

13A



EDGEBOROUGH SCHOOL

## **First Aid Policy**

(including EYFS and Boarding)

**UPDATE LOG**

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08.05.2018	Updated	CJ
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## 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).

## 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/blended) 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 first aider. Shorter non-HSE accredited First Aid awareness courses are provided by 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 (iSAMS) 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 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.

## **PAEDIATRIC FIRST AID**

Teachers and Early Years practitioners regularly attend paediatric first aid courses which meet with Ofsted approval and adhere to the guidelines given (see updated First Aid Training List Appendix 3).

Minor accidents will be dealt with by the Nursery, Pre-School or Pre-Prep staff using protective surgical gloves. Accidents of a more serious nature, head injuries or if the member of staff is unsure of the implications involved, will be dealt with by Matron. With any head bump, parents will be called after the event.

Ice packs are not to be used on head injuries and only hypoallergenic plasters to be placed on children's minor cuts. First Aid kits are kept across the Nursery and Pre-Prep and are taken on all outings. The contents are constantly checked and replenished when necessary.

All accidents, however small, will be recorded on Accident Forms and signed by the staff member who witnessed the accident and who administered the follow up care. This form is then signed by the parent/carer on collection, with a copy given to the parent/carer and a copy filed. Any incidents recorded across the EYFS (either at home or at school, such as a child arriving with an injury or a biting incident at school) are noted in the Incident Book, with the written-up summary signed by the member of staff present and the parent/carer responsible for child.

More serious accidents, incidents and near misses are recorded on the relevant accident forms kept in Nursery and Pre-Prep and are completed by Staff responsible for child/children at the time of the event. These are then signed by the Head of Department and passed to Matron and the Bursar to be filed/acted on/reported.

## **CARE OF BOARDERS**

During the school day, the boarders will be cared for in the same manner as the day children. If a boarder is deemed too unwell for school in the morning, they will be cared for in the Boarding House, by House staff, until they can be collected by their parent or guardian.

Further details of how boarders' medical needs will be catered for can be found in the Boarding Policy.

## 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. These notes are usually in the form of emails from parents or guardians.
- 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 (iSAMS) 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, adrenaline pens, etc) are taken and that at least one accompanying member of staff has first aid and adrenaline pen 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 and/or the School Matron, who will supervise the cleaning. When neither the Domestic Bursar nor Caretaker is 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 sterile dry 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. This care will be coordinated by the staff member in charge of the event.

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, Bursar, 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 adrenaline pens, parents are asked to provide a minimum of two in-date adrenaline pens for their child at all times.
- In the Nursery, Pre-School and Pre-Prep, one adrenaline pen must be available in those locations at all times. The Sick Bay will hold the second adrenaline pen.
- For Prep school pupils the adrenaline pens 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 Adrenaline pens, 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.

For more information, please see our **Administration of Medication Policy**.

## **Illness Outside School**

If a child displays any symptoms that could be related to Covid-19 (high temperature, loss of sense of taste or smell, new or persistent cough), the child should not be sent to school. Instead, the parent or guardian should obtain a PCR test. If the result is negative, the child should return to school when they are well enough. If the test is positive, the parents should inform the school and keep the child off for 10 days, in line with National guidelines.

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 many 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 or an email should be sent 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 unless the off-games status is long term due to prolonged injury.

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.

In the Early Years oral hygiene features as a part of the curriculum offered (in accordance to the EYFS 2021).

### **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 hypoallergenic plasters to be placed on children's minor cuts. Matron is consulted with all head bumps and parents called following the incident.

First Aid kits are kept in the Pre-Prep staff room, Nursery and Pre-School and are taken on outings. A First Aid Kit is also kept in the outdoor classroom for woodland activities (OWL). The contents are constantly checked and replenished when necessary. [Appendix 1]

All accidents, however small, will be recorded on an accident form in Nursery, Pre-School and Pre-Prep. Incidents will be recorded in the Incident Book including those that have occurred at home which could affect the child's time at school and those which occur at school (e.g. biting). Both the accident forms and the incident book 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, Pre-School and Reception. These are completed by Staff responsible for child/children at the time of the event and signed by the Head of Nursery / Pre-Prep who will also implement any further action required and pass the form to Matron/the Bursar.

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/Pre-School/Pre-Prep staff in a daily diary. 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 adrenaline pens 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 24/48 hours after the last symptoms of their illness; this includes fever (24 hours), vomiting and diarrhoea (both 48 hours). 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/Pre-School 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	Kitchen
Pre-School	Kitchen
EYFS and Years 1 &2	Outdoor classroom
Main Kitchen	Tea and Coffee Room
Boarding house kitchen	Above the fire place in boarders' kitchen
Minibuses	In the front of the minibus
Maintenance Shed	Just inside the door on the wall

## APPENDIX 2 – Defibrillator Location



Location of the defibrillator – on the wall of the Pre Prep cabin.

### Appendix 3 – List of First Aiders on the Staff

Staff First Aid Training List 2021-22

NAME	POSITION	QUALIFICATION	EXPIRES
Charlotte Roberts	Nursery	PFA (QA Level 3)	Aug 24
Denise Horn	Nursery	PFA (QA level 3)	Aug 24
Jo Uprichard	Nursery	PFA (QA level 3)	Aug 24
Leah Hawkins	Nursery	PFA (QA level 3)	Aug 24
Amber Haywood	Nursery	PFA	Oct 23
Zoe Rutherford	Nursery	PFA	Dec 22
Berni Schoenberg	Nursery	PFA (QA level 3)	Aug 24
Sally Hayman-start	Reception	PFA (QA level 3)	Aug 24
Rory Watson	Reception	PFA (QA level 3)	Aug 24
Tara Platt	Reception	PFA (QA level 3)	Aug 24
Shona Sutton	Reception	PFA (QA level 3)	Aug 24
Jayne Symons	Head of Pre-Prep	PFA (QA level 3)	Aug 24
Gill Iffland	Pre-Prep	PFA (QA level 3)	Aug 24
Jo Lockley	Pre-Prep	PFA (QA level 3)	Aug 24
Camilla Hooper	Pre-Prep	PFA (QA level 3)	Aug 24
Anouk Van der Heijden	Pre-Prep	PFA (QA level 3)	Aug 24
Lucy Liddicoat	Pre-Prep	PFA (QA level 3)	Aug 24
Jill Smith	Pre-Prep	APFA	Aug 24
Jo Chipperfield	Prep	APFA	Apr 24
Sarah Khan	Prep	APFA	Apr 24
Chris Wood	Prep	APFA	Apr 24
Marian Holland	Prep	APFA	Apr 24
Jennifer Thomas	Prep	APFA	Apr 24
Colette Grist	Prep	APFA	Apr 24
Charlie Grayson	Prep	APFA	Apr 24
Kate Davies	Prep	APFA	Apr 24
Tim Barette	Prep	APFA	Apr 24
Harrison King	Prep	APFA	Apr 24
Paddy Flannery	Prep	APFA/RLS	Apr 24/Aug 23
Alice Toynton	Prep	APFA/EFAW	Apr 24/Nov 21
Louisa Bird	Prep	APFA	Apr 24
Pippa Parker	Prep	EFAW	May 24
James Wells-Cole	Prep	APFA	Apr 24
Domitille Johnson	Prep	APFA	Apr 24
Claire Lock	Prep	APFA	Apr 24
Sabrina Hinchliffe	Prep	APFA/RLS	Apr 24/Aug 23
Tom Robson	Prep	APFA	Apr 24
Ellie Buckey	Prep	APFA	Apr 24
Ken Annis	Prep	APFA	Apr 24

Emi Thornburn	Prep	APFA	Apr 24
Claudia Rafferty	Sport	APFA/RLS	Apr 24/Aug 23
David Jones	Sport	RLS	Aug 23
Barnaby Gray	Sport	RLS/APFA	Sept 22/Aug 24
Elizabeth Stemp	Prep	APFA	Apr 24
Duncan Yates	Prep	APFA/RLS	Apr 24/Aug 23
Vanessa McMillan	Leap	APFA	Apr 24
Karen Oliver	Leap	APFA	Apr 24
Helen Pasley	Leap	APFA	Apr 24
Laura Watson	Leap	APFA	Apr 24
Josie Elliott	Leap	APFA	Apr 24
Judith Metcalfe	TA	APFA	Apr 24
Tanya Pavitt	TA	APFA	Apr 24
Lindsey Scott	TA	APFA	Apr 24
Dan Thornburn	Headmaster	APFA	Apr 24
Cheridah Fleming-Chart	Matron/Boarding	PFA (QA Level 3) APFA	Aug 24/Apr 24
Andrea Durrant	Assistant Matron	PFA (QA Level 3) EFAW	Aug 24/Nov 22
Hamish Le Plastrier	Gap	RLS	Sept 22
Janet Ashworth	Support Staff	APFA	Apr 24
John Lowe	Maintenance	APFA	Apr 24
John Lane	Maintenance	APFA	Apr 24
Shaun Nother	Catering/Cleaning	First Aid Essentials	Feb 23
Yvonne Ball	Catering/Cleaning	First Aid Essentials	Mar 23
Sharon Percy	Catering/Cleaning	First Aid Essentials	Feb 23
Julia Sharp	Catering/Cleaning	First Aid Essentials	Feb 23
Charlotte Cory	Catering/Cleaning	First Aid Essentials	Feb 23
Sue Wright	Catering/Cleaning	First Aid Essentials	Feb 23
Ramesh Bade	Catering/Cleaning	First Aid Essentials	Feb 23
Jane Field	Catering/Cleaning	First Aid Essentials	Mar 23
Sam Hallett	Catering/Cleaning	First Aid Essentials	Feb 23
Jacqueline Robbins	Catering/Cleaning	First Aid Essentials	Feb 23
Julie Marlow	Catering/Cleaning	First Aid Essentials	Feb 23
June Donnelly	Catering/Cleaning	First Aid Essentials	Feb 23

**APFA – Appointed Persons First Aider (39)**

**EFAW – Emergency First Aider (3)**

**PFA - Pediatric First Aider (19)**

**FAW First Aid at Work**

**FAE- First Aid Essentials (12)**

**RLS - Royal Life Saving (7)**