. The hsm of the pupil's house (whether boarding or day) will organise a tutor from the house to take them to hospital. For various reasons, this may be impossible, in which case:
  - b. The Medical Centre will organise a Matron from one of the boarding houses – whether or not the pupil is a boarder in that house, or a day pupil. For various reasons, this may be impossible, in which case:
  - c. The Medical Centre will call on one of the Relief Matrons to take the pupil to hospital. For various reasons, this may be impossible, in which case:
  - d. The Medical Centre will call other listed volunteers as stated in the annex below, to take the pupil to hospital.
  - e. If none of the above are available, the final options will be the Chaplain, or any member of SMT.

The Medical Centre will need to assist in making a decision regarding whether to take the pupil to hospital by private car or school-owned transport, or by taxi with the member of staff acting as chaperone. Sometimes a taxi can take a very long time to arrive and so private car is the best method.

Any car journey with a pupil must be logged with the Second Master's PA and must adhere to guidance in the Staff Driving Policy.

### **Routine Hospital Appointment and Non-Urgent Cases**

Will be undertaken by parents of day pupils and house matrons of boarders as and when required.

Good working practice to always accompany boarders of all ages to Pre- booked appointments, stay with them during the appointment and return back to college with them, whether by taxi or foot.

There may be instances when a pupil over the age of 16 may be able to go to a pre- booked appointment on their own, e.g. Orthodontic appointment, but parental permission is always required by email, which includes their agreement to their child travelling in a taxi unaccompanied, but never send an ill or injured pupil of any age unaccompanied.

If there is an exceptional circumstance where you do have to leave a pupil at an appointment, remember this should:

- Never be for a pupil under the age of 16
- Never be without parents' knowledge and if not contactable, the medical centre or Hsm/GETH/CWS agreement\*.
- Never if the pupil is unwell, injured etc.
- Never be without ensuring the pupil has a charged mobile phone and your phone number and a clear knowledge of how they are to get back to college, including taxi number / location of taxi phone in hospital, etc
- Ensure the pupil knows that on no account are they to walk back from the hospital as it is way too far

While parents may have been informed about an injury etc requiring hospital treatment / visit through the pupil or through the medical centre, it is good practice for the member of staff accompanying the pupil to keep in regular contact with the parents if their child has been injured or is ill, as you leave for and during the visit to the hospital (if the visit is a long one).

Call parents at the earliest opportunity, before leaving if possible, they may want to meet you there.

Keep them updated on any progress or change in circumstances.

Inform them of any treatment, always consult the Parent/guardian or medical centre if there is a choice of treatment.

Contact parents by email on return with all relevant information, after pre-booked and emergency appointments.

### **References:**

#### **Internal**

- Games staffing policy
- Head Injury Policy

- Protocol for referring a pupil to A+E
  - Safety and supervision on school journeys and educational visits policy
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## Annexe 3: Contact Numbers

### Hsm landline numbers

Blackwater – Lisa Price – 2200  
Craig – Adam Kuchta – 2210  
Gonville – Alex Wingfield Digby – 2220  
Nugent – Jon Medlycott – 2230  
Pennell – Tim Holgate – 2240  
Powell – Sam Mason – 2250  
Reeves – Matt McVeigh – 2260  
School – Carla Whiddett-Adams – 2270  
Wargrave – Tim Spiers – 2280  
Watt – Alison Tutt - 2290

### Hsm mobile numbers

Blackwater – Lisa Price – 07841 342 131  
Craig – Adam Kuchta – 07841 342 126  
Gonville – Alex Wingfield Digby – 07841 342 130  
Nugent – Jon Medlycott – 07841 342 132  
Pennell – Tim Holgate – 07841 342 126  
Powell – Sam Mason – 07841 342 139  
Reeves – Matt McVeigh – 07841 342 135  
School – Carla Whiddett-Adams – 07841 342 129  
Wargrave – Tim Spiers – 07841 342 125  
Watt – Alison Tutt - 07841 342 127

### Matron landline numbers

Gonville – Tanya Osborne-Brown - 2223  
Nugent – Jo Wakeford - 2233  
Pennell – Susan Edwards - 2243  
School – Katie Thorpe - 2273  
Wargrave – Paula Thorpe - 2283

### Matron mobile numbers

Gonville – Tanya Osborne-Brown - 07786 228 749  
Nugent – Jo Wakeford – 07786 228 747  
Pennell – Susan Edwards – 07786 228 746  
School – Katie Thorpe – 07786 228 745  
Wargrave – Paula Thorpe – 07786 228 748  
Roving – Sana Karkach – 07566 779 930  
Day Matron – Lauren Angeli – 07706 360 901

**College Security Team** Rodney Scott / Robert Rykis / Thibault Lemoine – 07761 525792 / 01323 452289

### Relief matron mobile number

Judy Newton – 07956 836 543  
Nicola Scott – 07525 724 928

### Nursing team landline number

Ext: 2345  
01323 452 345

### Nursing team mobile numbers

07714 458 982

Stacey Sharman – Personal number 07970 189042

### Chaplain mobile number

Rev. Daniel Merceron – 07876 333 390

### Deputy Head (Pastoral) mobile number

Gwen Taylor-Hall – 07714 386 390

### Deputy Head (Co-curricular) mobile number

Anthony Lamb – 07525 729165

### Second Master mobile number:

Cris Symes – 07506 692799

### Other DBS Checked Adults who have offered to assist:

Emily Miller – 07714 232 476

Melody Woodham – 07387 158 451


Jess Lawson – 07855 666 108 / 01323 392 260


Simon Gent – 07757 126 437


Joseph Burge – 07834 729 137

Lai Symes – 07854 380 826 / 01323 452 342

## Policy Owner(s)

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Audience

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School

Eastbourne College

Area

