



<h1 style="margin: 0;">FIRST AID POLICY</h1> <h2 style="margin: 0;">COVERING BOTH SCHOOLS INCLUDING EYFS AND BOARDING</h2>
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Governors' Committee normally reviewing:	Governance Committee
Date last formally approved by the Governors :	Spring Term 2018
Date policy became effective :	May 2010

Period of Review:	Annually
Next Review Date :	Spring Term 2019

Persons responsible for implementation and monitoring :	<ul style="list-style-type: none"> ● Bursar ● Safety, Health, Environment and Fire Advisor (SHEF) ● Estates Manager ● Deputy Head (Welfare)- Senior School ● Leadership Member responsible for H&S - Prep School ● Medical Centre staff
Other relevant policies :	<ul style="list-style-type: none"> ● Medical Policy (Both Schools) ● Health & Safety Policy (Both Schools) ● Pandemic Flu Policy (Both Schools) ● Administration of Medicines by Felsted School Medical Team (Both Schools) ● Safeguarding (Child Protection and Staff Behaviour) Policy - Prep and Senior ● Drugs & Drug Testing Policy (Senior) ● Homely Remedy Medicines Policy (Senior) ● Treatment and Medication Policy (Prep) ● Drug (Substance) & Drug Education Policy (Prep)

This Policy covers both schools and encompasses the Aims and Ethos of the

Preparatory School

**Mr Simon James
Head, Preparatory School**

and the

Senior School

**Mr Chris Townsend
Head, Senior School**

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

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1. INTRODUCTION

Felsted School (“the School”) is mindful of the need to safeguard the wellbeing of all pupils, staff and visitors to the School and will ensure, as far as is reasonably practicable, that First Aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981 and The Education (Independent School Standards) (England) Regulations 2014.

2. OBJECTIVES

Management of first aid arrangements will be undertaken in such a way:

- To ensure that there are adequate arrangements for training and retraining of first aid staff, provision of first aid equipment and facilities and for the recording of first aid treatment.
- To ensure that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment.
- To ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
- To ensure that appropriate employees know what to do in the event of specific first aid situations.
- To ensure that pupils and parents know how to summon help and whom to contact in the event of an emergency.
- To ensure that an appropriate number of first aid personnel are recruited and trained and that a sufficient number are present in the workplace at any given time.
- To maintain adequate first aid equipment and facilities appropriate to the degree of risk.
- To make appropriate provision for recording, reporting and monitoring and evaluating illness and injury at school.
- To ensure that all employees are familiar with the protocols to reduce risk of accident or injury.

3. PERSONNEL, TRAINING, RESOURCES AND MANAGEMENT

3.1 First Aid Personnel

- The School has its own Medical Centre with a visiting GP; the Medical Centre employs School Nurses who staff the Centre 24 hours a day during term time.
- There is a qualified nurse on duty in the Medical Centre who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during term time. A paediatric first aid trained member of staff (for EYFS pupils) is always on the premises during the school day.
- GP surgeries will normally be provided within the Medical Centre five times a week and at other times will be available for emergency care via the Blandford Medical Centre Surgery or the out of hours service based in Braintree.
- The School has a number of staff who are trained and qualified as First Aiders (including Paediatric/Early Years First Aid Training) with requalification undertaken every three years. In addition, a number of academic teaching staff have attended a Basic First Aid Workshop and a refresher course is taken every three years.
- All new early years staff included in EYFS staff ratios have either a full PFA or an emergency PFA certificate within three months of starting at Felsted School.
- A trained first aider (paediatric first aid for EYFS pupils) accompanies pupils on visits (including sports fixtures) out of school.
- A list of trained staff, including Paediatric First Aiders, is available in the Staff WorkRoom, Preparatory School and the School Office, Senior School Reception Office and next to all first aid boxes.
- All staff in the School are expected to do all they can to safeguard the welfare of pupils, other staff and visitors.
- All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the School.
- Pupils are encouraged to understand particular medical conditions through the Personal Social, Health and Education (PSHE) programme.

3.2 First Aid Training

- Emergency First Aid at Work (EFAW) training is delivered by an approved trainer through the SHEF . Appendix 1 shows the content of this training.
- A programme of induction and refresher first aid training is in place, which is renewed at least every three years. See Appendix 2 for full list of staff trained.
- The content of first aid training is in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347 and the first aid needs assessment completed by the SHEF.
- A number of staff roles are identified to require higher level training, (eg f Early Years and Paediatric first aid) and this training is renewed at least every three years.
- The School ensures that any additional first aid training is related to the needs of the children.
- Pupils are encouraged and educated in sports injury awareness and prevention. It is the responsibility of all involved with any contact sport to contribute to injury prevention through the application of best practice.

3.3 Resources for First Aid

First aid boxes are placed in various areas of the School, They are clearly signed, are accessible at all times and contain details of trained first aid staff. The SHEF is responsible for first aid needs assessments and the initial provision of first aid boxes. Heads of Department are responsible for the restocking of first aid box consumables used in their area, including school minibuses.

- The location of first aid boxes and the name of the person responsible for their upkeep are clearly indicated on notice boards throughout the School, see Appendix 3 for location of first aid boxes.
- There are additional first aid resources, (such as a defibrillator), available at the Medical Centre.
- For school sporting activities, a trained first aider is present, at least one basic first aid box is provided for each match, which should contain all relevant medication for pupils (available via the School Management Information System (MIS)) on team sheets. Each first aid box is collected from the Matron (Prep School) or Medical Centre (Senior School) prior to the match and are replenished appropriately.
- First aid boxes will be taken when groups of pupils go out of school on organised trips or to participate in sporting events. It is the responsibility of the first aider accompanying the trip to ensure that sufficient quantities of all items are available and usable.
- First aid boxes are located in all school minibuses.

3.4 Arrangements for pupils with particular medical conditions

- A medical questionnaire outlining significant medical problems and specific medical needs (including asthma, epilepsy, diabetes, allergies and other declared medical conditions, current and past treatment, allergies and dates/nature of all immunisations), must be completed by a parent or guardian for every new pupil, prior to entry to the School. This information is made available to relevant staff via the School MIS.
- Written parental permission will be obtained on admission to the School for all pupils for the administration of first aid and appropriate non-prescription medication to boarders and to seek medical, dental or optical treatment when required.
- The Medical Centre must be notified of any change to a pupil's medical health and/or treatment which occurs outside school time. The Medical Centre will update relevant information on the MIS system.
- Activity staff are responsible for checking pupils' specific medical needs, prior to any school trips. These needs should be indicated as part of the risk assessment process.

3.5 Managing Medicines

The School Medical Policy (both schools), Treatment and Medication Policy (Prep School) and the Administration of Medicine Policy (Senior School) provide further information on the management of medicines within the School. EYFS staff are advised to seek medical advice

if they are taking medication which may affect their ability to care for children. Staff are advised not to take their medicine into an EYFS setting and medication is stored securely at all times.

3.6 Management of First Aid

- The Bursar has overall management responsibility for first aid provision in the School and is supported by the SHEF and the Medical Centre for the day to day management. The Governing Body reviews matters of first aid on a regular basis and delegates the responsibility for ensuring that the policies are put into practice to the Bursar.
- A Health and Safety Committee meets regularly to update and review practice.
- The SHEF undertakes a risk assessment annually to determine first aid needs and ensures that these needs are being met.
- The First Aid Policy is reviewed annually by the Governing Body.

4. PROCEDURES IN THE EVENT OF INJURY OR ILLNESS

4.1 General procedures

- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards and, where necessary, ensure that an ambulance or other professional medical help is called. If a pupil is injured or is ill during the school day, he/she must inform a teacher immediately who will then send for, or send them to, Matrons or the Medical Centre. If this occurs during a sporting activity, the match or training session will be stopped. The individual will then be assessed at the Medical Centre or by the Matron (or in the event of Nurse absence at another incident, a qualified first aider) who will assess, treat (where appropriate) and record all details of illness, injury and treatment.
- The individual will remain under the care of the Matron, first aider or the Medical Centre until appropriately recovered.
- In the event of there being no prospect of immediate recovery, the pupil will be kept under medical supervision and parents or guardians contacted to collect them.
- The School will always contact parents/guardians if a pupil suffers anything more than a trivial injury, if they become unwell or if the School has any worries or concerns about their health. In particular, the School will always contact parents/guardians or the Housemaster/House Parent, and anyone else who has direct care for the pupil, when any injury or blow to the head is involved. Parents of EYFS pupils will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practical, and any first aid treatment given.
- The Housemaster/House Parent and the School Office will be notified if a pupil goes home.
- If there is doubt or concern about an individual's condition they will either:
 - Be taken to hospital by ambulance
 - or
 - be taken to hospital by car accompanied by the appropriate staff member .
- In all cases of hospitalisation one or both parents/guardians will be contacted and requested to go directly to the hospital where they will be met by a member of the School staff. The nearest hospital to the School is Broomfield Hospital in Chelmsford, where there is an Accident & Emergency Unit. The address is:
**Broomfield Hospital,
Broomfield,
Chelmsford,
Essex,
CM1 7ET
Tel: 01245 362000**
- Parents are made aware of the procedure for responding to children who are ill or infectious within the Parent Handbook . For parents of EYFS pupils, information on 'When your child is ill' and 'First Aid' is also available on the parent area of the Prep School website.

4.2 Hygiene Procedures

All staff should take precautions to avoid infection and are required to follow basic hygiene procedures.

School staff dealing with an incident must:

- Always wear suitable 'single use' disposable gloves when handling blood and body fluids during first aid procedures (these are available via Matrons).
- Always cover any open wounds/cuts/sores/burns of the skin with a waterproof dressing.
- Place any soiled dressings/gloves in a small yellow clinical waste bag available from Matrons or contained in first aid bags.
- Ensure that yellow clinical waste bags are disposed of safely in an appropriate bin which is then disposed of by the Medical Centre.
- Wash hands thoroughly following removal of gloves.
- Arrange for spillages to be cleaned up as quickly as possible following the procedures in place.

4.3 Sporting Activity

- For pupils who have incurred an injury, advice and an assessment of fitness to return to sport from a medical professional should be undertaken before returning to play or training.
- During sporting activities, access for emergency vehicles onto the site and directly to pitch side is maintained at all times during matches or practices. All coaches and staff in charge should familiarise themselves with the location of the emergency access routes in order to enable them to assist in directing an ambulance if required and to avoid blocking the access routes at any time.
- Coaches or team 'managers' will on arrival at an away fixture check what first aid facilities are available and how first aid assistance may be summoned if required.

5. RECORDING AND REPORTING

- Accidents are recorded on the Incident Form by either the Matron, member of staff on duty, the Medical Centre Nurse or the supervising adult. The forms are to be forwarded to:
 - SHEF and Leadership Member for Health & Safety (Prep School)
 - SHEF and Deputy Head (Senior School).If necessary, SHEF will refer these to RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013).
- The School will keep records of all accidents and injuries (in the School Incident Report Log), including:
 - the date, time and place of the incident;
 - the name (and class) of the injured or ill person;
 - details of the injury/illness and what first aid was given; what happened to the person immediately afterwards;
 - name and signature of the first aider or person dealing with the incident.
- The School has a procedure in place for ensuring that all incidents are reviewed regularly in order to minimise the likelihood of recurrence.
- In the event of an injury to an employee or visitor a form should be completed by the individual concerned and submitted to the SHEF. The form should also be forwarded to the Leadership Member for Health & Safety (Preparatory School) or the Deputy Head (Senior School).
- In the event of serious injury, notifiable disease or dangerous occurrence, the SHEF should be notified immediately. The SHEF will arrange for any necessary investigations or reporting, and the line manager of the injured employee will be informed as soon as possible.

6. COMMUNICATION

- Parents/guardians are required to provide written medical returns at least annually with up to date medical details about any condition or medication relevant to their

child. This includes permission forms for administration of medicines by school personnel if required.

- The School encourages parents/guardians to contact the Matrons or the School Nurses at the Medical Centre, to discuss any concerns they may have regarding their child's health.
- As included within The Felsted School Parent Agreement, the School is entitled to 'act in every way as though it has full parental responsibility while the Pupil is at the School and in particular to arrange and authorise both routine and emergency medical assessment and care'.

7. RELATED POLICIES AND DOCUMENTS

This policy is limited to the provision of first aid, Within the School Medical Policy (both schools), Treatment and Medication Policy (Prep School) and the Administrations of Medicine Policy (Both Schools I), the School has arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs
- provision of medical examinations and immunisations
- holding medical records
- dealing with medicines and treatments brought to School for pupils

This policy is available on the School website: <http://www.felsted.org/Policies>

8. MONITORING AND EVALUATION

This Policy is monitored annually as part of the Health and Safety Review Committee and annually by the Governance Committee. It is evaluated as part of the School's evaluation cycle.

Appendix 1 – Content of Emergency First Aid at Work training

The QA Level 3 Award in First Aid at Work (QCF) qualification is specifically designed for individuals who wish to act as a first aider in their workplace. Successful candidates will learn how to manage a range of injuries and illnesses that could occur at work and will be equipped with the essential skills needed to give emergency first aid.

What's Covered

- The role and responsibilities of a first aider
- Assessing an incident
- Managing an unresponsive casualty
- CPR
- Recovery Position
- Heart Attack
- Stroke
- Choking Epilepsy
- Asthma
- Diabetes
- Anaphylaxis
- Shock
- Head and spinal injuries
- Chest injuries
- Wounds and bleeding
- Fractures
- Sprains, strains and dislocations
- Minor injuries
- Burns and scalds
- Poisoning
- Eye injuries

Appendix 2 – Named persons qualified in First Aid (as of 18 January 2018)

PREP SCHOOL

Name	Position	Type of First Aid	Date trained	Expiry Date
Addison, Jane	Learning Support	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Allen, Anne	Librarian	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Alvarez, Kate	GAP Assistant	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Andrews, Layla	Administration	First Aid at Work	03-Feb-16	02-Feb-19
Atkins, Jacqueline	Head Teacher	Basic First Aid Workshop	21-Sep-15	20-Sep-18
Bailey, Katie	Stewart House: Reception	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Barker, Graham	Sports Coach	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Barker-Smith, Becky	LS Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Bartlett, Ruth	Catering	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Bennett, Nikki	Teaching Assistant	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Bevitt-Smith, Hector	Teacher	First Aid at Work Certificate	03-Jun-15	02-Jun-18
Blignaut, Izette	GAP 2017	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Boniface, Jessica	GAP 2017	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Borg, Andrew	GRA Senior School	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Boroughs, Helen	Learning Assistant	Emergency First Aid (6 hours)	18-May-16	18-May-19
Boswell, Julie	Teacher > LS	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Brandon, Regan	GAP 2017	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Brennan, Louise	Catering	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Brien, Adele	Arts' Assistant	Basic First Aid Workshop (2.5 hours)	09-Dec-16	09-Nov-19
Brien, Karen	Art & DT Technician	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Briggs, Philomena	Domestic Services	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Brown, Gill	Teacher/Languages	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Buckley, Sarah	Teaching Assistant	Paediatric First Aid (12 hours)	10-Dec-15	09-Dec-18
Bullivant, Chris	Catering Manager	Basic First Aid Workshop	08-Jan-18	07-Jan-21

Burgess, Paul	Teacher/Form Tutor	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Bury, Christina	Teacher/Science	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Bushby, Anna	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Butterworth, Gill	Learning Assistant, Stewart House	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Buttleman, Holly	Learning Assistant	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Cain, Mark	Activities - Tennis	Basic First Aid Workshop (2.5 hours)	10-Jul-15	09-Jul-18
Cain, Ruth	Stewart House: Year 2	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Camp, Chris	Domestic Services	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Chaney, Carolyn	Medical Assistant	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Clarke, Rachel	Teacher/Music	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Collins, Polly	Learning Assistant	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Cook, Deborah	Health & Wellbeing Assistant	First Aid at Work Certificate	07-Dec-16	06-Nov-19
Cook, Deborah	Health & Wellbeing Assistant	CPR, AED	31-Aug-17	30-Aug-20
Cooke, Fadousa	Learning Assistant	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Dallas, Ricky	Teacher	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Dennis, Rachel	Purchasing & Finance	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Dore, Serina	Catering (as and when needed)	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Ellis-Thomas, Victoria	Teacher	First Aid at Work Certificate	22-Nov-16	21-Nov-19
Ellis-Thomas, Victoria	Teacher	CPR, AED	31-Aug-17	30-Aug-20
Entwistle, Marino	Learning Assistant	Basic First Aid Workshop (2.5 hours)	09-Dec-16	09-Nov-19
Evans, Bruce	Teacher	First Aid at Work Certificate	06-May-15	05-May-18
Evans, Bruce	Teacher	CPR, AED	31-Aug-17	30-Aug-20
Evans, Jacquie	Secretary Leadership Team	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Fincher, Jeremy	Teacher/Head of Cloisters & Geog	First Aid at Work Certificate	04-Feb-15	03-Feb-18
Fisher, Chloe	Catering	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Forbes, Scott	Activities - Football	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Forty, Paul	Domestic Services	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Frewin, Karen	Learning Assistant	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20

Frost, Mandy	Medical Assistant	First Aid at Work Certificate	08-Mar-16	07-Mar-19
Gage, Helen	Learning Assistant	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Garcia, Rebecca	Teacher (Part time)	Basic First Aid Workshop (2.5 hours)	09-Dec-16	09-Nov-19
Gilbert, Dominique	GRA Sport and Boarding	First Aid at Work Certificate	09-Aug-17	08-Aug-20
Gilling, Jennifer	Teacher	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Golding, Charlie	Sports Coach - Football	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Gray, Ben	Teacher/English and Maths	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Green, Julie	Teacher	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Green, Lesley	Forest Schools	Forest Schools First Aid Course	29-Sep-15	29-Sep-18
Green, Lesley	PE & Games	First Aid at Work Certificate	07-Dec-16	06-Nov-19
Green, Lesley	PE & Games	CPR, AED	31-Aug-17	30-Aug-20
Greenwood, Jack	Works Department	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Griggs, Emily	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Groves, Joanna	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Groves, Julia	Teaching Assistant	Paediatric First Aid (12 hours)	07-May-15	06-May-18
Grymonprez, Charlotte	Administration	First Aid at Work	03-Mar-16	02-Mar-19
Hancock, Hillary	Teacher/Form Tutor	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Hanssen, Matt	GAP Assistant	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Harding, Vikki	Domestic Services	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Harding, Will	Teacher	Emergency First Aid Course (3 Hours)	18-Apr-16	17-Apr-19
Hardisty, Emily	Teacher	Basic First Aid Workshop	21-Sep-15	20-Sep-18
Hardy, Rob	Outside Coach - Tennis	Emergency First Aid at Work	04-May-16	01-Apr-19
Harries, Tony	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Hawkes, Kerry	Teacher	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Hepburn, Alison	Secretary Courtauld House (part time)	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Hepburn, William	Works Department	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Hill, Richard	Science Technician	Activity First Aid (18 hours)	25-Jan-15	24-Jan-18
Hitchcock, Fiona	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19

Holt, Katie	LT/Director of Learning	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Holt, Rob	Teacher	Basic First Aid Workshop (2.5 hours)	09-Dec-16	09-Nov-19
Howell, Sarah	Learning Assistant	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Imber, Berengere	Teaching Assistant, Languages	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Irons, Rosie	Resident Matron & Learning Asst	First Aid at Work Certificate	26-Jul-17	25-Jul-20
Irons, Rosie	Resident Matron & Learning Asst	CPR, AED	31-Aug-17	30-Aug-20
Irvine-Scott, Cherie	Reception Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
James, Jill	Year 3 Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Jarvis, Scarlett	Science Technician/Boarding	First Aid at Work Certificate	08-Sep-17	07-Aug-20
Jeremiah, Suzanne	Teacher	Anaphylaxis and use of Auto-Injector Pens	15-Aug-16	14-Aug-19
Jeremiah, Suzanne	Teacher	Emergency Paediatric First Aid	15-Aug-16	15-Aug-19
Kenny, Alison	Learning Assistant	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Kenzie, James	Learning Assistant	First Aid at Work Certificate	23-Sep-15	22-Sep-18
Kenzie, James	Learning Assistant	CPR, AED	31-Aug-17	30-Aug-20
Knifton, Libby	Geography, History, PE & Games	First Aid at Work Certificate	09-Oct-15	08-Oct-18
Knightley, Charlie	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Lahey, Nicholas	GAP 2017	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20
Lam, Joanna	GRA Music	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Lefever, Emma	Teacher	Basic First Aid Workshop	21-Sep-15	20-Sep-18
Lefever, Sam	Learning Assistant	Basic First Aid Workshop (2.5 hours)	09-Dec-16	09-Nov-19
Little, Nigel	Teacher	First Aid at Work Certificate	20-Nov-15	19-Nov-18
Love, Rosemary	Learning Assistant/Counsellor	Basic First Aid Workshop	21-Sep-15	20-Sep-18
Lucas, Archie	GAP Assistant	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Mangham, Clare	Learning Assistant	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Manley, Alex	Learning Assistant	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Manson, David	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Manson, Joanne	Teacher	First Aid at Work Certificate	23-Sep-15	22-Sep-18
Matthews, Helen	Pre-Prep Teacher	First Aid Workshop (2.5 hours)	09-Jan-17	08-Jan-20

Mihalyfi, Steve	Domestic Services	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Mihlenstedt, Kate	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Miles, Lana	Catering	First Aid at Work Certificate	13-Jan-17	12-Jan-20
Miller, Caroline	Teaching Assistant	Paediatric First Aid (12 hours)	15-Oct-15	14-Oct-18
Minks, Tracey	Administration	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Mitchell, Sarah	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Montgomery, James	Domestic Services	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Moore, Jane	Teacher/Form Tutor	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Morris, Susan	Matron	First Aid at Work Certificate	25-Nov-16	24-Nov-19
Murdoch, Daphne	Catering	First Aid at Work Certificate	13-Jan-17	12-Jan-20
Neild, Carmel	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Newnham, Katie	Learning Assistant	Basic First Aid Workshop	21-Sep-15	20-Sep-18
Norris, Hazel	Teaching Assistant	Paediatric First Aid (12 hours)	21-Jun-16	20-Jun-19
Nurse, Davina	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Peacock, Mark	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Phillips, Joanna	Stewart House: Year 1	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Pike, Claire	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Pilcher, Paula	Care Assistant	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Pitchers, Teresa	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Rees, Owen	Music, Director	CPR, AED	31-Aug-17	30-Aug-20
Riggall, Nicky	Forest Schools	Forest Schools First Aid Course	29-Sep-15	29-Sep-18
Robertson, Julia	Pre-Prep Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Robertson, Tim	Teacher/ PE & Games	First Aid at Work Certificate	13-Jan-17	12-Jan-20
Robertson, Tim	Teacher/ PE & Games	CPR, AED	31-Aug-17	30-Aug-20
Rochford, Alison	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Ross, Ashley	Teacher	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Searle, Nicky	Pre-Prep Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Searle, Tristan	Deputy Headmaster	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Short, Bernadette	Teacher/English	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19

Skittrall, Tracey	Matron	First Aid at Work Certificate	25-Jan-17	24-Jan-20
Skittrall, Tracey	Health & Wellbeing Assistant	CPR, AED	31-Aug-17	30-Aug-20
Sloman, Jonathan	Teacher	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Smith, Jacquie	Catering	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Smith, Lynn	Teaching Assistant	Paediatric First Aid (12 hours)	10-Mar-16	09-Mar-19
Spinnato, Guiseppe	Administration	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Stringer, Mark	Second Deputy Senior	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Sugden, Joanna	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Taunton, Erika	Secretary Common Room	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Taylor, Jonathan	Teacher/Head of Science	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Thake, Jason	Domestic Services	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Thomas, Nick	Teacher	First Aid at Work Certificate	10-Nov-16	09-Nov-19
Thomas, Nick	Teacher	CPR, AED	31-Aug-17	30-Aug-20
Trepka, Richard	ICT Systems Administration	Basic First Aid Workshop (2 hours)	15-Dec-17	14-Dec-20
Turner-Jones, Jenn	Teacher	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Tyrie, Alexandra	Teaching Assistant	Basic First Aid Workshop (2.5 hours)	25-Sep-17	24-Sep-20
Watkins, Elizabeth	Catering	Basic First Aid Workshop	08-Jan-18	07-Jan-21
Watkinson, Helene	Teaching Assistant	Basic First Aid Workshop (2.5 hours)	11-Jan-16	10-Jan-19
Weston-Myers, Fiona	Teacher	Basic First Aid Workshop	21-Sep-15	20-Sep-18
Wheatley, Rebecca	Catering	Basic First Aid Workshop (2.5 hours)	18-Dec-15	17-Dec-18
Wittman, Josh	Works Department	Basic First Aid Workshop	08-Jan-18	07-Jan-21

SENIOR SCHOOL

Teaching staff

Name	Date trained		
	First Aid at Work (FAW) - 3 Years	Emergency First Aid at Work (EFAW) - 3 Years	Basic Life Support (BLS) - 1 Year
Adrian Pask			30 Aug 2017
Ailish Warner			30 August 2017
Andrew Le Chevalier			06 June 2017
Andrew Le Chevalier			06 June 2017
Anna Fazekas			06 June 2017
Barny Bury	19/1/2017		
Ben Maude Barker			30 Aug 2017
Caolan Wulics			30 Aug 2017
Cat James			06 June 2017
Charlie Knightley			06 June 2017
Charlie Knightley			06 June 2017
David Rees			06 June 2017
Emily Prederbon			30 Aug 2017
Felix Sanchez			06 June 2017
Geoff Hipkin			30 August 2017
Hannah Pheloung			30 Aug 2017
James Alsop			30 Aug 2017
Josh Entwistle			30 Aug 2017
Joy McCardle			06 June 2017
Kate Farr			30 Aug 2017
Laura Robertson			30 Aug 2017
Liz Rose			06 June 2017
Lucy Stuchsfield			30 Aug 2017
Matilde Trucco			30 Aug 2017
Melissa Cacace			06 June 2017

Meredith Atkinson Wood			06 June 2017
Mick Pitts			06 June 2017
Rakesh Pahak			06 June 2017
Reece Thear			30 Aug 2017
Sarah Barratt			06 June 2017

Operational staff

Name	Date trained		
	FAW (3 Years)	EFAW (3 Years)	BLS (1 Year)
Ailsa Stevens		14/11/2017	
Alison Green-Slade		22/11/2016	
Amanda Bassett	22/11/2106		
Amy Williams			01/12/2017
Andrew Zucker	19/1/2017		
Ann Hooks	17/11/2016		
Belinda Cobden	25/02/2015		
Bill Wall		17/07/2015	
Cameron Thompson		15/2/2017	
Courtney Grant	19/1/2017		
Daniel Emmerson	26/5/2016		
Deborah Butler	19/1/2017		
Dee Whittock	17/11/2016		
Derek Pithers	30/09/16		
Don Patston	19/1/2017		
Gaye Dolan	30/09/16		
Graham Howes	30/09/16		
Hayley Golds		22/11/2017	
Howard Smith	16/06/2017		
Jack Dougherty			01/12/2017
Jack Greenwood			15/12/2017
Jennifer Murrell		17/1/2017	

Joanna Bruley		15/2/2017	
Johanna Butterworth		17/1/2017	
John Bowcher		02/07/16	
John Goodman		05/07/2015	
Josh Wittman			15/12/2017
Julie Ribbans	17/07/2015		
Julie Root	22/11/2106		
Keith Asplin		29/6/2016	
Kim Harvey		22/11/2017	
Kirsty Fraser	17/11/2016		
Liam Watkins		08/09/2016	
Linda Impey		22/11/2017	
Lyn Hayden		22/11/2016	
Margaret Baverstock		22/11/2017	
Marius Gavrila		21/11/2016	
Mark Redding		15/2/2017	
Martin Ryan	30/09/16		
Melanie Phillips		15/2/2017	
Mike Conlon		02/07/2106	
Mike Groves	30/09/16		
Nicholas Lockhart		15/2/2017	
Nick Pollard	30/09/16		
Nigel Little		29/6/2016	
Nigel Munro	30/09/16		
Peter Deards	30/09/16		
Peter Sunnuck			01/04/2017
Rene Hauret	26/5/2016		
Richard Salmon			01/12/2017
Roy Marshall	30/09/16		
Ruth Wyganowski			01/12/2017

Sam Hyde			
Sam Wilson		08/09/2016	
Sami Bekir		02/07/16	
Sarah Howard		16/06/2016	
Sophy Aitken			01/12/2017
Stella Cardy		29/6/2016	
Steve Gething		05/07/2015	
Steve Howell	26/5/2016		
Tim Edwards	30/09/16		
Toni Brockwell	30/09/16		
Tony Coca			01/12/2017
Tricia Postill		22/11/2016	
Wendy Hookway		14/06/2017	
Will Hepburn			15/12/2017
Zoe Joyce	19/1/2017		

Appendix 3 - First Aid Boxes content and locations

1. FIRST AID BOXES

First aid boxes are provided within the School to ensure that there are adequate supplies for the nature of the hazards involved.

- **The School will ensure that there is easy access to First Aid equipment at all times.**
- All boxes will contain at least the minimum supplies, that are required under law. Only specified First Aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.
- The location of First Aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards throughout the workplace.

2. FIRST AID BOXES - LOCATIONS

SENIOR SCHOOL

- Art Department Ground Floor
- Art Department Pottery Room
- Business Studies First Floor Corridor
- Work Education Centre Technicians Room & First Floor Corridor
- Classroom Block Corridor- bottom of Library Stairs
- Classroom Block Library
- Cromwell Centre Aroma Coffee Shop
- Computer Centre Technician's Room
- Cricket Pavilion Kitchen
- Hunt Theatre Auditorium
- Music School Reception Desk
- Reekie Building Entrance
- Science Department Chemistry and Biology Prep Rooms
- Science Department Hulton, Chittock, Gilchrist
- School House Outside Admissions Office
- Sports Hall Office
- Swimming Pool Pool Area
- Catering Lord Riche Hall Catering Department
- Domestic Services Steward's Office
- Grounds & Gardens Tea Room
- Tailors Shop Front desk
- Works Department Outside H&S Office & Workshop
- Elwyn's Ground Floor Corridor
- Follyfield Matron's Office
- Gepp's Laundry Room
- Deacon's Laundry Room
- Garnetts Matron's Office
- Mont's & Manor Matron's Office
- Stocks's Matron's Office
- Thorne Matron's Office
- Windsor's Matron's Office
- All Mini Buses

PREPARATORY SCHOOL

- Design, Technology & Engineering
- Courtauld House Staff Office
- Ffrome Court Staff Room
- Stewart Medical Room
- Stewart House Kitchen
- Swimming Pool Pavilion
- Science Lab Prep Room

- Catering/Kitchen
- Roed Sports Hall
- Village Music School
- Art Room
- Boarding House

3. PORTABLE FIRST AID KITS

Portable first aid kits are available from the Medical Centre for those members of staff who are required to work away from the normal workplace, where access to facilities may be restricted. Examples of these circumstances include:

- Staff and students travelling abroad
- Staff and students travelling in vehicles on a regular basis, e.g. School trips
- Staff whose work takes them to isolated or remote locations
- Staff participating in sporting or social events arranged or supported by the School.

4. CONTENTS OF FIRST AID BOXES

As a guide the First Aid box must contain the items listed below. However there may be instances when additional items are required due to the risks that are involved in the work activity. This list is not exhaustive; if in doubt contact the SHEF for advice.

Note: No tablets or medicines, including creams, should be kept in First Aid kits.

4.1 Main First Aid boxes

- Contents List 1
- Guidance Card 1
- Individually wrapped assorted sterile adhesive dressings 20
- Sterile Eye Pads 2
- Triangular Bandages (preferably Sterile) 4
- Safety Pins 6
- Medium sterile individually wrapped non-sterile dressings (approx 12 x 12 cm) 6
- Large sterile individually wrapped, non-sterile dressings (approx 18 x 18) cm 2
- Disposable gloves 1 pair
- Yellow sterile waste bag

4.2 Travelling first aid kits

- Crepe bandage 5cm 1
- Crepe bandage 7.5cm 1
- Plaster Strip 1
- Dressing Roll 2
- Triangular Bandages 2
- Eye Pad 2
- Packets Gauze 2
- Foil Blanket 1
- Forceps 1
- Gloves 4
- Eye Wash 3
- Scissors 1
- Tape 1
- Face Mask 1
- Wipes 5
- Ice pack 2
- Yellow sterile waste bag

4.3 Minibus First Aid kits

- Contents list 1
- Guidance card 1
- Antiseptic wipes - foil packed 10
- Conforming bandage 1
- Triangular bandages (at least 1 sterile) 2
- Individually wrapped assorted sterile adhesive dressings 24
- Large sterile individually wrapped, non-sterile dressings (not less than 15-20 cm) 3
- Sterile eye pads (eg No 16) 2
- Safety pins (assorted) 12
- Disposable gloves 1 pair
- Yellow sterile waste bag