

ASHFORD SCHOOL



FIRST AID POLICY

October 2010

Introduction

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the school to ensure there is adequate First Aid Equipment, Facilities and trained First Aiders for staff and pupils.

Aims

- To identify the First Aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that First Aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Responsibilities

The Head, the Senior Management Team and the Health and Safety Committee are responsible for ensuring:

- First Aid needs are assessed and addressed
- Sufficient numbers of suitably qualified First Aiders are available at all times
- The provision of First Aid services during school hours
- Appropriate First Aid cover is available for out-of-hours and off-site activities

The Health and Safety Co-ordinator is responsible for

- Assessing the First Aid needs throughout the school
- Advising on appropriate levels of First Aid provision
- Identifying First Aid training needs
- Arranging in-house training
- Arranging attendance on external First Aid training courses
- Maintaining a record of all First Aid training of school staff
- Liaising with SLT and the Health and Safety Committee on First Aid issues
- Ensuring First Aid cover is available on each site during normal school hours
- Organising provision and replenishment of First Aid equipment
- Maintaining accurate records of First Aid treatments given

Qualified First Aiders are responsible for:

- Responding promptly to calls for assistance
- Providing First Aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given

Teachers in charge of Physical Education on each school site are responsible for:

- Ensuring appropriate First Aid cover is available at all out-of-hours sports activities.
- Physical Education Teaching Staff are to receive First Aid at Work Training.
- Ensuring First Aid kits are taken to all practice sessions and matches

Reporting and Record Keeping

A record must be kept of any First Aid treatment given and should include:

- Date, time and place of incident
- Name of casualty
- Details of the injury/illness
- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc)
- Name and signature of First Aider or person dealing with the incident

Parents are to be notified in writing of all reportable incidents and bumps to the head.

Monitoring and Review of the Policy

First Aid arrangements are continually monitored by the School Nurse and the Health & safety Co-ordinator and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil/staff numbers

Any concerns regarding First Aid should be reported without delay to the Head or a member of the Senior Leadership Team.

This policy will be reviewed annually		
Reviewed: September 2008	By:	Julie Vicary H & S Co-ordinator
Reviewed: January 2009	By:	Julie Vicary H & S Co-ordinator
Reviewed: September 2009	By:	Julie Vicary H & S Co-ordinator
Reviewed: September 2010	By:	Ian Williams H&S Coordinator

1. First Aid Procedures – Ashford Friars Prep School

- 1.1 The School's First Aid cover is provided by staff who have completed the First Aid at Work Course. Reception is the focal point for First Aid, the ext no is 201 and the mobile no 07725 760413.
- 1.2 Teachers in charge of sports fixtures and other activities which take place away from the school site are expected to carry a First Aid kit and familiarise themselves with First Aid provision at the host venue.
- 1.3 All members of staff are encouraged to undertake further First Aid training, on a voluntary basis, where this is above the mandatory requirements. First Aiders should be easily available in areas of greatest risk. An updated list of names of staff who hold a First Aid at Work Certificate will be kept by Reception.
- 1.4 Reception will coordinate/organise the necessary First Aid courses on an annual basis in conjunction with the Senior School Medical Centre.
- 1.5 The procedure for recording details of accidents, injuries and dangerous occurrences is in the RIDDOR Policy (Reporting of Injuries, Diseases and Dangerous Occurrences) and is kept in the Estates office.

2. First Aid Risks

- 2.1 As an Employer, the School must meet the statutory 'Health and Safety (First Aid) Regulations 1981' for its many employees - typically about 150, both full and part-time. It also has a duty towards others at the workplace who are not employees but who are nevertheless affected by how the organisation is run. This includes pupils, parents and other visitors to the workplace.
- 2.2 Requirements for First Aid cover vary during the year:
 - During term - pupils are present, most staff available.
 - During holidays - no pupils, some teachers might be present but secretarial, maintenance, grounds, and some cleaning and technical staff present.
 - During holidays while holiday courses are operating - outside pupils and outside staff are present.

3. First Aid Training

- 3.1 This policy outlines instructions to both teaching and non-teaching staff for emergency procedures, for the reporting of accidents and injuries, the location of first-aid kits, and the levels of first-aid training (plus refresher courses) available every year for all staff, in particular for those in contact with pupils.
- 3.2 First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and if necessary they should be trained to administer First Aid for identified and specific risks. They should be certificated. First Aid certificates are issued for a three year period only. Before the end of this period re-qualification and re-certification is required.
- 3.3 Thus, many teaching and non-teaching staff are trained to a level above that stipulated by the H & S Regulations.
- 3.4 A list of qualified staff as of this review date is at Annex A. An updated list is kept at Reception and with the Health and Safety Co-ordinator.
- 3.5 Regardless of qualification pupils and staff must take ownership of emergency First Aid Issues whenever they are encountered. This will involve making difficult judgements in traumatic circumstances. With this in mind

any pupil or member of staff is authorised to call the emergency services provided they have made a sensible judgement of severity and time delays that may be caused in finding the qualified member of staff.

4. First Aid Equipment

- 4.1 First Aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of First Aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). Reception will supply and stock First Aid kits as appropriate.
- 4.2 First Aid containers should be kept stocked according to the contents list and assessed need and should contain a guidance leaflet. Contents should be checked regularly. Eye wash should be provided where there is a need and eye wash stations should be identified by appropriate signage. Stations should be checked regularly by departments.
- 4.3 When activities take place away from School, First Aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling First Aid kit to a comprehensive First Aid container (and perhaps equipment) suitable for a field trip.
- 4.5 The total number of First Aiders and Appointed Persons should be identified after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of First Aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.
- 4.6 First Aid notices are displayed on the front of the First Aid box showing the names and telephone numbers of nominated First Aiders and Appointed Persons.
- 4.7 All minibuses carry a First Aid Kit. These are to be checked as part of the minibus inspection routine, they are to be re-stocked every term, or sooner as required.
- 4.8 The PE Department has a large well equipped First Aid bag that is taken to all games lessons, practices and matches. The kit should be returned to Reception for checking and restocking at least once a term.
- 4.9 A First Aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from Reception (who will liaise with Senior School Medical Centre) and must be returned immediately on return.

5. Information

It is essential that there is accurate, accessible information about how to obtain emergency aid.

- 5.1 All staff and pupils are to be provided with information about how to obtain First Aid assistance.

6. Areas of Responsibility – Term Time

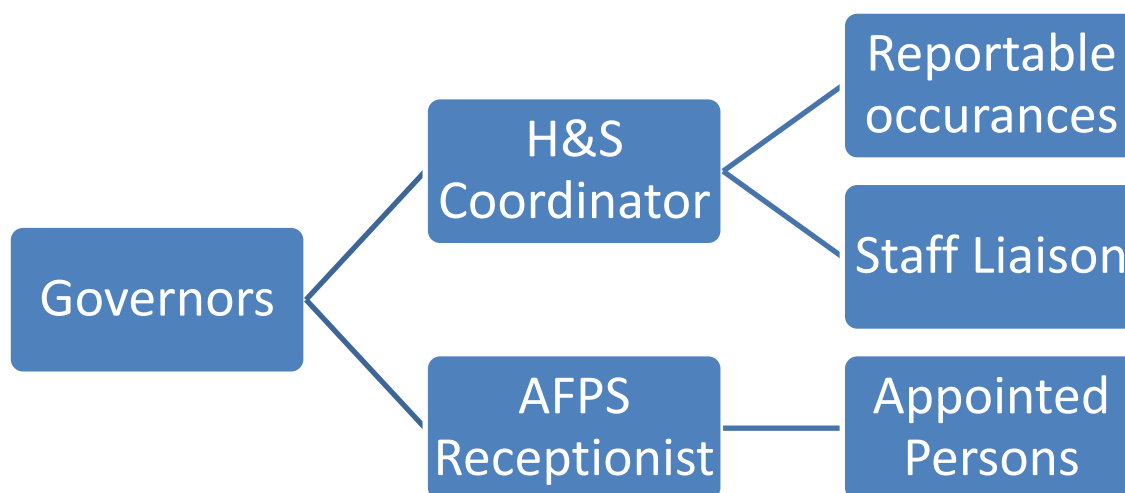
- 6.1 Responsibility for First Aid lies with the School Governors, but is delegated through the Head to Ashford Friars Prep School Receptionist.
- 6.2 If immediate action is required then the nearest Staff member should initiate first aid whilst concurrently calling for assistance from Reception and/or emergency services. If immediate action is not required then the Medical Centre should be approached directly. Reception will also:

- (i) liaise with the Appointed Persons who, together will provide the required number of trained personnel stipulated in the Regulations; and
- (ii) liaise with Departmental Heads holding the notified First Aid equipment for their upkeep and replacement, termly.

6.3 The Regulations also identify other Duties of the Employer to his employees, including:

- (i) notification of the above provisions to all employees;
- (ii) record-keeping of all actual and potential incidents and their evaluation;
- (iii) recording of all employee training and the need for refresher courses; and
- (iv) identification of areas of 'Specific Hazard' and ensuring that adequate training and facilities are available for these.

These duties are carried out by the Health and Safety Co-ordinator, the lines of responsibility are as follows:



6.4 A list of First Aid Qualified Staff is at Annex A.

6.6 Should any pupils have medical conditions that require personalised arrangements these will be coordinated by Reception in conjunction with other parties as required.

6.7 Staff should make their own arrangements for personal medical conditions.

7. Areas of Responsibility – Holiday Time

7.1 One Appointed Person will always be on duty during school holiday time holiday time from 0900 – 1600, or longer if works are being conducted.

7.3 An Appointed Person will usually be on site during working hours and will ensure adequate provision as in the Regulations. The name of the Appointed Person will be available from reception. At times, staff may be working on site on their own or in small groups without an Appointed Person being present. In this case, staff must have access to a phone to call the emergency services.

Lines of responsibility:

The Governors
|
Head
|
5

Health & Safety Co-ordinator

|
Official First Aiders

|
Appointed Persons

7.4 During holiday time the following members of staff are appointed by the school to be the Appointed Persons as required by the Health and Safety at Work Act.

- Elaine Williams
- Michelle Ladlum-Newth
- Caroline Madsen

8. Emergency Procedures

8.1 Depending on the severity of the injury or illness the casualty should proceed to Reception at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to Reception. Pupils should have a note signed by the teacher to excuse them from the lesson and be accompanied by a responsible friend if appropriate. In the event of severe illness or injury reception or an ambulance should be called to attend without delay.

8.2 If Reception is unmanned another qualified First Aider must be contacted without delay.

8.3 Whenever possible someone should remain with the casualty until help arrives

8.4 If an ambulance is called someone should go to the front of school to give directions to the ambulance crew. Parents/next of kin of the casualty must be notified by a member of SLT and a responsible adult should accompany the casualty to hospital.

9. Reporting and Record Keeping

9.1 As per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) Ashford School must notify the Health and Safety Executive (HSE) of any reportable incidents. Details can be found in separate RIDDOR Procedure.

9.2 Injuries to Pupils:

In all notifiable cases, the member of staff is to report an injury to reception & also complete an Accident Report Form. The form must be given to the Estates Dept. All reportable accidents/incidents will be carried out by the Estates Dept.

9.3 Injuries to Teaching and Support Staff, Visitors and Others:

Either the member of staff or a colleague should inform Reception and must also complete an Accident Report Form for notifiable incidents. The form must be given to the Estates Dept. All reportable accidents/incidents will be carried out by the Estates Dept

9.4 A record must be kept of any First Aid treatment given and should include:

- Date, time and place of incident
- Name of casualty
- Details of the injury/illness

- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc)
- Name and signature of First Aider or person dealing with the incident

9.5 There is a First Aid Book where a record is kept of all treatments given by First Aider are noted. In addition the pupils' school health records are kept in accordance with guidelines as part of their whole school file.

10. Incident Management for Accidents, Injuries and Dangerous Occurrences anywhere in School and during Games and Trips, etc.

10.1 Life threatening:

- Please see Annex B for the resuscitation information and follow procedure for basic life support.
- In cases of suspected spinal injury, do not attempt to move the casualty,

10.2 Serious, but not life threatening:

- Immediate First Aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm,
- In cases of suspected spinal injury, do not attempt to move the casualty,
- Ask reception to summon an ambulance if necessary, otherwise call the duty nurse to the casualty location.

10.3 In the case of all other injuries:

- Immediate First Aid,
- Send or take the injured person to the medical centre.

ALWAYS:

- Never send an injured pupil to the medical centre alone – always provide an escort – and check afterwards that the injured person did report in.
- Any pupil who has been concussed, even if only for a few seconds and is apparently fit, should always be sent to the medical centre.

11. Monitoring and Review of the Policy

11.1 First Aid arrangements are continually monitored by the Senior School Lead Nurse and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil/staff numbers.

11.2 Any concerns regarding First Aid should be reported without delay to the Head or a member of the SLT.

1. First Aid Procedures – Senior School & Bridge House

- 1.1 The School Medical Centre is staffed by fully qualified registered nurses. The ext no is 315 and the mobile no 07725 760414. The opening times of the medical centre is below:

Mondays	0800-1730
Tuesdays	0800-1730
Wednesdays	0800-1730
Thursdays	0800-1900
Fridays	0800-1730
Saturday	0930-1230

A School Doctor is available on a Tuesday from 0800-1100 (no appointment necessary) and by appointment at other times.

- 1.2 Each Boarding House has a minimum of one first aid qualified member of staff. Between the three boarding houses there must always be one first aid qualified member of staff on duty (or on call) during boarding periods.

Additional training is required for all boarding staff in the Administration of Medication in Boarding Houses. OPUS, training will be organised annually and by exception as required. This will be coordinated by the Senior Nurse who will ensure that medication is given and stored safely.

- 1.3 Teachers in charge of sports fixtures and other activities which take place away from the school site are expected to carry a First Aid kit and familiarise themselves with First Aid provision at the host venue.
- 1.4 All members of staff are encouraged to undertake further First Aid training, on a voluntary basis, where this is above the mandatory requirements. First Aiders should be easily available in areas of greatest risk. An updated list of names of staff who hold a First Aid at Work Certificate will be kept by the Medical Centre. In the absence of the Senior nurse, Reception will be made aware of which staff to contact if there is a First Aid concern/incident.
- 1.5 The School will organise the necessary First Aid courses on an annual basis.
- 1.6 The procedure for recording details of accidents, injuries and dangerous occurrences is in the RIDDOR Policy (Reporting of Injuries, Diseases and Dangerous Occurrences) and is kept in the Estates office.
- 1.7 Boarders who require medical, optical or dental assistance liaise directly with boarding staff who will coordinate from there. Boarders can ask (or otherwise) to be accompanied by staff to any such appointment.
- 1.8 The school doctor is female, but all pupils have the option of seeing a male doctor should they so wish.
- 1.9 In conjunction with boarding staff, the Lead Nurse is responsible for organising the provision of medical care to boarders. She is also responsible for the keeping and monitoring of non NHS records.

2. First Aid Risks

- 2.1 As an Employer, the School must meet the statutory 'Health and Safety (First Aid) Regulations 1981' for its many employees - typically about 150, both full and part-time. It also has a duty towards others at the workplace who are not employees but who are nevertheless affected by how the organisation is run. This includes pupils, parents and other visitors to the workplace.

- 2.2 As a school (with almost 30% boarding), it must provide appropriate care for its pupils both in school and during school activities, in term and holiday periods.

The School is also obliged, under these regulations, to provide cover for those staff and students involved in the Holiday Courses, whilst on the school premises, although outside holiday courses have their own First Aid cover.

Requirements for First Aid cover vary during the year:

During term - pupils are present, most staff available.

During holidays - no pupils, some teachers might be present but secretarial, maintenance, grounds, and some cleaning and technical staff present.

During holidays while holiday courses are operating - outside pupils and outside staff are present.

3. First Aid Training

- 3.1 This policy outlines instructions to both teaching and non-teaching staff for emergency procedures, for the reporting of accidents and injuries, the location of first-aid kits, and the levels of first-aid training (plus refresher courses) available every year for all staff, in particular for those in contact with pupils.
- 3.2 First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and if necessary they should be trained to administer First Aid for identified and specific risks. They should be certificated. First Aid certificates are issued for a three year period only. Before the end of this period re-qualification and re-certification is required.
- 3.3 Thus, many teaching and non-teaching staff are trained to a level above that stipulated by the H & S Regulations.
- 3.4 A list of qualified staff as of this review date is at Annex A. An updated list is kept with the Health and Safety Co-ordinator and Medical Centre.
- 3.5 Regardless of qualification pupils and staff must take ownership of emergency First Aid Issues whenever they are encountered. This will involve making difficult judgements in traumatic circumstances. With this in mind any pupil or member of staff is authorised to call the emergency services provided they have made a sensible judgement of severity and time delays that may be caused in finding the qualified member of staff.

4. First Aid Equipment

- 4.1 First Aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of First Aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The School Nurse will supply and stock First Aid kits as appropriate. Locations are shown at Annex C.
- 4.2 First Aid containers should be kept stocked according to the contents list and assessed need and should contain a guidance leaflet. Contents should be checked regularly. Eye wash should be provided where there is a need and eye wash stations should be identified by appropriate signage. Stations should be checked regularly by departments.
- 4.3 When activities take place away from School, First Aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling First Aid kit to a comprehensive First Aid container (and perhaps equipment) suitable for a field trip.

- 4.5 The total number of First Aiders and Appointed Persons should be identified after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of First Aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.
- 4.6 First Aid notices are displayed on the front of the First Aid box showing the names and telephone numbers of nominated First Aiders and Appointed Persons.
- 4.10 All minibuses carry a First Aid Kit. These are to be checked as part of the minibus inspection routine, they are to be re-stocked every term, or sooner as required.
- 4.11 The PE Department has a large well equipped First Aid bag that is taken to all games lessons, practices and matches. The kit should be returned to the School Nurse for checking and restocking at least once a term.
- 4.12 A First Aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the School Nurse and must be returned to her immediately on return.

6. Information

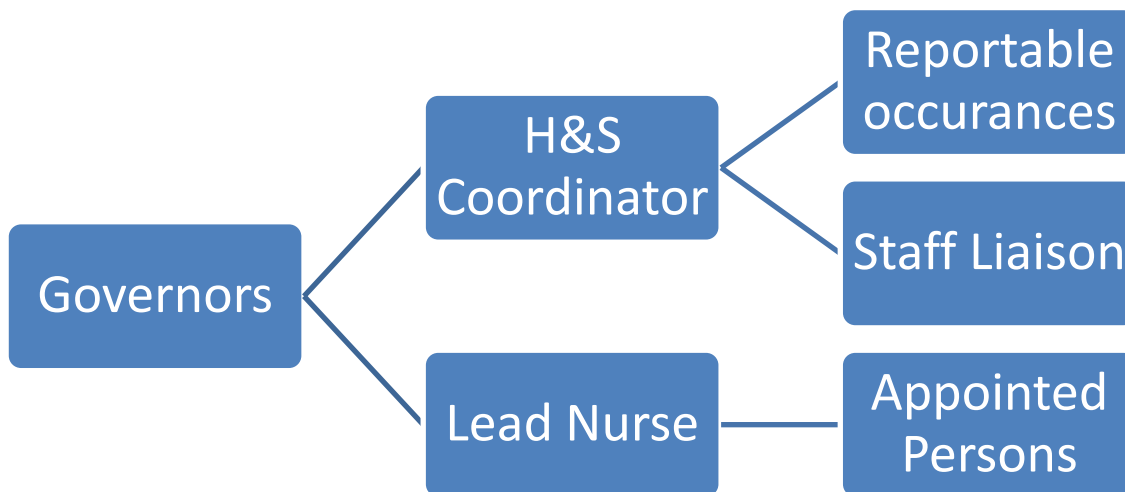
It is essential that there is accurate, accessible information about how to obtain emergency aid.

- 5.1 All staff and pupils are to be provided with information about how to obtain First Aid assistance. This includes:
- Location of Medical Centre
 - School Nurse contact details
 - How to call an ambulance in an emergency

6. Areas of Responsibility – Term Time

- 6.1 Responsibility for First Aid lies with the School Governors, but is delegated through the Head to the Lead Nurse.
- 6.2 If immediate action is required then the nearest Staff member should initiate first aid whilst concurrently calling for assistance from the Medical Centre and/or emergency services. If immediate action is not required then the Medical Centre should be approached directly. The Medical Centre staff will also:
- (i) liaise with the Appointed Persons who, together will provide the required number of trained personnel stipulated in the Regulations; and
 - (ii) liaise with Departmental Heads holding the notified First Aid equipment for their upkeep and replacement, termly.
- 6.3 The Regulations also identify other Duties of the Employer to his employees, including:
- (i) notification of the above provisions to all employees;
 - (ii) record-keeping of all actual and potential incidents and their evaluation;
 - (iii) recording of all employee training and the need for refresher courses; and
 - (iv) identification of areas of 'Specific Hazard' and ensuring that adequate training and facilities are available for these.

These duties are carried out by the Health and Safety Co-ordinator, the lines of responsibility are as follows:



6.4 During term time the following members of staff are appointed by the school to be the 'First Aiders' as required by the Health and Safety at Work Act. The School Doctor is Dr Kim Gardner and can be contacted via the Medical Centre.

Medical Centre Lead Nurse
 Medical Centre Nurses

Joanne Field
 Mandy Hall
 Sarah McCormack

6.5 A list of First Aid Qualified Staff is at Annex A.

6.6 Should any pupils have medical conditions that require personalised arrangements these will be coordinated by the Medical Centre in conjunction with other parties as required (boarding houses, form tutors, etc).

6.7 Staff should make their own arrangements for personal medical conditions. But they can access the medical Centre for advice/assistance during the school day.

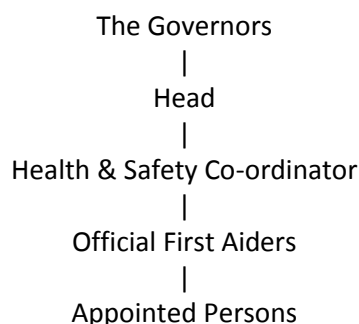
7. Areas of Responsibility – Holiday Time

7.1 During holiday time the Medical Centre is closed and the School Doctor is unavailable. Responsibility for First Aid moves strictly into the preserve of Appointed Persons.

7.2 One Appointed Person will always be on duty during school holiday time holiday time from 0800 – 1630, or longer if works are being conducted.

7.4 When the Medical Centre is closed, an Appointed Persons will usually be on site during working hours and will ensure adequate provision as in the Regulations. The name of the Appointed Person will be available from reception. At times, staff may be working on site on their own or in small groups without an Appointed Person being present. It this case, staff must have access to a phone to call the emergency services.

Lines of responsibility:



7.5 During holiday time the following members of staff are appointed by the school to be the Appointed Persons as required by the Health and Safety at Work Act.

Appointed Persons (holidays)	- Estates	Ruth Pender
	- Estates	Karen Dissanayake
	- Event Co-ordinator	Andrea Brown

9. Emergency Procedures

8.1 Depending on the severity of the injury or illness the casualty should either see the School Nurse at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to the Medical Centre. Pupils should have a note signed by the teacher to excuse them from the lesson and be accompanied by a responsible friend if appropriate. In the event of severe illness or injury the School Nurse or an ambulance should be called to attend without delay.

8.2 If the School Nurse is not available, Reception should be informed and one of the qualified First Aiders contacted without delay.

8.5 Whenever possible someone should remain with the casualty until help arrives

8.6 If an ambulance is called someone should go to the front of school to give directions to the ambulance crew. Parents/next of kin of the casualty must be notified by a member of SMT and a responsible adult should accompany the casualty to hospital.

9. Reporting and Record Keeping

9.1 As per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) Ashford School must notify the Health and Safety Executive (HSE) of any reportable incidents. Details can be found in separate RIDDOR Procedure.

9.2 Injuries to Pupils:

In all notifiable cases, the member of staff is to report an injury to a pupil to the Medical Centre & also complete an Accident Report Form. The form must be given to the Estates Dept. All reportable accidents/incidents will be carried out by the Estates Dept.

9.3 Injuries to Teaching and Support Staff, Visitors and Others:

Either the member of staff or a colleague should inform the Medical Centre and must also complete an Accident Report Form for notifiable incidents. The form must be given to the Estates Dept. All reportable accidents/incidents will be carried out by the Estates Dept

9.4 A record must be kept of any First Aid treatment given and should include:

- Date, time and place of incident
- Name of casualty
- Details of the injury/illness
- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc)
- Name and signature of First Aider or person dealing with the incident

9.6 In the Senior School there is a Day Book at the Medical Centre where a record is kept of all treatments given by the School Nurse. In addition the pupils' school health records are kept in accordance with guidelines as part of their whole school file.

10. Incident Management for Accidents, Injuries and Dangerous Occurrences anywhere in School and during Games and Trips, etc.

10.1 Life threatening:

- Please see Appendix 1 for the resuscitation information and follow procedure for basic life support.
- In cases of suspected spinal injury, do not attempt to move the casualty,

10.2 Serious, but not life threatening:

- Immediate First Aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm,
- In cases of suspected spinal injury, do not attempt to move the casualty,
- Ask reception to summon an ambulance if necessary, otherwise call the duty nurse to the casualty location.

10.3 In the case of all other injuries:

- Immediate First Aid,
- Send or take the injured person to the medical centre.

ALWAYS:

- Never send an injured pupil to the medical centre alone – always provide an escort – and check afterwards that the injured person did report in.
- Any pupil who has been concussed, even if only for a few seconds and is apparently fit, should always be sent to the medical centre.

11. Monitoring and Review of the Policy

11.3 First Aid arrangements are continually monitored by the School Nurse and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil/staff numbers

11.4 Any concerns regarding First Aid should be reported without delay to the Head or a member of the SMT.

Emergency First Aid At Work Trained Personnel – Prep School

Department	Surname	Forename	Date of Course	Remarks
PPS	Calvert	Linda	Nov-07	
PPS	Wilder	Sarah	08.11.08	
PPS	Gibbins	Zoe	Jan-07	
PPS	Mingay	Sue	15.12.08	
PPS	Pratt	Sarah	Nov-07	
PPS	Rogers	Alison	Nov-07	
PPS	Romero	Teresa	Jan-07	
PPS	Taylor	Paula	Nov-07	
PPS	Yeates	Sue	Nov-07	
PS	Allen	Rhiannon	05.01.09	
PS	Ayling	Jacqueline	03.02.2010	
PS	Brittain	Andrea	Oct-06	
PS	Dodds	Denise	05.01.09	
PS	Garrard	Jenny	05.01.09	
PS	Hyde	Paul	05.01.09	
PS	Keeler	Lee	05.01.09	
PS	Loman	Paul	05.01.09	
PS	Madsen	Caroline	23.03.10	
PS	Morley	Mary	05.01.09	

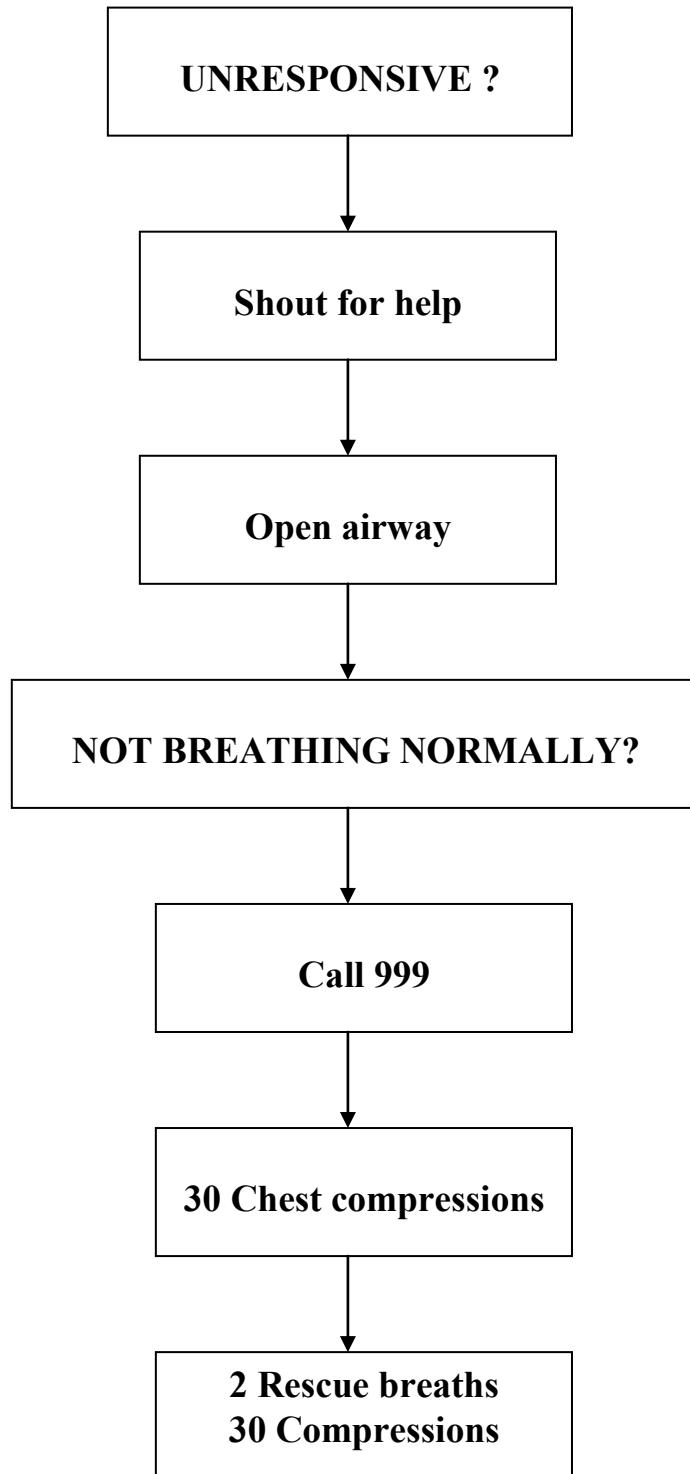
Emergency First Aid At Work Trained Personnel – Senior School

Department	Surname	Forename	Date of Course	Remarks
Science / Boarding	Atkinson	Matt	Nov-07	
DT	Barnett	Adrian	15.12.08	
Food Studies	Blundell	Jane	15.12.08	
Coffee / Minibus	Bounds	Denise	Jan-07	
PE	Boyd	Marc	05.01.09	
Reception	Brown	Andrea	30.10.08	
SBM	Canonne	Corinne	22.11.08	
EAL	Caputo	Lorna	30.10.08	
Art	Clifton-Ryan	Fiona	15.12.08	
Maths	Childs	Sue		
Boarding	Cousins	Susie	24.11.08	
Minibus / Grounds	Daure	Silburn	Nov-07	
Estates	Dissanayake	Karen	30.10.08	
Med Centre	Field	Joanne	05.02.2010	
PE	Fox	Erian	Apr-07	
Reception	Holmes	Maggie	22.11.08	
DT	Hutchings	Alan	25.11.2009	
Coffee / Minibus	Margetson	Karen	Nov-07	
Med Centre	McCormack	Sarah	03.02.2010	
EAL / Boarding	Munteanu	Nicu	Nov-07	
Estates	Pender	Ruth	30.10.08	
PE	Rea	Sue	Apr-07	
Refectory	Vince	Philip	Apr-07	
PE	Wilde	Tony	Feb-08	
MFL	Wilding	Tom	23.04.08	
Food Studies	Glasspoole	Brenda	30.10.08	
BH	Chapman	Kirsty	08.11.08	
BH	Begum	Raz	Nov-07	
BH	Court	Michelle	Jan-07	
BH	Divell	Kay	08.11.08	
BH	Evans	Karen	22.11.08	
BH	Gould	Charlotte	Nov-07	
BH	Jakeman	Wendy	08.11.08	
BH	Jupp	Zoe	22.11.08	
	Lathwell-			
BH	Fisher	Eileen	Jan-07	
BH	Lee	Laura	08.11.08	
BH	Lewington	Rachel	22.11.08	
BH	Ludlow	Leanne	Jan-07	
BH	Mapstone	Suzie	22.11.08	
BH	Marsh	Emma	Nov-07	
BH	McGarth	Kelly	22.11.08	
BH	Nicholls	Emily	08.11.08	
BH	Baird	Nicky	22.11.08	
BH	Pritchard	Anne	08.11.08	

ANNEX A TO
FIRST AID POLICY
DATED OCTOBER 2010

BH	Poyner	Rebecca	Nov-07
BH	Russell	Francesca	15.12.08
BH	Sargent	Sandra	22.11.08
BH	Shires	Angie	08.11.08
BH	Stedman	Nicky	Nov-07
BH	Sturley	Laura	22.11.08
BH	Taylor	Emma	Nov-07
BH	Warner	Amy	22.11.08
BH	Picton	Michelle	08.11.08

Adult Basic Life Support – Ensure you are not in danger



First Aid Kits location

Brake Hall,
Outside Senior Staff Room
Refectory
Brabourne House Boarding
Brooke House Boarding
Alfred House Boarding
Senior Reception
Senior Gym
Fitness Suite,
Swimming Pool
PE department
Jubilee Science Dept-top
Jubilee ground floor
Art department/photography
DT rooms (2)
