

13A



EDGEBOROUGH SCHOOL

First Aid Policy

(including EYFS and Boarding)

UPDATE LOG

DATE	CHANGE	By Whom
08.05.2018	Updated	CJ
22.05.18	Checked formatting and review	DJWT
08.10.18	Added updated first aid qualifications list	DJWT

Contents

Introduction	4
GENERAL	5
TRAINING	5
SICK BAY	6
GENERAL INFORMATION	6
FIRST AID BOXES	6
DEFIBRILLATOR - AED.....	6
EMERGENCIES	7
PROCEDURES FOR STAFF	7
OFF-SITE TRIPS	7
HYGIENE PROCEDURES	8
MANAGING BLOOD AND BODILY FLUIDS	8
OUTSIDE NORMAL SCHOOL HOURS	10
ASSESSMENT OF FIRST AID NEEDS	10
PARENTS' SECTION.....	12
Pupils with serious medical conditions.....	12
Medicines.....	12
Illness Outside School	13
Injuries	13
Off Games	14
Dental Care	14
EYFS - Early years' foundation stage.....	14
APPENDIX 1 – First Aid Kit Locations.....	16
APPENDIX 2 – Defibrillator Location	17
Appendix 3	18

Introduction

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner. The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

The School is committed to provide first aid care for any pupil, member of staff or visitor who suffers an injury or illness whilst on school premises or off-site as part of a school activity. In this respect Edgeborough School seeks to meet their obligations under The Health and Safety at Work Act, The Management of Health and Safety at Work Regulations, The Health and Safety (First-Aid) Regulations 1981, HSE Approved Code of Practice & Guidance L74 – First Aid at Work, by:

- Carrying out an assessment of First Aid needs to identify the School's requirements across the broad spectrum of activities undertaken both on and off site.
- Making available suitably trained personnel to act as First Aiders or Emergency First aiders at all times when people are on the school premises and also off the premises whilst on school visits.
- Maintaining a dedicated Sick Bay at Edgeborough.
- Keeping detailed records of illnesses, accidents and injuries together with an account of any first aid treatment, non-prescription medication or treatment given to a pupil. The School has procedures in place for ensuring that these records are reviewed regularly to minimise the likelihood of recurrence wherever possible.
- Providing an up to date list of all First Aiders and Emergency First Aiders for all staff and arranging training and refresher training as recommended by the HSE Guidance on First Aid for Schools.
- Providing suitably equipped first aid boxes and bags in designated areas, mini-buses and for trips or away matches.
- Reporting to the Health and Safety Executive any incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Signed:

Mr Jeremy McIlroy, Chair of Governors.....Date:

Mrs Cheryl Connelly, Business ManagerDate:

GENERAL

The health and welfare of children at Edgeborough School is of paramount importance to us.

TRAINING

Staff are trained (and retrained) as appropriate to their roles, to refresh their first aid capabilities and to ensure that their certification remains current. The school has four types of First Aider:

A Paediatric First Aider (PFA) is someone who has undergone an approved training course in Paediatric First Aid and who holds a current certificate. Paediatric First Aid training (3 day) is provided for key EYFS and First Aid duty staff at Edgeborough School in addition to the basic one day first aid training. Their role involves:

- undertaking first aid treatment in accordance with their training
- summoning an ambulance or other external medical services
- ensuring that appropriate records are kept

There will be at least one Paediatric First Aider on site at all times when Early Years' Foundation Stage children are in school.

A First Aider (FAW) is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. FAW training (3 day) is arranged for key staff and for those staff who supervise pupils in high risk areas and activities or places remote from help. Their role involves:

- undertaking first aid treatment in accordance with their training
- summoning an ambulance or other external medical services
- ensuring that appropriate records are kept

An Emergency First Aider (EFAW) is someone who has undergone an approved Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. EFAW training is provided for teaching and non-teaching staff as appropriate to the activities undertaken and identified by the Assessment of First Aid Needs. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training
- summoning the assistance of a First Aider where available
- summoning an ambulance or other medical services
- ensuring that appropriate records are kept

An Appointed Person (APFA) is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Shorter non-HSE accredited First Aid awareness courses are provided at Edgeborough for new staff as part of their Induction to the School and other staff who would benefit from some awareness of first aid matters. Their role includes:

- taking charge when someone is injured or falls ill

- calling an ambulance (where required)

SICK BAY

The Sick Bay is staffed by trained first aiders and is available for day pupils, boarders, staff and visitors. During term time it is staffed by the school Matron and a rota of other First Aiders so that 24 hour care is available for boarders.

The Sick Bay has the capability to care for sick or injured pupils on a temporary basis; it is not suitable or geared for longer term occupation. A day pupil, or boarder who falls ill during the day is to be collected during the normal working day and a boarder who falls ill during the night to be collected at the first available opportunity, usually the start of the school day.

GENERAL INFORMATION

- A list of first aiders is posted on notice boards around School and is maintained by Matron.
- All accidents must be reported to the Sick Bay where details of the accident and treatment are recorded.
- Staff taking pupils off-site for visits or sports matches must record any accidents on a School accident report form and hand this in to Matron or the Bursar on return to School.
- The Sick Bay staff will inform parents of the accident, subsequent first aid treatment and provide advice.
- Pupils with serious medical conditions, such as asthma, anaphylaxis and diabetes, are identified on the "R" Drive and pupil database so that teaching staff are aware of this information and may seek advice from Matron if required.

FIRST AID BOXES

First aid boxes are placed in priority areas [Appendix 1]. Matron is responsible for checking all first aid equipment and the contents of the first aid boxes termly or half-termly depending on usage.

DEFIBRILLATOR - AED

As referred to by DfE Automated External Defibrillators (AEDs) A guide for schools February 2018, AEDs are designed to be used by someone without any specific training and by following step-by-step instructions on the AED at the time of use. The school circulates the manufacturer's instructions to all staff and to provides a short general awareness briefing session in order to meet the statutory obligations and to raise awareness of the AED in school and to promote its use should the need arise.

All staff receive basic AED training in regular First Aid Training refreshers.

The AED is in a location which is externally accessible at all times to the community, allowing it to be used for incidents occurring off school premises, and outside school hours. It is visibly advertised that the school site has an AED on the main school entrance. [Appendix 2]The code for the defib is - **C159X**

EMERGENCIES

- If a first aider or Matron judges that further emergency treatment is required, an ambulance will be called and the parent will be contacted immediately. A member of staff will accompany the pupil to hospital and remain with them until a parent / guardian arrives.

PROCEDURES FOR STAFF

- Staff must ensure that they are aware of any pupils with serious medical conditions in their teaching groups. This information can be obtained from iSAMS. Matron will provide staff with advice and additional training relating to pupils with serious medical conditions on request.
- Staff must ensure that all sick notes are passed to Matron as quickly as practical.
- Accidents must be recorded on the accident forms, parents will be informed by Matron or the duty first aider. (Please see the Health & Safety Policy for further details on accident reporting procedures.)
- An ill or injured pupil should be escorted to the Sick Bay. If a pupil is injured in the last moments of the day and a parent / guardian / nanny is waiting to collect them then the full medical procedures should still be carried out before a pupil is released to the person collecting them, i.e. accident forms / taken to matron / assessments made / advice given. This is essential in the case of all Head injuries.
- If movement is unwise, or is deemed to be unwise, the opinion of a fully qualified first aider must be sought and emergency services contacted immediately.
- For pupils with particular conditions (e.g. fainting, cuts, broken collar bone, diabetic hypoglycaemia, anaphylactic shock, and epileptic seizure) relevant information is available on the "R" Drive, the school database or with Matron. Staff to carry out instructions as per aforementioned sources of information.

OFF-SITE TRIPS

- Staff are responsible for undertaking a risk assessment when taking pupils on an off-site visit or trip, and must ensure that appropriate medical devices (inhalers, epipens, etc) are taken and that at least one accompanying member of staff has first aid and epipen training. For

low risk, non-residential educational trips, the organiser must ensure that a first aid box is taken.

- In line with Early Years' Foundation Stage guidelines, at least one member of staff who has current paediatric First Aid training will accompany every outing for children up to the age of five.
- All residential off-site trips must be accompanied by at least one appropriately trained first aider; the visit risk assessment will identify the number of first aiders required and any additional equipment required for pupils with serious medical conditions.

HYGIENE PROCEDURES

- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing/sanitising facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

MANAGING BLOOD AND BODILY FLUIDS

- Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge and semen) may contain viruses or bacteria capable of causing disease. It is therefore, vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection both staff and pupils should practise good personal hygiene and be aware of the procedure for dealing with body fluid spillages.
- Spillages of blood and other body fluids should be cleaned up immediately taking the following precautions.

Universal Precautions:

- A trained member of staff should handle all body fluids [Housekeeping / Matron]
- The immediate area should be cleared of people using hazard signs as necessary.
- Appropriate protective garments should be worn. These include Disposable gloves and apron; shoe protectors should also be used when appropriate.
- Organic matter should be removed using disposable absorbent cloths.
- The area should then be cleaned using hot water and detergent followed by the appropriate disinfectant taking into account the surface where the incident happened.
- The area should be dried thoroughly.

Disposal and cleaning precautions:

- All spillages of body fluids and material used during clearing up should be treated as “offensive hygiene waste” and be disposed of appropriately, double wrapped in a securely sealed coloured bag.
- Where blood or body fluids are contaminated with infectious materials this should be treated as “clinical waste” and should be double wrapped in a securely sealed coloured bag and brought to the sick bay ready for suitable disposal, in the bin provided, ready for specialist disposal.
- Relevant documentation should be kept on record.
- Non-disposable cleaning equipment, such as mops and buckets, should be disinfected and dried after use. It would be advisable to identify special mops and buckets to be used on these occasions. These will be colour coded (e.g. red) in order to prevent cross contamination.
- Contaminated clothing should be laundered separately on a hot wash.

- Carpets, soft furnishing and upholstery should be steam cleaned when possible.
- In cases of excessive spillage, these items should be disposed of as above.

Procedure for staff:

- All blood and body fluid spills should be notified to the cleaners via the Domestic Bursar, Sue Wright, and the School Matron, Cheridah Fleming-Chart, who will supervise the cleaning. When Domestic Bursar / Caretaker is not available, the school Matron should take charge.
- The immediate area should be cleared of all people and hazard signs used if necessary.
- The appropriate casualty should be escorted to the health centre if they can be safely moved.
- Anybody handling the casualty should wear protective clothing, i.e. gloves and apron.
- During accidents and injuries, disposable gloves should be worn and can be found in all first aid kits. (It is recommended that these should be latex free in order to reduce the risk of latex allergies.)
- All bleeding wounds should be covered with a sterile dressing found in each first aid kit.
- Any surface upon which a body fluid has spilled should be cleaned, disinfected and dried thoroughly using the guidelines below.

Managing accidental exposure to blood:

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury (e.g. from needles, instruments, bone fragments, significant bites that break the skin)
- Exposure of broken skin (e.g. abrasions, cuts and grazes)
- Exposure of mucous membranes, including the eyes and mouth.

The following action should be taken immediately following accidental exposure:

- Immediately stop what you are doing.

- In case of a wound, encourage bleeding of the wound by applying gentle pressure- do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into eyes, irrigate with cold water. If blood and body fluids splash into your mouth, do not swallow. Rinse out several times with water.
- Report the incident to the school nurse or A & E out of hours.
- Complete an accident form.
- The School Matron will seek advice and a risk assessment carried out in consultation with the local health authority on further treatment.
- The School has an obligation to ensure that appropriate cleaning equipment is provided at all sites. It should also ensure this policy is accessible to all staff and guidelines are stored with cleaning equipment.
- Key members of staff should be trained in disposal of body fluid spills and identified to all staff. [Housekeeping / Matron]

OUTSIDE NORMAL SCHOOL HOURS

e.g. lettings and parents' evenings.

- During term time 24 hour care is available for school based events.

In addition:

- Organisations or individuals wishing to hire one of the facilities for an activity or function are instructed to make their own risk assessments and provide sufficient first aid cover for their needs.
- Organisers of parents' evenings will use the school first aid provision available during term time such as the Sick Bay and trained First Aiders.
- Organisers of larger events such as concerts are required to risk assess each event separately and arrange appropriate first aid cover.

ASSESSMENT OF FIRST AID NEEDS

- The Assessment of First Aid Needs will be reviewed annually by the Headmaster, Business Manager, Matron, and other staff as appropriate.
- Where the assessment identifies a low risk of injuries access to the Sick Bay, a first aid trained member of staff and a first aid box is considered to be sufficient.

- Where activities pose a higher risk of injury, for example work with dangerous tools or machinery, climbing, rugby or expeditions across rough terrains in remote locations, access to additional aid will be required supported by additional safety measures.

PARENTS' SECTION

The School requests your assistance in looking after the health and wellbeing of the school community:

Pupils with serious medical conditions: e.g. anaphylaxis, diabetes, epilepsy, asthma

- All staff are made aware of pupils with serious medical conditions through the school pupil database – iSAMS. Lists of such pupils as well as a photograph are compiled by matron at the start of each year and are accessible in confidence. Such information is updated as necessary. It is important that the school is kept informed of any changes to pupils' medical conditions.
- Where pupils have epipens, parents are asked to provide a minimum of two in-date epipens for their child at all times.
- In the Nursery and Pre Prep one epipen must be available in those locations at all times, the Sick Bay will hold the second epipen.
- For Prep school pupils the epipens are kept in the Sick Bay and are accessible at all times.
- Edgeborough pupils who suffer from Asthma must have access to inhalers at all times – a spare must be kept with Matron. Parents are asked to provide a labelled in date spare inhaler for their child that can be kept in the Sick Bay.
- Edgeborough School pupils requiring insulin during the school day keep their supply in the Sick Bay fridge.

Medicines

We hold a supply of non-prescription medicines which we will administer to your child according to your instructions and prior consent (every parent should complete a Medical Form before their child starts at Edgeborough). We are also able to administer prescribed medicines provided, such medicine is taken to Matron with a completed form giving authority to administer the medicine.

It is fully labelled with:

- The dosage
- Any special storage instructions
- If pills need to be divided this should be done by a parent before they are brought into school.
- We will, of course try to ensure that the medicine is given at the correct time but your child also has a responsibility to: come to the Sick Bay to take it and ensure that it is taken home when required.

Records are kept by Matron of all medication or First Aid treatments administered.

With the exception of the Epipen, the School will not undertake any injections of medicine.

If your child has a specific medication for a potentially serious illness, e.g. anaphylaxis, you must ensure that Matron, the office and form teacher are aware of where it is kept at all times. Parents of children with any medical conditions will be asked to complete a Medical Questionnaire to enable all staff to identify them if there is a problem and know what to do. Please ensure that all contact information is kept up to date and any changes are notified to the office as soon as possible.

Illness Outside School

If your child is unwell before coming to school in the morning please consider very carefully whether they are fit enough to get through the school day. If you have doubts, particularly in the case of sickness or an upset stomach before school, it may be prudent to keep them away from school. As we have very limited facilities for convalescence, it could be embarrassing if the symptoms persist or recur during the day. Please also consider the risk of your child spreading infection to other pupils. For the well-being of all children and staff we have a strict 48 hour rule in all cases of sickness or diarrhoea and 24 hours for a raised temperature.

Parents of pupils are contacted in writing at the start of each academic year with a reminder of the school's procedures for children who are ill or infectious and further reminders and information are sent during the term. If your child is suffering from anything which is highly contagious (e.g. conjunctivitis, impetigo), *please do not send them to school*. If you think your child may be suffering from something which may be contagious, e.g. chicken pox, please tell their form teacher or Matron and confirm it with them as soon as it has been verified. If we are aware of a contagious illness within the school we will inform relevant parents by letter and/or text message.

Injuries

Injuries at School

There are numerous ways in which a child can be injured and a school day is no different from any other. Our aim is that any injuries received at school are treated as quickly as possible and pupils are given the relevant assistance needed for the injury they have received. To that end:

All our staff are given first aid training and all teachers who work with EYFS and pre-prep pupils are given paediatric first aid training.

For some events which may be deemed to carry more than the usual levels of injury, such as the Fireworks evening, additional first aid provision will be available.

If an injury appears sufficiently serious that your child should be taken to hospital we will make every effort to get in touch with you first so that you can either take them or at the very least meet them there. If we cannot reach you, a member of staff will take them to hospital and efforts to contact you will continue from school.

If an ambulance is needed, a member of staff will go in the ambulance with your child and you will be contacted, told what has happened and where your child has been taken as soon as is possible.

For all injuries received at school which are reported to a member of staff, an accident report will be completed. If necessary, a treatment slip will be sent home with your child.

For head injuries, we will contact you and let you know that your child has received an injury to their head, the extent of the injury and the action we have taken. Most head injuries received at school do not require your child to be collected. This call is just precautionary in case of any ill effects in the evening.

Injuries Outside School

If your child has had an injury outside school which may affect them during school you should send a note in to the form teacher who will tell the office. If your child has suffered a concussion outside school, he / she should not play contact sports for three weeks.

Off Games

If your child is to be off games for any reason they should bring in a note to Matron to explain why they should not be taking part in the games lesson and how long this situation will continue. Pupils who are off games are supervised and are expected to work at school during the games period. It should not be expected that off games pupils can go home.

We will make every effort to ensure that any child suffering from illness or injury at school is kept as comfortable as possible and is dealt with sympathetically and appropriately keeping parents fully informed of the situation.

Dental Care

Parents are asked to make sure that their children pay regular visits to their dentist and appointments must be made out of school hours. Permission will only be given for appointments within school hours in cases of emergency or real need.

Accidents which can involve teeth are of course a potential hazard within a school environment; we recommend that you consider dental insurance which will cover treatment required after any accidental damage has been caused.

EYFS - Early years' foundation stage

Minor accidents will be dealt with by Early Years staff using protective surgical gloves. Staff regularly attend paediatric First Aid courses which meet with Ofsted approval and adhere to the guidelines given. Accidents of a more serious nature, or if the member of staff is unsure of the implications involved, will be dealt with by Matron. Ice packs are not to be used on head injuries and only hyper-allergenic plasters to be placed on children's minor cuts.

First Aid kits are kept in the Reception Year staff room, Nursery 1 & 2 and are taken on outings. The contents are constantly checked and replenished when necessary. [Appendix 1]

All accidents however small will be recorded on an accident form in Nursery and Reception. There are separate books for Reception, Nursery 1 and 2. Incidents will be recorded in the Incident Book including those that have occurred at home which could affect the child's time at school. Both books will be signed by the member of staff present at the accident/incident and/or who has given first aid, and the parent/carer responsible for child. Parents will be informed of any accident or injury sustained and any First Aid given on the same day as the incident.

More serious accidents, incidents and near misses are recorded on the relevant forms kept in Nursery and Reception. These are completed by Staff responsible for child/children at the time of the event. The Head of Nursery / Pre Prep will complete an additional form and implement any further action required. These forms are passed onto the Business Manager.

Medicines will only be given with written consent from parents and if the relevant Administration of Medicines form is completed. Parents sign and receive a copy of the form when collecting their child. Medicines should also be in the original container, named and with the dosage and frequency written on them. This will be recorded by the Nursery staff in a daily dairy. Parents sign a consent form for Matron to give, or not to give, Calpol to their child. Allergy forms are completed by parents prior to entry. Children with life-threatening allergies will have, if appropriate, named epipens on the premises.

If a child is unwell they should not attend school. To prevent the spread of infection to other children and staff all children must stay away for 48 hours after the last symptoms of their illness, this includes fever, vomiting and diarrhoea. This will also help to build up the child's stamina and so prevent them contracting another illness. The day is very busy and varied and unlike at home they are in and out of the building with changing temperatures and demands. It is often advisable for the child to attend a slightly shorter session i.e. the morning rather than full day when returning. If unsure please contact the child's teacher.

During the day if a child is unwell the parents/carers will be contacted so that he/she can be collected from school as soon as possible. If there is immediate cause for concern Matron will be contacted to administer appropriate treatment or if necessary contact the emergency services.

Parents of EYFS pupils are contacted in writing at the start of each academic year with a reminder of the school's procedures for children who are ill or infectious. Please follow the guidelines for contagious diseases such as impetigo and chickenpox and keep children at home whilst infectious. If we are aware of a contagious illness within the Nursery we will inform parents via the Friday letter, text message, email and/or notice board. Parents are to phone in to inform the school if their child is diagnosed with an illness.

It is the responsibility of parents to keep the School updated of any changes to health and medical requirements for school. The School cannot be responsible if information is not forthcoming

APPENDIX 1 – First Aid Kit Locations

First Aid Boxes:	Locations
Staff common room	Book shelf with Inhaler and spacer
Art room	On the shelf near the sink
DT	Workshop - on the shelf
Punshon Hall	Sports office by the door with inhaler and spacer
Science room 1	Mounted by the door
Science room 2	Shelf on the right of door
Science room 2 kitchen	In the cupboard next to the sink
Swimming pool	Next to the Girls changing room
Pre prep staff common room	Staff common room with inhaler and spacer
Hawkes	In the cupboard in the Hawkes Room
Nursery 1	Kitchen
Nursery 2	Kitchen with inhaler and spacer
Main Kitchen	Tea and Coffee Room
Boarding house kitchen	Above the fire place in boarders' kitchen
Minibuses	In the front of the minibus

APPENDIX 2 – Defibrillator Location



Appendix 3

Staff First Aid Training List 2018-2019

<u>NAME</u>	<u>POSITION</u>	<u>QUALIFICATION</u>	<u>EXPIRES</u>
Louise Blair	Nurse	APFA/PFA	Sep 20/Sep21
Denise Horn	Nurse	APFA/PFA	Sep 20/Sep 21
Carol Shearman	Nurse	APFA/PFA	Sep 20/Sep 21
Charlotte Gregory	Nurse	APFA/PFA	Sep 20/Sep 21
Bernie Schoenburg	Nursery	APFA/PFA	Sep 20/Sep 21
Sarah White	Nursery	PFA	Sep-20
Tara Platt	Nursery	APFA/PFA	Sep20/Sep21
Olivia McKenna	Pre Prep	APFA/PFA	Sep20/Sep21
Gill Iffland	Pre Prep	APFA/PFA	Sep 20/Sep 21
Sally Clifford	Pre Prep	APFA	Sep-20
Sally Hayman-Start	Pre Prep	APFA/PFA	Sep 20/Sep21
Tania Morante	Pre Prep	APFA/PFA	Sep 20/Sep 21
Sarah Goddard	Pre Prep	APFA	Sep-20
Camilla Hooper	Pre Prep	APFA/PFA	Sep 20/Sep 21
Shona Sutton	Pre Prep	APFA/PFA	Sep 20/Sep 21
Jo Chipperfield	Prep	APFA	Sep-20
Sian Hammond	Prep	APFA	Sep-20
Tanya Pavitt	Prep	APFA	Sep-20
Beth O'Reilly	Prep	APFA	Sep-20
Mike Darlow	Prep	APFA	Sep-20
Sarah Khan	Prep	APFA	Sep-20
Angela Rook	Prep	APFA	Sep-20
Marian Holland	Prep	APFA	Sep-20
Judith Metcalfe	Prep	APFA	Sep-20
Jennifer Thomas	Prep	APFA	Sep-20
Colette Grist	Prep	APFA	Sep-20
Charlie Grayson	Prep	APFA/FAW/RLS	Sep 20/Apr 19/Apr 19
Kate Davies	Music	APFA/FAW/RLS	Sep 20/Apr 19/Apr 19
Tim Barette	Prep	APFA	Sep-20
Clare Marren	Prep	APFA	Sep-20
Heather Holder	Prep	APFA	Sep-20
Harrison King	Prep	APFA	Sep-20
Ivo Weck	Prep	APFA	Sep-20
Louisa Bird	Prep	APFA	Sep-20
James Wells-Cole	Prep	APFA	Sep-20
Caroline Smith	Prep	APFA	Sep-20
Domitille Johnson	Prep	EFAW	Sep-21
Sabrina Hinchliffe	Prep	APFA/FAW/RLS	Sep 20/Apr 19/Apr 19
Jill Smith	Prep	APFA	Sep-20
Mark Trewinard	Sport	APFA/FAW/RLS	Sep 20/Apr 19/Apr 19

David Jones	Sport	APFA/FAW/RLS	Sep 20/Apr 19/Apr 19
Duncan Yates	Prep	APFA/FAW/RLS	Sep 20/Apr 19/Apr 19
Claudia Rafferty	Sport	APFA/FAW/RLS	Sep 20/Apr 19/Apr 19
Cheridah Fleming-Chart	Matron/Boarding	PFA	Sep-21
Andrea Durrant	Matron	APFA/PFA	Sep20/Sep21
Charlotte Jones	Boarding/Leap	APFA	Sep-20
Dan Thornburn	Headmaster	APFA	Sep-20
Clive Holder	Snr Dep Head	APFA	Sep-20
Ken Annis	Ac. Dep Head	APFA	Sep-20
Rob Smith	Dep Head	APFA	Sep-20
Cheryl Connelly	Business Manager	APFA	Sep-20
Thelma Blankley	Kitchen Staff	APFA	Sep-20
Charlotte Corm	Kitchen Staff	APFA	Sep-20
Sue Wright	Kitchen Staff	APFA	Sep-20
Janet Ashworth	Support Staff	APFA	Sep-20
Lindsey Scott	Support Staff	APFA	Sep-20
Helen Green	Support Staff	APFA	Sep-20
Emi Thornburn	Support Staff	APFA	Sep-20
Christine Davies	Support Staff	APFA	Sep-20
George Stoneman	Support Staff	APFA	Sep-20
Phill Jeanmonod	Support Staff	APFA	Sep-20
Gill Dixon	Support Staff	APFA	Sep-20
Helen Pasley	Leap	APFA	Sep-20
Josie Elliott	Leap	APFA	Sep-20

APFA – Appointed Persons First Aider

EFAW – Emergency First Aider

PFA - Pediatric First Aider

RLS - Royal Life Saving / First Aid at Work