

Cheltenham College First Aid Policy

For the purposes of clarity the following terms will be used throughout the policy:
'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Nursery School)
'College' refers to Cheltenham College Senior School
'Cheltenham Prep' refers to Cheltenham College Preparatory School
'Kingfishers' refers to Cheltenham College Nursery School / EYFS

1. Introduction

1.1 Cheltenham College will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) Regulations 1981. First aid arrangements will provide for training and re-training of first aiders, provision of first aid equipment and facilities and for the recording of first aid given. Arrangements will be such that first aid may be offered to employees, pupils, visitors, contractors and others who may be affected by the activities of the organisation. This policy takes account of Medical Officers of Schools guidance 'First Aid in Schools', and the DfE 'Guidance on First Aid for Schools' Feb 2014 and the Statutory Framework for EYFS March 2017.

In EYFS a number of practitioners are trained in Paediatric First Aid to ensure that there is a qualified practitioner available at all times when EYFS children are on and off site. Training is given by approved outside agency and updated every 3 years. In the event of a child in EYFS receiving first aid, a written record is kept and parents informed on the same day or as soon as reasonably practicable. In the event of a child in EYFS suffering a serious accident, injury or death, local child protection agencies will be consulted.

1.2 First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. First Aid does not include giving any tablets or medicines.

1.3 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

1.4 Cheltenham College will:

- a) Ensure compliance with all relevant legislation
- b) Undertake sufficient assessments of first aid needs
- c) Identify and implement reasonably practicable arrangements for dealing with accidents or incidents requiring provision of first aid
- d) Provide competent persons for carrying out first aid treatment
- e) Conduct regular checks on first aid equipment and the availability of consumables

1.5 The nurses will be the Appointed Person for First Aid, and if they are not on site the designated First Aiders. The Lead Nurse will ensure that suitable equipment, facilities and consumables are provided for first aid treatment. Cheltenham College's Health Centre will provide a first aid service during term time, including the ability for the duty nurse to attend incidents around site subject to health centre staffing and in-patient demands. Cheltenham College also undertakes to ensure that suitable numbers of trained first aiders are provided at suitable locations to enable first aid to be administered without delay during all normal working times, including academic vacation periods. Those who are externally employed to provide first aid cover at fixtures are done so in line with Cheltenham College's safeguarding procedures. Cheltenham College also provides a number of Automated External Defibrillators (AED) devices in suitable locations around the school so that they can be easily obtained in the event of cardiac arrest or circulatory collapse. They are located at the following sites:

- Outside common room at College
- The Health Centre
- In Cheltenham Prep school on the wall outside the Admissions Office ground floor
- The Sports Centre
- The Boathouse
- Porters'/Security vehicle
- The Meadow Café (near Reeves Field)

1.6 In situations where a trained first aider is not required or is absent in exceptional unforeseen and temporary circumstances, it is acceptable and complies with the regulations for Cheltenham College, to appoint a person to take charge of any situations where an ill or injured person requires attention from a medical practitioner, which requires the use of first aid equipment. If a pupil is injured and requires emergency First Aid it is better that a staff member does what they can to help, whilst calling for emergency help, than to do nothing. All staff will use their best endeavours, at all times, to secure the welfare of pupils and the wider Cheltenham College community. In emergency situations, proportionate physical

contact may be appropriate in order to administer first aid, as stipulated in Cheltenham College's Reasonable Force policy.

1.7 The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

1.8 If First Aid treatment is required it should be recorded using the College's accident procedure.

1.9 Cheltenham College provides training and refresher training of first aiders. The Health, Safety and Risk manager will coordinate first aid training records and make arrangements for refresher courses and training of additional or new staff to ensure adequate levels of training are maintained by Cheltenham College and Prep staff. Suitably qualified trainers will provide training. The Health Centre Deputy Lead Nurse is qualified to train staff in First Aid except Paediatric First Aid.

1.10 First aid kits are provided in all Cheltenham College vehicles used for transporting pupils. It is the responsibility of the driver to ensure that the contents of the first aid box checks with the contents list attached within the box. Drivers using any items from the first aid box should seek replacements from the Health Centre before signing off the vehicle.

1.11 First aid kits are provided for all buildings and departments, and will be provided under the management of the Head of Department, and re-stocking overseen by the Health Centre Team (please refer to Appendix 1)

Cheltenham College's Health Centre is the nominated First Aid Room during term time. Outside term time the Sports Centre's First Aid Room is the nominated First Aid Room.

2 Responsibilities

2.1 All staff have the following responsibilities:

- a) To report any accident, irrespective of how minor, or any incident that might have resulted in an accident.
- b) To co-operate with any member of qualified first aid staff in fulfilling their duties, and when completing an accident report form.
- c) To consider strongly following any advice given to them by a member of the Health Centre staff or a First Aider, such as visiting a hospital, checking with a doctor or resting in the Health Centre, at home or the Boarding House for a period of time.

2.2 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 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. Arrangements

3.1 The person who is present should assess the situation and decide on the next course of action, which may involve immediately calling for an ambulance. The Health Centre should be informed as soon as possible. First aiders can also be called if necessary and should be called if a School Nurse is not immediately available. However minor the injury, the Health Centre should always be informed.

3.2 Cheltenham College Health Centre is staffed by qualified nurses, on duty in the Health Centre during the working day, Monday to Saturday 0800 – 1800, to administer first aid. GP's are on site daily 8-930 am and Tuesday & Thursday 2.30-6

3.3 Other Cheltenham College staff are trained and qualified as First Aiders. There is always a qualified First Aider available when pupils are on site. Each boarding house will have a trained first aider on the House staff. The training records and dates are kept in the HR Department (on Cascade).

3.4 Cheltenham College has a number of policies and protocols for the treatment and care of pupils suffering from particular medical conditions; specifically:

- Asthma
- Diabetes
- Epilepsy
- Anaphylaxis

Staff are updated on these conditions and their treatment, on a yearly basis.

3.5 Less common conditions are considered when required and protocols agreed in line with current medical guidelines.

3.6 Cheltenham College is aware that some pupils may require treatment for anaphylactic reactions and dedicated staff are aware of the procedure for the use of an Adrenaline Auto Injector (AAI) for which training is provided. If in any doubt as to whether known anaphylactic pupil is in anaphylactic shock, ADMINISTER AAI and call 999.

3.7 The policy and protocol for Adrenaline Auto Injector use is covered in the Anaphylactic Reactions Policy and the appropriate AAI Protocols. Copies of these are held in the Health Centre, scanned onto ISAMS, in house and in the Emergency AAI cupboard. Located Common Room Entrance Way (College) and at the bottom of Boarding House Staircase (Cheltenham Prep)

3.8 Details of those pupils who may suffer anaphylactic reactions are provided to all staff and photoboards are on display at various locations around both College & Prep sites and are to be visible by all staff. These will be prepared and sent out by Health Centre Staff. **Please make yourselves familiar with the pupils who are at risk of Anaphylaxis**

3.9 Asthma kits can be found in the following locations:

On top of emergency cupboard in Common Room Lobby
The foyer in Chapel
The sports hall Reception
The Boat House
Security Vehicle
Bottom of the boarding stairs In Prep

- Health Centre large first aid bags issued for sport a trips

3.10 An Accident Form should be completed either by the First Aider who responds, or in the case of a minor incident, by the member of staff themselves, and sent to the Health, Safety and Compliance Officer. Accident Reporting Forms are available on the Health and Safety section of the Staff Server.

3.11 The Health, Safety and Risk Manager is responsible for reporting any incident which is reportable under the current regulations to RIDDOR.

3.12 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.

3.13 If someone at Cheltenham College has an accident whilst around the Cheltenham College site which requires first aid, staff are to summon medical help immediately from the Health Centre.

4. Calling an ambulance

4.1 The Health Centre nurses are normally responsible for summoning an ambulance if necessary; pupils are escorted to hospital by the House Matron, but if Health Centre staff are unavailable, staff should summon the ambulance themselves as necessary. The House Matron normally remains with the pupil in hospital until the parents have been contacted.

4.2 Staff should always call an ambulance in the following circumstances:

- A significant head injury
- Fitting, or unconsciousness
- Difficulty breathing/chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns
- The possibility of a serious fracture
- In the event that the First Aider does not consider that they can adequately deal with the presenting condition or is unsure of the correct treatment

If an ambulance is called, the Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident site.

Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the pupil's parents in time.

Cheltenham College Post Codes for ambulance

BUILDING	ADDRESS	BUILDING	ADDRESS
CHELTENHAM COLLEGE SENIOR SCHOOL RECEPTION	Bath Road Cheltenham GL53 7LD	CHELTENHAM COLLEGE PREP SCHOOL	Thirlestaine Rd Cheltenham GL53 7AB
SPORTS CENTRE	Thirlestaine Rd Cheltenham GL53 7AH	COLLEGE HOUSE	Thirlestaine Rd Cheltenham GL53 7AA
HEALTH CENTRE	Thirlestaine Rd Cheltenham GL53 7AA	REEVES FIELD	Old Bath Road Cheltenham GL53 7FF
ASHMEAD	College Rd Cheltenham GL53 7JD	LECONFIELD	College Road Cheltenham GL53 7JE
BOYNE HOUSE	College Road Cheltenham GL53 7JD	NEWICK HOUSE	Sandford Road Cheltenham GL53 7AW

CHANDOS	Thirlestaine Rd Cheltenham GL53 7AA	QUEEN'S & COLLEGE LAWN	College Lawn Cheltenham GL53 7AE
CHRISTOWE	Sandford Road Cheltenham GL53 7BL	SOUTHWOOD	Thirlestaine Rd Cheltenham GL53 7AA
HAZELWELL	College Rd Cheltenham GL53 7JD	WESTAL	Thirlestaine Rd Cheltenham GL53 7AH

5. Contact numbers:

Health Centre:	Internal Extension: 229
Direct Dial:	01242 265629
Nurses:	Mobile: 07786 333856
SPORTS PHONE (Senior School): in attendance)	Mobile: 07887 573874 (when first aider
CHELTENHAM College Security:	Mobile: 07887 547314

6. Emergency Medical Treatment

Parents, when accepting a place at Cheltenham College are required to authorise the Head, or an authorised Deputy acting on their behalf, to consent on the advice of an appropriately qualified medical specialist, to their son or daughter receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the College is unable to contact them in time. Best efforts to contact parents will always be sought in the first instance.

7. Equipment

7.1 First aid equipment is available in all areas of the school where an accident is considered possible or likely (for example the Sports Hall or the Science Laboratories). Details of where first aid kits are located may be found at Appendix 1.

7.2 It is the responsibility of sports coaches and those organizing trips to ensure that First Aid bags are taken to every match or trip, and to return these to the Health Centre after use so that they may be available for cleaning and re-stocking

each week. These must be signed out and in and it becomes the responsibility of that member of staff to ensure the safe return.

8. Sports Fixtures

Cheltenham College in the addition of first aid provision, provides emergency medical cover on match days during the Autumn & Spring terms, in the main match playing areas.

9. Head Injury and GRTP (Gradual Return to Play)

Health Centre are notified of head injuries that result in concussion and other major injuries elsewhere. Cheltenham College has a Head Injury and GRTP (Gradual Return to Play) policy that is followed in such circumstances which provides for a phased return to play for pupils over defined periods as set out in the policy.

10. Disposal of Body Fluids (vomit)

Cheltenham College has appropriate procedures in place for the disposal of body fluids and supplies for the removal of these fluids are situated at various locations around Cheltenham College site. Details of the procedures, and the location of supplies are provided at Appendix 3.

11. Record Keeping and Monitoring

11.1 Cheltenham College maintains a record of all accidents and injuries and reviews these regularly in order, where possible, to minimize the likelihood or recurrence. Records are kept of all visits to the Health Centre.

11.2 The Health and Safety Committee will organise a regular review of the Cheltenham College Accident Book and records in order to review Cheltenham College's systems and management of medical welfare and any trends in accidents, injuries and illnesses at Cheltenham College in order to identify whether a review or change in welfare practice is needed. This will also form part of the First Aid risk assessment process.

In addition, the Deputy Head (Pastoral) or a senior member of staff will undertake 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.

12. Reporting

12.1 **Reporting to Parents:** In the event of serious accident or injury parents or guardian(s) must be informed as soon as practicable. Cheltenham College will contact the parents or guardians if a pupil suffers anything more than a trivial injury, if he or she becomes unwell or if there are any concerns about his or her health.

Parents should contact their son or daughter's Housemaster/Mistress or the Nurses at the Health Centre at any time if they wish to discuss any concerns relating to

their child's health. Cheltenham Prep School parents of day pupils will normally contact the Health Centre directly.

12.2 Reporting to HSE: Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report the following to the HSE:

12.2.1 Reportable specified injuries These include:

- 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:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness, head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; or
 - requires resuscitation or admittance to hospital for more than 24 hours.

12.2.2. Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

12.2.3 Accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would **not be reportable**.

Accidents involving Staff

- Work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury

examples: any loss of consciousness caused by head injury or asphyxia; amputation); or

- Work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- Cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

Date most recently approved by Council: 28 November 2020

AVC September 2021 Review: September 2022

Location of First Aid Kits

Sports Hall: Kits are located as follows:

- i) On the balcony.
- ii) By the squash courts.
- iii) In the Sports Hall Store.
- iv) In the swimming pool lifeguards office (incl face shields and emergency blankets)
- v) On the Poolside

Old Gym: One in Upper Gym on wall

Lower Gym: In the Climbing Kit locker

Rackets Court: On top of the locker outside the Court

Tennis Pavilion: In cupboard underneath microwave oven

Accounts: One in the kitchen.

College Reception: One in the Post Room.

Sports Teams: It is the responsibility of the coach to ensure they have a fully stocked First Aid Kit of an appropriate size for the team they are coaching. This should be collected from the Health Centre, signed out and returned as soon as is possible so that it may be restocked and available for use by others. All Medium & Large Kits contain an Emergency Salbutamol (Ventolin Inhaler and Disposable Spacer. This should be used at the first sign of an Asthma Attack. Please contact the Health Centre if it has been used

Kitchen College - in the Catering Office.

Estates Dept: One in Kitchen, Burns kit in central corridor, One in Wood workshop

Grounds Dept: Kit in Grounds Office - Main College Field, Workshop end of CDT block, Tennis Pavilion store

Gardens Dept: Kit on wall in Karenza

CCF: One kit in store-room and one kit in the .22 Rifle Range (.22 Range kit taken on all trips away from College).

Departments:

Art One in Art Department office and in the main art studio.

DT One on wall outside Department Office, two in DT workshops

EFS Body fluid disposal kit in back of Room 45.

Drama One in Theatre/Media Technician's office.

English One kit in corridor.

Geography Body fluid disposal kit in Room 31, One first aid kit in room 30

History & Politics Large kit in Room 6.

ICT	One in ICT Office.
Library	One in back room of the library.
Music	One in Music Department office; one in the Choir Vestry.
Science	
Chemistry:	One large kit in the Prep Room and 5 small boxes in chemistry labs.
Physics:	One large kit in the Prep Room.
Biology:	One in the biology Prep Room and one in each of the labs.
Wilson Block:	(Upstairs) One in staff common room
Tuck Shop:	One behind counter
Archives:	One on wall in central room
Housekeeping:	One in cleaners stores area, One in laundry, one in Housekeeping staff room in Prep basement.

Houses

Ashmead	1 in a locked area of the medicine cabinet in Matron's office. Cleaner's kit kept in storage space next to front ground floor stairs
Boyne	i) Matron's Surgery ii) Entrance Hall iii) Cleaner's kits in cleaner's cupboard and laundry room
Chandos	Matron's office and one in Medical room
Christowe	Matron's Office and in Lobby by fire alarm panel
College Lawn	Matron's Office & Kitchen
Hazelwell	Matron's Office and one next to fire documents box
Leconfield	Entrance Hall and HSMs study
Newick	2 in linen room and one outside HSMs Study
Queen's	One in entrance porch and one in kitchen
Southwood	Hsms Study and one in entrance hall
Westal	Matrons office (two kits)

PREP SCHOOL

Reception	One in admin office
Staff Common Room	In Kitchen
Science and Tech Building	Science Prep Room - Large kit on top of store cupboard
Old DT Workshop	Workshop in cupboard
Art	In Art Room
Davies Building	In Maths Office
Kingfishers	Two kits in reception washrooms
Kingfisher Cottage	Sink Cupboard (Rainbow Room)
Lower School	Middle Room
Lake House	In Director of Creative Arts Office
Staff Room	Work Room
Barn	Inside door at entrance

Boarding

Housemaster's flat - rear of office door and in Sewing Room

Day End

In Head of Middle School's Office

Kitchen

On shelf in main kitchen

BODY FLUID DISPOSAL KIT Contents

- 1 bottle of 'Vernagel' (body fluid powder)
- 1 bottle of 'Freshen Up' spray (odour controller and stain digester)
- 1 dustpan and brush
- 10 clear bags
- 10 clear plastic gloves
- 10 face-masks

Directions:

- Sprinkle 'Vernagel' powder on to spillage.
- Leave powder on affected area for 15-30 minutes.
- Use dustpan and brush to remove 'gelled' substance.
- Sanitise area with 'Freshen Up' spray by spraying directly on to the affected surface.
- Dispose of gelled substance by flushing down the toilet.
- Rinse dustpan and brush.
- Advise Housekeeping by email where the accident was so that they can sterilise as appropriate and if any replacement products are required.
d.glover@cheltenhamcollege.org and b.toomer@cheltenhamcollege.org

CHELTENHAM COLLEGE SENIOR SCHOOL

A vomiting kit will be found in the following locations. This kit will contain the necessary equipment to clear up and sanitise the area if a person vomits. Instructions for use are supplied with each kit.

- Sports Centre main reception
- Design Technology Office
- Pavilion kitchen area
- New block in Maths dept. office
- College reception – post room
- Kitchen / Dining hall
- Common room – inside main front door
- Works dept.
- Science technician prep area
- Art office
- Modern Foreign Language dept.
- Health Centre
- Chapel

Procedure:

The procedure for clearing up sick is that the person in charge at the time applies the Vernagel powder and cleans the residue (Vernagel and all the necessary equipment is provided at the locations shown above). After clearing the sick, the person in charge should then contact the housekeeping team so that a deep clean can be carried out.

CHELTENHAM COLLEGE PREPARATORY SCHOOL

Day pupils will be isolated in the Health Centre at the earliest opportunity and then collected by parents. Boarders taken unwell during boarding hours will be isolated in a spare dormitory until collection by a parent or guardian.

Location of Sick Buckets:

- | | |
|------------------------|------------------------------------|
| 1. Davies Block | CLASSROOM 3 |
| 2. Prep Science | PREP ROOM |
| 3. Lower School | STAFF/DISABLED TOILET |
| 4. Dormitories | CUPBOARD UNDER SINK IN KITCHEN |
| 5. Kingfishers Cottage | STAFF TOILET |
| 6. Kingfishers | STORE CUPBOARD IN KINGFISHER HALL |
| 7. Kingfishers | STORE CUPBOARD OPP CLASSROOM 20 |
| 8. Day End | CLASSROOM 16 |
| 9. Coach House | STAFF TOILET |
| 10. Barn | INSIDE ENTRANCE |
| 11. Main Reception | UNDER STAIRCASE |
| 12. Assembly Hall | STAFF TOILET (DEPUTY H.M'S OFFICE) |

Procedure for clearing up sick:

The procedure for clearing up vomit, is that the person in charge at the time applies the powder/gel. CHEMSORB, gloves, face masks, plastic bags and a dustpan and brush are all provided in the Sick Bucket clean up kit.

Once the powder/gel has been applied, contact Prep Reception who will then contact the Housekeeping Team.

Please contact Housekeeping if sick buckets need replenishing.

Procedure for cleaning up moderate amounts of Blood

As above, PPE should be donned where possible, certainly gloves. Used wipes, cleaning materials should be double bagged and taken to the HC for disposal if possible

Guidelines for Staffing of Away Matches

- A Senior Coach will be designated by the Head of Sport for all away fixtures and will be responsible for all key logistical calls whilst visiting the away venue. The name(s) should be listed on Evolve and emails detailing the away trip. A contact mobile number is required – a Cheltenham College mobile can be made available - see Sue Kilbey by break on the preceding day at the latest.
- When more than one bus is going to a particular venue, a member of staff per bus will be nominated by the Head of Sport to ensure all necessary protocols are performed during the journey.
- All coaches are responsible for taking the requisite first-aid bags and for returning them to the correct place. Please check for Health Conditions on ISAMS prior to departure and check with pupils that they have their medication if required. In particular, Adrenaline Auto injectors (AAI's) and Ventolin Inhalers
- All coaches should be fully familiar with the various policies related to head injuries and concussion, especially the Head Injury and GRTP (Gradual Return to Play)
- An accurate list of all pupils on board must be established before departure from Cheltenham College (Houses to be informed of any changes to team details) and before departure from the venue, in case there is a need for a roll call during the trip, e.g. following an accident.
- All pupils must be told to wear seat belts and a check should be completed before leaving College campus.
- Players should be checked before the match starts to ensure they are fully prepared with correct kit and are presentable. They should also be spoken to at the end of the match to check for any problems or injuries, especially following a contact sport, such as rugby.
- Reporting Injuries - Houses must be made aware of any injuries or concerns re a pupil, by the pupil's coach, if he/she has not already been referred to the Health Centre (in which case a report should have been made by the duty nurse). This needs to be by phone call or personal visit. In the case of a day pupil, parents must be informed directly, if the relevant Hsm is unavailable.
- Problems - Senior Coach should report to the Head of Sport (if not the same person) to provide details of any problems encountered during the away fixture, either in terms of injury, discipline or inadequate facilities. Nil returns required. Any significant incidents should be reported to Director of Sport (D o S) or Deputy Head Co-Curricular (D H C C).
- Accident Report Forms must be completed and sent to relevant parties. D of S or J O should be informed if facilities need attention, especially from a Health & Safety point of view.

Casualty Officer:

- The Casualty Officer (CO) will stay at the away venue for the duration of the fixture.
- In the case of an injury, the CO will accompany the pupil(s) concerned, as appropriate, to a school Health Centre or a Hospital. In addition, they will:
 - Inform the Senior Coach (Away) of the injury and likely time of return.

- Inform the relevant HsM of the injury and the likely time of return (house numbers provided and issued to COs by the heads of sport at the start of term).
- Stay with the injured pupil throughout, unless relieved by the pupil's parent(s), until all consultation/treatment is completed (keeping HsMs updated on the pupil's progress).
- Ensure that the injured pupil(s) are safely delivered back to House.
In the event that there are no injuries requiring medical treatment, the Senior Coach (Away) will inform the CO's driver (or CO if no driver available) that they are free to return to College.

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September 2020

Guidelines for Staffing of Home Matches

- Senior Coach (Home) will be nominated by the Head of Sport and will be responsible for all key logistical calls during the afternoon's fixture. In the Autumn and Spring terms, the name(s) should be provided at the same time as the naming of the Casualty Officer for away matches. In the summer, it should be stated when match arrangements are circulated prior to the fixture. A contact mobile number is required – a Cheltenham College mobile can be made available, if necessary - see Sue Kilbey by break on the preceding day at the latest.
- All coaches are responsible for taking the requisite first-aid bags (signed out from the Health Centre) and for returning them to the correct place.
- All coaches should be fully familiar with the various policies related to head injuries and concussion, especially the Head Injuries Policy.
- First Aid Provision - On match days during the Autumn & Spring terms, Cheltenham College employs a company providing a paramedic service in the main match playing areas (varies according to the season). Details of relevant mobile numbers (including the Health Centre) will be made available to all College coaches.
 - In the case of injury, the coach or match official should summons the First Aid Officer and follow their instructions.
 - Minor injuries will be dealt with by the First Aid Officer on duty and reported to the Health Centre.
 - In the event of a more serious injury, the pupil concerned might be taken to Cheltenham General Hospital or Gloucester Royal Hospital.
 - In the Summer Term, injuries must be referred directly to the Health Centre. Pupils should never be sent to the Health Centre on their own. If in any doubt, an ambulance should be called.
- Reporting Injuries - Houses must be made aware of any injuries or concerns re a pupil, by the pupil's coach, if he/she has not already been referred to the Health Centre (in which case a report should have been made by the duty nurse). This needs to be by phone call or personal visit. In the case of a day pupil, parents must be informed directly, if the relevant Hsm is unavailable.

- Problems - Senior Coach should report to the Head of Sport (if not the same person) to provide details of any problems encountered during the home fixture, either in terms of injury, discipline or inadequate facilities. Nil returns required. Any significant incidents should be reported to D of S or DH C-C.
- Accident Report Forms must be completed and sent to relevant parties. D of S or DH C-C should be informed if facilities need attention, especially from a Health & Safety point of view.

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Appendix 5- Sport Injury Arrangements - The Prep

Pupils who sustain an injury on the fields / astro but are still able to walk to the Health Centre without risk of causing further damage to themselves will be escorted there by an appropriate adult. In the event of a more serious injury, the Health Centre will be informed immediately and a Nurse will come to assess the situation and engage further help where necessary.

All games staff are first aid trained and there will always be at least one first aid kit per venue on match days e.g. on each astro, on the hard courts, in the sports hall, on the fields etc. Staff are in charge of these kits and will ensure they are available at every match and will treat any minor injuries at the scene.

All accidents and injuries will be reported by means of an accident report form and a telephone call to the parent, and Health Centre by the member of coaching staff in charge.

Appendix 6- Covid 19

- If dealing with a casualty and there is a risk of aerosol generation please ensure that you are wearing a mask and gloves. These are available in all First Aid Kits. Use social distancing measures as far as you are able
- If Basic Life Support is required (during the current Covid -19 climate) we do not advocate doing Mouth To Mouth Rescue Breaths, but continue to recommend High Quality Chest Compressions 100-120bpm at the earliest opportunity, whilst calling for help, and getting AED.

If the casualty can administer first aid to themselves that is preferable eg clean a graze and put on a plaster.