



First Aid Policy & First Aiders

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations (1981) and guidance from the Department for Education and Skills, to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors.

This list of our current qualified staff is continually reviewed, and if any other employee requires First Aid training because of the nature of their job, then this would be arranged without hesitation.

<i>Name</i>	<i>Course</i>	<i>Location</i>
Carol Finlan	Paediatric – 12 hours	Medical Room. DAILY (Except Tues pm)
<u>UPPER SCHOOL:</u> Karen Cross, Helen Schofield	Paediatric – 12 hours	Classrooms/ Breaktimes /After school Care/Dining
<u>MIDDLE/LOWER SCHOOL:</u> Judy Dimbleby, Amanda Robinson, Alison Gowers	Paediatric – 12 hours	Lower school classrooms/ Breaktimes
<u>EARLY YEARS:</u> Lorna Bohea, Georgia Elderkin Beth Hanham, Esther Lambert, Roz Davies, Shelley Pawlett, Rosie Farrell.	Paediatric – 12 hours	EY Department
<u>FOREST SCHOOL:</u> Sophie Bell, Martin Campbell	Paediatric – 12 hours	Forest School
<u>SPORTS:</u> Gemma Alcoran, Daniel Ralph Nick Teesdale, Tom Smith, Lisa Underwood	Paediatric (12 hours)/ EFAW (6 hours)	Sports Field & Upper School
<u>OFFICE:</u> S Kettlewell, P Rayner	Paediatric – 12 hours	Daily & Holidays
<u>GROUNDS:</u> E Bressington, J Bush	EFAW (1day)	Site, Animals, Dining Room, After School & Holidays
<u>OTHER:</u> J Teesdale, S Teesdale, N Teesdale	Paediatric (12 hours) EFAW (6 hours)	Daily – Whole site - on rotation - Year round

The school ensures that there is always a person onsite, who has undertaken the basic first aid training, whenever the school is in operation, including during holiday activities.

Records are kept of all first aid training and retraining will take place for each individual prior to expiry.

First Aid Kits

In addition to the First Aid kits in each Year Group further kits are situated at the following locations:

Medical room (including spare inhaler) , Early Years Office, Sports Department (including spare inhaler)
Creative suite (Eye wash kit in science room) , Music Room, Evacuation Box (school office), School Kitchen.
The medical coordinator will carry out regular checks of the content of the boxes. This is logged in the Medical room. Please inform her immediately if supplies are low.

Recording First Aid

All first aid administered should be recorded in an accident book or on “Schoolbase” under medical treatments.

The School will also report to the HSE (0345 3009923) any reportable injuries, diseases and dangerous occurrences with reference to RIDDOR (1995).