

Including our Early Years Foundation Stage provision

First Aid Policy

Authorised by	resolution of the Board of Governors
Reviewed	Autumn 2016 (1-0-1) Spring 2017 (1-0-2) June 2017 (1-0-3) October 2017 (1-0-4) November 2017 (1-0-5) January 2018 (1-0-6) May 2018 (1-0-7) May 2019 (1-0-8) June 2019 (1-1-0) March 2021 (1-1-1) October 2023 (1-1-2)

This policy is written as an extension to and should be read in conjunction with the St Gabriel's Health and Safety Policy and Illness and Medication Policy.

Policy Statement

St Gabriel's will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety at Work Act 1974 and subsequent regulations and the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and taking into account guidance including the DfE document Guidance On First Aid For Schools (as updated in February 2022). This policy complies with Part 3, Paragraph 13 of the schedule to the Education (Independent School Standards) (England) Regulations 2014. Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders, provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the School.

Aims/Objectives

- To comply with all relevant legislation
- To undertake suitable and sufficient assessments of first aid needs
- To identify and implement reasonably practicable arrangements for dealing with first aid incidents
- To provide competent persons for carrying out first aid treatment
- To conduct regular checks on first aid equipment and the availability of consumables

Responsibilities

- The Principal is responsible for making sure that the appropriate policies, procedures and audit protocols are in place and regularly reviewed.
- The Executive, Leadership Teams and Heads of Departments will communicate these policies and procedures and make sure that they are implemented and adhered to on a sustainable basis in their respective areas of responsibility.

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- The School Nurse will carry out suitable and sufficient assessments to ascertain first aid needs. This will include considering the following
 - Size and geography of the school
 - Location of the school
 - Specific hazards or risks on site
 - Staff and pupils with specific health needs or disabilities
 - Previous records of accidents or incidents
 - The ability to provide cover at all required times
 - Off-site activities including trips and sports fixtures
 - Practical departments such as science, technology and PE
 - Contractors and other visitors to site.
- The School Nurse will arrange for suitable equipment, facilities and consumables for first aid treatment.
- The School Nurse will display notices which detail names of first aiders. All first aiders' training is updated every three years. (See Appendix A)
- In the Early Years Foundation Stage (EYFS) setting, at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. On outings which include children from the EYFS, there must be at least one person who has a current paediatric first aid certificate.
- Relevant staff to receive adrenaline auto-injector training and/or defibrillator training.
- Teaching staff will receive guidance on dealing with emergencies until a first aider arrives.
- All first aid treatments will be suitably recorded by First Aiders. (See section below on Reporting/Recording)
- The Bursary will arrange for a suitable budget for training and re-training of first aiders.

Arrangements

- Staff will be selected for training in conjunction with the Bursar, Principal or Vice-Principal.
- All pupils and staff will be given information on the provision of first aid at their induction.
- The location of First Aid boxes is shown in Appendix B and is displayed in the Junior and Senior staff rooms. The School Nurse keeps a log of where all First Aid boxes are located.
- Signage is put in place, where appropriate, to indicate the location of First Aid boxes.
- First Aid boxes are checked each term, or more frequently as necessary, and any deficiencies made good without delay. The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347. The School Nurse keeps a log of the date on which they were checked.
- Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First Aid boxes used for day and residential trips are available from the School Nurse and are checked on return and re-stocked appropriately for any subsequent trip. PE staff carry first aid kits on away fixtures.
- Emergency use adrenaline auto-injector pens are situated in the Junior and Senior Staffrooms and in the Food Technology office. An Automated External Defibrillator (AED) is situated outside the Medical Room. The School Nurse will make a visual check of the AED on arrival each day and will check and log the battery life/electrode pads termly (the Operations Manager will make regular checks during the school holidays)
- Guidance from the DfE document Automated external defibrillators (AEDs) - A guide for schools. August 2023 is followed.

Procedure for administering First Aid in the Nursery (in accordance with the Statutory Framework for the EYFS 2023)

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- First Aid will generally be administered in the child's room in the nursery, by a qualified First Aider (a list of staff with a Paediatric First Aid qualification is supplied in Appendix A)
- A First Aid Box is situated in the Nursey Office and the Pre-School Room and is used for treating minor ailments and illness. If necessary, children can be brought to the Medical Room for further treatment.
- Any treatment is to be witnessed by another member of staff.
- Any treatment is to be recorded in accordance with the Reporting/Recording Procedures outlined below.
- Parents are informed on the same day of any first aid treatment given, or as soon as reasonably practicable.
- Parents are telephoned immediately in the case of serious or significant accident, illness or injury.
- Medication, such as liquid Paracetamol suspension (Calpol), is **not** generally given as part of a first aid intervention for children in Sandlesford. It should only be administered if it would be detrimental to the child's wellbeing **not** to do so. If given, the School's Illness and Medication Policy must be followed.
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear. A separate Head Injury protocol is held by the school.

Procedure for administering First Aid in Reception (in accordance with the Statutory Framework for the EYF5 2023)

- For minor ailments and accidents (eg a playground fall resulting in a small graze, a blister or a minor nosebleed) first aid may be given by a qualified Paediatric First Aider in the Reception classroom using the First Aid box situated there.
- It may also be given 'in situ' from one of the First Aid Boxes situated in the locations listed in Appendix B.
- First Aiders should then follow the recording and reporting procedure outlined below.
- For incidents which are more serious, or not practicably manageable in the classroom, the pupil will be sent to the School Nurse, accompanied by a member of staff, or the School Nurse will be called to the location.
- The School Nurse will administer first aid treatment as appropriate and where necessary will consult the child's medical notes. The School Nurse may, where necessary, use the information supplied by parents on the child's medical form, and stored in the electronic Management Information System (MIS), to help assess their condition and ascertain the correct course of action.
- Only medication for which parental permission has been received, including that which has been prescribed by a doctor, may be given. Parental permission to give some medication such as mild pain relief and antihistamines, is logged on the MIS, which must be referred to before administering medication. It must only be given in accordance with the School's Illness and Medication Policy.
- Recording and reporting procedures must then be followed in the manner outlined below in the relevant section of this policy.
- Parents are informed on the same day of any first aid treatment given, or as soon as reasonably practicable.
- Parents are telephoned immediately in the case of serious or significant accident, illness or injury.
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear. A separate Head Injury protocol is held by the school.

Procedure for administering First Aid in Junior and Senior Schools

- First Aid may be given 'in situ' from one of the First Aid Boxes situated in the locations listed in Appendix B for minor ailments and accidents (eg a playground fall resulting in a small graze, a blister or a minor nosebleed).
- First Aiders should then follow the reporting procedure outlined below.
- For ailments or incidents which are not practicably manageable 'in situ' pupils will be sent to the School Nurse in the medical room. In the case of more serious injury or illness, the pupil should be accompanied by a member of staff or the School Nurse should be called to attend the location.

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- The School Nurse will administer first aid treatment as appropriate and where necessary will consult the pupil's medical notes. The School Nurse may, where necessary, use the information supplied by parents on the pupil's medical form, and stored in the electronic Management Information System (MIS), to help assess their condition and ascertain the correct course of action.
- Only medication for which parental permission has been received, including that which has been prescribed by a doctor, may be given. Parental permission to give some medication such as mild pain relief and antihistamines, is logged on the MIS, which must be referred to before administering medication. It must only be given in accordance with the School's Illness and Medication Policy.
- Recording and reporting procedures are then followed in the manner outlined below in the relevant section of this policy.
- In the event of a Junior school pupil receiving first aid, medical assistance or medication, parents are informed via a green slip which goes home that day in the child's book bag. In the event of a Senior school pupil receiving medication, parents are informed that day via an emailed portal notice.
- Parents will be informed of any serious medical concerns or incidents, by telephone, as soon as possible
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear. A separate Head Injury protocol is held by the school.

Procedure for when a pupil falls ill at nursery

- If a child in Sandleford appears unwell (or is injured), the Manager or Deputy Manager (in consultation with the School Nurse, where necessary) will assess whether the child is well enough to remain at nursery or if the parents or guardian should be called to collect them. This assessment is based on whether, in the opinion of the Sandleford Management and/or the School Nurse, medical advice should be sought and/or the child would be better cared for at home
- The child will be provided with an appropriate place to rest, if this is required, usually within the nursery, with familiar surroundings and staff but the medical room can be used if this is thought to be beneficial.
- As part of the assessment of their condition they may have their temperature taken.
- In accordance with the school's Illness and Medication Policy, the child **may** be given one dose of Calpol, under certain conditions, when deemed detrimental to the child's well-being **not** to do so but no further doses will be given that day. (See Illness and Medication Policy for further details).
- For minor illness or ailments, first aid will be administered, in the nursery, by a qualified first aider.
- Where it is deemed necessary for parents to collect their child it is normally expected that a parent (or named emergency contact) will be able to collect the child within an hour.

Procedure for when a pupil in Junior School (including Reception) or Senior School falls ill at school

- Pupils who are ill or injured report to/or are sent to the School Nurse, if deemed necessary, (i.e. in the event that they appear unable to participate fully in the lesson or activity) who assesses their condition.
- The School Nurse decides whether parents need to be called and administers first aid as appropriate.
- Pupils are able to remain in the medical room supervised by the School Nurse until they are well enough to return to class or are collected by a parent/guardian. It is expected that a parent or emergency contact should be generally be available to collect a pupil who is unwell within an hour.

Procedures for pupils with medical conditions (including asthma, epilepsy, diabetes, allergies etc.)

Guidance from the DfE document 'Supporting Pupils at School with Medical Conditions' December 2015 is followed. This should be read in conjunction with the School's Illness and Medication Policy.

Nursery including Reception – Emergency and Regular medication for Medical Conditions

- If a child requires regular or emergency medication for a medical condition, such as an asthma inhaler, or an adrenaline auto-injector, this should be declared and recorded at the time of registration, or when the drug is prescribed.

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- Signed and written parental permission is gained for these types of medicine to be administered as and when necessary, either at the time of registration/entry or when the medication is prescribed.
- The School Nurse will write an Individual Health Plan for pupils who require support to manage their medical condition on school. Further details of this is contained in the Illness and Medication Policy.
- The medicine must be supplied in its original and complete packaging and stored in accordance with manufacturer's recommendations, in a place readily accessible to members of staff but out of the reach of all children.
- It must be clearly labelled with the child's name and where relevant, with any instructions for administration. It must be administered by staff who are suitably trained to do so.
- Relevant information of any illness or condition is provided for off-site activities and any necessary medical equipment/medication will be given to the party leader.
- If emergency medication is administered then the date, time and dosage should be recorded on a medication form for Nursery children or on the MIS, to which the Reception teacher has access, observing reporting and recording procedures. Parents will be informed as soon as possible.
- The school holds its own asthma inhalers which can be used in an emergency for pupils who are currently prescribed this medication by their doctor and if written parental consent has been given. "Guidance on the use of emergency salbutamol inhalers in schools" (March 2015) is followed. See the school's Illness and Medication policy for further details
- **If an adrenaline auto-injector is used, then 999 must be called.**

Year 1 to Year 13 – Emergency and Regular medication for Medical Conditions

- If a pupil has a medical condition or requires regular or emergency medication for a medical condition, such as an asthma inhaler, or an adrenaline auto injector, this should be declared and recorded on the medical form at the time of registration, or when the drug is prescribed. A record will be held if a child is self-managing their medication (with parental permission) and arrangements will be made for monitoring this.
 - Information regarding pupils' medical conditions is recorded on the School Management Information System (MIS) and teaching staff should make themselves aware of any condition which a pupil in their care may have. If any staff member has a query about how the medical condition should be supported, they should seek further advice from the School Nurse.
 - The School Nurse will write an Individual Health Plan for pupils who require support to manage their medical condition in school. Further details of this is contained in the Illness and Medication Policy.
 - Junior school pupil's Emergency medication will be held in their classroom by their form teacher and they will be aware of how to access it in an emergency.
 - Senior School Senior School pupil's emergency medication will be held in an unlocked cupboard in the main reception and they will know how to access it in an emergency.
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- The School Nurse will hold any non-emergency or regular medication in a locked cupboard in the Medical Room when medication is bought into school. The medicine must be stored in accordance with manufacturer's recommendations and supplied in original and complete packaging. Parents will be able to indicate that they consider their child competent to self-administer medication.
 - The medicine must be clearly labelled with the pupil's name and where relevant, with any instructions for administration.
 - Relevant information of any illness or condition is provided for off-site activities and any necessary medical equipment/medication will be given to the party leader.
 - For residential and overnight trips, parents will be asked to complete a residential medical information form.
 - Where necessary, the School Nurse will liaise with parents and/or other health care professionals in order to gather relevant information about the medical condition and obtain or prepare an individual healthcare plan. As appropriate, in agreement with parents and after this has been risk assessed, individual pupils may

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be given responsibility for keeping such equipment/medication with them, both in school and on off-site visits, and this will be recorded on the MIS and reviewed on a regular basis. Otherwise, the equipment/medication will be kept, suitably labelled, in the medical room.

- The administration of emergency medication is recorded in the manner outlined in the 'Reporting/Recording' section of this policy.
- For more routine administering of medication, such as use of inhaler for shortness of breath, parents will be informed by green slip (Junior School) or emailed portal notice (Senior School), as detailed elsewhere in this policy. For more serious incidents or in a medical emergency, parents will be contacted, preferably by telephone, as soon as possible.
- The school holds its own asthma inhalers which can be used in an emergency for pupils who are currently prescribed this medication by their doctor and if written parental consent has been given. "Guidance on the use of emergency salbutamol inhalers in schools" (March 2015) is followed. See the school's Illness and Medication policy for further details.
- **If an adrenaline auto-injector is used, then 999 must be called.**

For guidance regarding Aspirin, Controlled Drugs and Administering Medication to Students over 16 Years of Age please refer to the School's Illness and Medication Policy

Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the School Nurse and take medical advice if appropriate.

Reporting/Recording Procedures

Reporting/Recording Procedure for Sandleford

- The accident form is completed by the member of staff who administered first aid.
- If emergency medication has been required then a medication form must be completed in accordance with the School's Illness and Medication Policy. –
- Bumps to the head are recorded on an accident form and subsequent observations of the child are recorded on the 'head observation' section of the form.
- The form is to be signed and dated by another member of staff who witnessed the first aid treatment and also by the Sandleford Manager or Deputy Manager.
- Parents are telephoned in the case of any serious or significant injury and always in the case of a head injury.
- Parents are asked to sign the accident/medication form on arrival to collect their child.

Sandleford will notify OFSTED and child protection agencies of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. It is an offence not to do so, without reasonable excuse. Providers must also notify local child protection agencies in the event of any serious

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accident, or injury to, or death of, a child while in their care and act on advice from those agencies. (See the Statutory Framework for EYFS 2023). Notification of a serious accident, illness or death can be made to Ofsted by email at CIE@ofsted.gov.uk or enquiries@ofsted.gov.uk

Recording/Reporting Procedure for Junior and Senior School Pupils, Member of Staff and Visitors

- A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity.
- If the pupil, staff member or visitor is **not** treated by the School Nurse, the first aider should complete a record of first aid administered and pass this to the School Nurse, who will then record the details on the MIS. Forms are available for this purpose in the Junior and Senior staff rooms or the medical room.
- In Reception, a record can be made on the MIS by the Reception teacher/Curriculum Manager.
- The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the incident or illness. Unless the person is returning immediately to their timetabled location, what happened to the injured, or ill, person immediately afterwards should also be recorded.
- All injuries, accidents and illnesses unless extremely trivial, e.g. plaster for a small blister, must be reported to the School Nurse who is responsible for ensuring that they are recorded in the MIS on the individual's records, or on a green accident form when required (see below) and that parents are kept informed as necessary.
- The School Nurse is responsible for passing details of more serious accidents to the Bursar, who will report to the HSE where required (see RIDDOR below).
- Records should be kept in accordance with the School's Retention of Records Policy.
- Providers must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- In Reception, the Reception teacher/Curriculum manager will be responsible for ensuring that OFSTED and child protection agencies are notified of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. It is an offence not to do so, without reasonable excuse. (See the Statutory Framework for EYFS 2023). Notification of a serious accident, illness or death can be made to Ofsted by email at CIE@ofsted.gov.uk or enquiries@ofsted.gov.uk
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear.
- The School Nurse will ensure a report sheet from the green accident form book is completed for every serious or significant accident that occurs, on or off the School site, if it arises in connection with a school-related activity. A green form will also be completed for any incident involving a visitor. This will be passed to, and kept by, the Bursar.

A pupil's accident and illness record can be provided to their parents subject to data protection laws.

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**) to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work** to the Health and Safety Executive (HSE).

- Accidents involving employees which result in death or a specified injury must be reported without delay (specified reportable injuries include: fracture, other than to fingers, thumbs and toes; amputations; any injury likely to lead to permanent loss of, or reduction in, sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns which cover more than 10% of the body, cause significant damage to the eyes, respiratory system or other vital organs; scalping requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia and 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).

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- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident. Injuries where an employee is away from work, or incapacitated, for more than three days, should be recorded (from April 2012) but no longer need to be reported to the HSE.
- Injuries to pupils and visitors, who are involved in an accident at school, or on an activity organised by school, are only reportable under RIDDOR if the accident results in death, that arose out of, or in connection with, a work activity; an injury that arose out of or in connection with a work activity, where the person is taken directly to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- Certain occupational diseases, if linked to occupational exposure, must also be reported to the HSE, on receipt of a written diagnosis from a doctor.
- Certain dangerous occurrences and specified near-miss events are also reportable under RIDDOR.

For more full details of what and how to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

The telephone number for reporting fatal and specified injuries **only** is 0345 300 9923

Emergency First Aid

If any member of staff believes that someone is suffering from a serious or life-threatening event, accident or illness, an ambulance is to be called at once by dialling 999. In the event of the casualty being unresponsive and not breathing normally, a bystander should be sent for the AED.

The list below provides guidance on when an ambulance must be called but is not exhaustive, and if in doubt, an ambulance or paramedic should be requested.

- Suspected Stroke
- Unresponsive Hypoglycemia
- Suspected Heart Attack
- Unresponsive Asthma attack
- Anaphylactic Shock
- Suspected spinal injury
- Suspected broken limb causing Immobility
- Serious breathing distress
- Unconsciousness
- Severe bleeding

If a pupil requires hospital treatment a member of school staff will accompany the pupil if their parents do not arrive in time to do so. The member of staff should then normally wait at the hospital until the pupil's parent or guardian arrives.

Procedure for cleaning blood and body fluid spillages

- All spillages of blood, faeces, saliva, nasal and eye discharges should be cleaned up immediately.
- Maintenance or cleaning staff to be contacted so that appropriate cleaning of the area can be arranged.
- The initial clean up should be carried out by the person(s) at the scene.
- Personal Protective Equipment should always be worn (use disposable gloves from a First Aid Box or from the Medical Room).
- The area should be cleared and a 'Wet Floor Hazard' sign placed appropriately, if necessary.
- Use Emergency Spillage Compound (available from Medical Room) to cover the spillage.
- Follow instructions on spillage compound.

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- Place any materials used to scoop/scrape up the spill and all spillage debris into a yellow biohazard bag (located in First Aid Boxes and in the Medical Room) and dispose of bag in the yellow bin in the Medical Room.
- If unable to access Spillage Compound, in the first instance, the area can be covered with paper towels, which should be left in place to absorb the spill and then placed in yellow biohazard bags. The area should then be cleaned with disinfectant.
- In all cases the area should be well ventilated and left to dry.
- Soiled clothing should be 'doubled-bagged' in plastic bags and tied up for parents to take home.

Off-site visits, sporting fixtures and residential trips.

Leaders of these activities should ensure that there is adequate first aid provision during any journeys or at venues. This should be recorded on the activity's risk assessment, and this will also include relevant medical needs of the pupils taking part. They should ensure that they take appropriate first aid equipment (provided by the School Nurse) and relevant pupil information when leaving the school site. Any first aid or medicine administered should be recorded and included on a trip evaluation form if necessary. The School Nurse should make note of any significant medical information on the school's MIS.

Before and After School Activities and Clubs

Sports coaches and supervisors of after-school study or clubs should hold a suitable First Aid Qualification or ensure that first aid cover is available at school. They will receive an induction during which they are made aware of the First Aid Policy, the fire safety and emergency evacuation procedures, the Child Protection (Safeguarding) Policy & Safeguarding Guidance and any other policies which may be relevant to their activity. They will be provided with a list of contact numbers for the members of the Senior Leadership Team on duty and accident report forms. They should ensure that they have immediate access to a First Aid Box and carry a mobile phone. Sports coaches and sports activity leaders should provide a suitable risk assessment, which is reviewed by the PE department.

Procedure for Accident or Illness during a Before or After School Activity

- First Aid is given in accordance with the level of training of the First Aider
- Where deemed necessary, for serious or life-threatening conditions, and as outlined elsewhere in the First Aid Policy, an ambulance is to be called without delay by calling 999.
- Should the accident/illness be serious or significant, the member of Senior Leadership on duty should be contacted, who will then telephone the child's parents and allow the First Aider to focus on delivering appropriate care.
- Details of the accident/illness should be recorded, in accordance with the school's First Aid Policy. These should then be passed to the School Nurse, who will enter them into the MIS and, in the case of more serious or significant illness or accident, pass them to the Bursar, on a green accident form.
- Parents should always be informed of any head injury and follow the Head Injury Protocol with either the first aider or the member of Senior Leadership on duty speaking directly to the parent when they collect their child.

Please note that all references to the School Nurse also apply to a suitably trained and qualified person covering the role.

Date	Changes Made
June 2017	First Aiders Name and Qualifications updated. References to EYFS Framework 2017 updated.

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October 2017	First Aiders Name and Qualifications updated.
November 2017	Additional location of First Aid Boxes
January 2018	Appendix B updated to include refresher training 3/1/18
May 2018	Appendices updated to include training April 2018
May 2019	AED- Guidance for Schools Sept 2018 referenced Appendix A amended, Appendix B deleted
June 2019	Description of procedures rationalised, Trips and visits paragraph updated. Use of school salbutamol inhalers included
March 2021	Reference to whole school risk assessment for Covid-19 AED guidance updated Oct 2019 EYFS updated 2020 Reference to Head Injury Protocol added
October 2023	References to relevant legislation, guidance or frameworks updated Appendix A updated

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FIRST AID POLICY

APPENDIX A

LIST OF FIRST AIDERS

(Those marked * have also received defibrillator training)

NAME	DATE QUALIFICATION EXPIRES	TYPE OF QUALIFICATION
NURSERY		
Katie Noonan	16/7/24	PFA
Naomi Kelly	14/10/25	PFA
Katie Grineau	19/11/24	PFA
Katherine Lee	19/11/24	PFA
Miriam Hamm	14/10/25	PFA
Charlotte Tayler	14/10/25	PFA
Jill Magpusao	29/9/26	PFA
Abigail Baggs	29/9/26	PFA
Lisa Barrett	16/7/24	PFA
David Taylor	19/11/24	PFA
Kaylie Pontin	15/1/24	PFA
Emily Sells	11/3/25	PFA
Samantha Exelby	22/7/25	PFA
Tiffany Dry	21/1/26	PFA
Evie Drewitt	21/1/26	PFA
Leonie Moeller	15/7/26	PFA
Hannah White	29/9/26	PFA
JUNIOR SCHOOL		
Alison Pasternakiewicz	May 2024	NRASTC
Eva Bloomfield	September 2025	EFA
Rachel Dye	September 2025	EFA
Josette Pearmine*	September 2026	EFA
Sarah Webb*	September 2025	EFA
Clare Lawrence*	September 2025	EFA

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Pete Dove*	September 2025	EFA
Sarah Morris	September 2025	PFA
Sarah Bloxsom	September 2025	PFA
Sara Ducker*	September 2026	EFAW
Helen Moth*	April 2024	EFAW
Amelia Smith*	September 2026	EFAW
Maria Davidson*	September 2026	EFAW
Gemma Livingstone	April 2024	EPFA
Lizzie Hayes*	April 2024	EFAW
Kay Gorbod	September 2026	EFAW
Suzanne Clements	September 2026	EFAW
Nicola Hart	April 2024	EFAW
Ranan El Laham	January 2026	EFAW
Yvonne Brown	September 2025	PFA
Clare Dedden	September 2026	EFAW
Denise Wilkinson	September 2026	EFAW
Louise Farthing	September 2026	PFA
Lorna McIntyre	September 2026	PFA
Juliet Ryder	April 2024	FFA
Joanna Edge	December 2023	EFAW
Sharon Thomson	September 2025	PFA
SENIOR SCHOOL		
Katie Hastings*	September 2025	EFA
Marc Ives*	September 2025	EFA
Pip Joseph	April 2024	NRASTC
Becky Wright	April 2024	NRASTC
Melanie Hunter*	September 2026	EFAW

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Sarah Ferretti*	September 2026	EFAW
Paul Spurrett*	September 2026	EFAW
Alice Rawlins	September 2026	EFAW
Caroline Woodhouse	September 2026	EFAW
Ravindra Shah	September 2025	EFAW
Angus McMahon	September 2026	EFAW
Jake Rowell	September 2026	EFAW
Jenny Knott	January 2026	EFAW
Steve Oxley	October 2024	EFAW
Helen Kuijpers	January 2026	EFAW
Karen Ali	September 2025	EFAW
Kirstin Saynor	September 2025	EFAW
Crystal Gwilliam	April 2024	EFAW
Verity Brazendale	April 2024	NRASTC
JUNIOR/SENIOR		
Tsveta Thrower*	September 2026	EFAW
Ruth Chaplin*	January 2026	EFAW
Catherine Cockar	February 2026	OFA L2
SUPPORT STAFF		PFA 2
Phil Nutley*	April 2024	EFAW
Ann Borzoni*	April 2024	EFAW
Ami Kail*	April 2024	EFAW
Richard Manning	September 2026	EFAW
Olivia Rowlands	September 2026	RGN, PFA
Paulo Maldonado	February 2026	EFAW
Emma Paddock	April 2024	EFAW
Andy Austin	January 2026	EFAW

Including our Early Years Foundation Stage provision

Paul Herbert	January 2026	EFAW
Amy Williams	November 2025	FAW
Stephanie Day	January 2025	FAW
Jeffrey Elam	April 2024	EFAW
Jacqui Goodman Mills	April 2024	EFAW
Tracy Harpwood	April 2024	EFAW
Glen Hilton	April 2024	EFAW

PFA – Paediatric First Aid (2 day course)

EPFA – Emergency Paediatric First Aid (1 day course)

EFAW – Emergency First Aid at Work (1 day course)

FAW – First Aid at Work (3 day course)

NRASTC – National Rescue Award for Swimming Teachers and Coaches (covers Emergency First Aid)

FFA – Forest First Aid

OFA L2 – Outdoor First Aid Level 2 (2 day course)

Including our Early Years Foundation Stage provision

FIRST AID POLICY
APPENDIX B

LOCATION OF FIRST AID BOXES
(October 2023)

SANDLEFORD

Sandleford Office
Pre-School Room
Reception Classroom
Reception Outdoor Education Bag

JUNIOR SCHOOL

Junior Staffroom
Year 2 Outdoor Education Bag
Junior Playground Toilets
Transport Manager's Office
4-6 Club (in drawer in classroom)

NORTH BLOCK

Design Technology/Textiles
Food Technology
4-6 Club (in drawer in ICT 1)
Catering Manager's Office

SCIENCE BLOCK

Science Block Preparation Room (Eye Wash located here)

SENIOR SCHOOL

Senior School Main Office - including an Emergency Inhaler and supplies for diabetic pupils
Senior Staffroom
Art Department x 2 (Eye Wash located here)

OTHER LOCATIONS

Sixth Form Centre (in kitchen in marked locker)
Medical Room (Eye Wash located here)
PE Department Staff Bags
Site Office and Workshops x 4 (Eye Wash located here)
Pool House (when Swimming Pool in use)
Minibuses

Boxes for trips and off-site activities are kept in the Medical Room