FIRST AID PROTOCOL

Introduction
The Health & Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. Employers must inform employees of the first aid provisions such as equipment and facilities which are adequate and appropriate and nominate suitable persons who will be responsible for first aid equipment. Where an employer provides first aiders in the workplace they should have a valid certificate of competence in either emergency first aid at work or better.

The ‘nominated person(s)’ should also take charge of the situation if a serious injury or major illness occurs. This should not interrupt any actions of a first aider that may be needed on the scene of an accident (e.g. calling an ambulance).

Aims of policy
The aim of this policy is to ensure that adequate first aid arrangements are in place at the school and to ensure that staff, students, contractors and visitors are suitably cared for in the event of injury or ill health.

To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

To ensure that first aid provision is available at all times while people are on School premises and while on School visits.

Definition
First Aid is the means of treating minor injuries and illness or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

Responsible/Nominated person(s)
King’s Ely ‘nominated persons’ for first aid provisions are the Medical Centre Sister, Chief Operating Officer and Health and Safety Coordinator. The Medical Centre sisters are responsible for first aid materials. The Chief Operating Officer and Health and Safety Coordinator are responsible for the management of first aid including training and information.

In case of an incident requiring medical attention the on-scene first aider is to take charge of the situation (e.g. call an ambulance, inform nominated person).

Action to be taken in the event of injury,

1. If the injured person is able to walk to the Medical Centre, then they should be escorted there for medical assessment and treatment, the duty sister will decide what further
action is necessary. An accident report will be completed by the person who witnesses the injury
2. If the injured person is not breathing, unconscious, immobile, has significant head, neck or back injury, they must not be moved and an ambulance is to be called (999). Administration Office and Medical Centre must be informed. The accident book must be completed by the supervising adult and passed to the Health and Safety Co-coordinator

First Aiders are listed in the Almanack and The Health and Safety Coordinator maintains an up-to-date record of all first aiders that are qualified and who cover all areas of King’s Ely, this is available on request.

First Aid Arrangements
First Aid Posters
First Aid posters are displayed throughout the school, and communicate in specific areas what to do in an emergency, a list of first aiders in that area, the location of the nearest first aid box and emergency contact numbers.

First Aid Boxes
The school’s Medical Centre Sister is responsible for the upkeep of first aid boxes. The first aid boxes are renewed annually. It is the responsibility of the First Aider to notify the Medical Centre when the first aid kit needs to be restocked after use.

Sufficient quantities of basic first aid equipment must always be available and must include:

**BASIC FIRST AID KIT (27.9.16)**
First Aid guidance leaflet
Plastic tweezers
Yellow clinical bag
6 pairs of disposable gloves
4 triangular bandages
Foil blanket
Resus Aid
2-4 packs gauze swabs
10 medical wipes
4 saline pods
20 assorted Washproof plasters
6 safety pins
1 pair single use scissors
2 x Burn Blott sachets
1-2 disposable ice packs
Micropore tape and dressing pads
Dressings
1 large wound pad with bandage (ambulance dressing)
2 medium wound pads with bandage (ambulance dressing)
2 eye pads with bandage
2-4 Adhesive dressings (Mepore)

The first aid box must be located where all staff have access to it and not locked in an office or cabinet. The location of the first aid kit will be displayed on first aid posters placed around the school.

More high risk areas of the school will have specific first aid kits available e.g. science laboratories, sporting activities and Catering department (including burn kit and eye station)

First aid boxes for all off site activities are available in the Medical Centre and must be requested in advance.

All school vehicles have easily accessible on board first aid kits

The Medical Centre
King’s Ely Medical Centre is located on the Barton Farm site in the main school car park. The Medical Centre is open between 7.30 -20.30 Monday to Friday and 10.00-17.30 Saturday and Sunday and is staffed by three Registered General Nurses and one Medical Centre Assistant. Outside of these hours there is an on-call system staffed by the nurses. The out of hours GP Service (111) or 999 is used when necessary.

The Medical Centre is contactable on:-
   External: 01353 662225
   Internal: 3501

A Minor Injury’s Unit is located at the Princess of Wales Hospital in Ely and is open 7 days a week 8.30 -18.00 (No X-rays at weekends or after 4.30)
   Phone: 01353 656675

In the event of a major injury 999 must be called and the ambulance service requested
In the event of a minor injury the casualty is to be taken to the Medical Centre where the injury can be assessed and a decision made on what further treatment is necessary

Staff may visit the Medical Centre as and when necessary in term time,

Minor injuries/illnesses will be treated by the Medical Centre. The pupil may be taken to Minor Injuries Unit or hospital in more serious cases. Parents and Hsm’s would be informed about accidents/illness/treatment by the Medical Centre or the responsible first aider.

Procedure in the event of an accident or injury
If an accident occurs, the member of staff in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. The Administration Office should be contacted soon as possible, if deemed necessary by the member of staff in charge. First Aiders are to be called for if necessary. However minor the injury, the Medical Centre must always be informed to ensure medical records are maintained.

Ambulances: If an ambulance is called the Administration Office should be called who will make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if the parents are not able to be contacted in time. In the event that an ambulance is required the Principal and Chief Operating Officer must be informed or in their absence their deputies.

Parents will be informed by the first aider as soon as possible. The Medical Centre and Administration Office can be contacted to assist with contact with parents

Procedure in the event of off-site accident, injury or illness
A first aid kit and relevant medication will be provided by the Medical Centre and a mobile phone will be provided by school main reception. (Staff should receive appropriate training prior to taking responsibility for medications). The kits and mobile phone should be carried by all teachers in charge of teams/trips when going away from the school site. A medical and allergy list will be included in all school trip first aid kits. Any treatment or incident should be recorded. The drug administration and accident forms should be handed back to the Medical Centre promptly on return from the trip. The trip leader is responsible for the safe storage of medication and handing this back to the Medical Centre.

Leaders of school trips must ensure that first aid provision is appropriate to the activities and group concerned. A member of staff should be appointed as ‘the person in charge of the first aid’. This includes keeping a written record of treatment etc.

Informing parents about any injuries/illness should be carried out by the staff member in charge of the trip in consultation with the section Head

For School trips/tours/overnight stops a more comprehensive first aid kit will be provided. The provision for first aid should be part of the risk assessment. Party leaders will research carefully provision for First Aid, visits to doctors and hospitals in the area. A medical consent form will be sent out by the party leader to be signed by parents. Any problems should be discussed with parents and medical staff before departure.

Injuries or illnesses on a school trip will be monitored by the member of staff in charge of first aid and the party leader. A written record of treatment and relevant information must be kept. The party leader will inform the school contact of any problems and a decision made about who will contact parents. The Principal should be kept fully informed of any problems that involve contacting parents. If the Principal/section Head is not available contact the Deputy Head or Chief Operating Officer.
Administration of Emergency Salbutamol Inhalers in School
From October 1, 2014 the Human Medicines regulations will allow schools to keep a Salbutamol inhaler for use in emergencies. The aim of this change is to deliver emergency Salbutamol, via a spacer, by designated members of staff to a pupil or member of staff with a known diagnosis of asthma who is having an asthma attack. Please see the ‘Emergency Salbutamol Inhalers in Schools’ protocol. Training will be completed by the end of September 2016

Accident Reporting

- All accidents must be recorded in the school accident book/s.
- In the event of death or specified major injury the Academic Heads of Departments or the Support Staff Managers must immediately notify The Principal and the Chief Operating Officer.
- In the case of minor injuries it is the responsibility of each employee to complete an accident report if they or one of their staff or pupils were involved in an incident at the school.
- Where an accident involves anyone other than King’s Ely staff, the Health and Safety Co-ordinator is responsible for completing the accident report.

Legal Obligations

Reporting accidents and ill-health at work is a legal requirement. We have legal obligations under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013” (RIDDOR 13).

RIDDOR 13 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

What action is required?

Death or major injury

If there is an accident connected with work and:

- One of our employees or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence);
- A member of the public is killed or taken to hospital;

We must notify the enforcing authority without delay (by telephone) even at weekends. They will ask for brief details about the business, the injured person and the accident; and within fifteen days we must follow this up with a completed accident report form (F2508). If not fatality then contact the Centre on the next available working day

Definitions of major injuries are given later.
Accidents can now be reported via a central reporting centre:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Telephone</td>
<td>0845 300 9923 (Available 0830 to 1700 Mon to Fri)</td>
</tr>
<tr>
<td>Fax</td>
<td>0845 300 9924</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:riddor@natbrit.com">riddor@natbrit.com</a></td>
</tr>
<tr>
<td>Internet</td>
<td><a href="http://www.riddor.gov.uk">www.riddor.gov.uk</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG</td>
</tr>
</tbody>
</table>

**Over-Seven-day Injury**

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven-day injury you must send a completed accident report form (F2508) to the enforcing authority within fifteen days. An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-work days).

**Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must send a completed disease report form (F2508A) to the enforcing authority. A summary of the reportable diseases is given later. A full list is included with the pad of report forms and in the guide to the regulations, or you can simply ring HSE to check whether a disease is reportable.

**Person responsible**

It is the responsibility of the Chief Operating Officer or in his absence the Health and Safety Coordinator to carry out the necessary notification immediately, then to complete the RIDDOR form and send to the enforcing authority within fifteen days of the injury.

The **Principal** should be notified immediately of all major accidents.

Parents will be informed of all serious or significant injuries, accidents or illnesses involving their child as soon as possible.

**Accident Book**

The accident book is compliant with the Data Protection legislation. Accident books are held at KEA, KEJ, Medical Centre, Administration Office, Catering Department, Domestic Manager’s Office and OP Reception

**Wherever first aid is given, a record should be made in the accident book.**

**Reporting to Parents:**
Parents will be informed of all serious or significant injuries, accidents or illnesses involving their child as soon as possible.

Training
Key members of support and academic staff will receive the one day emergency first aid training (and refresher training) to enable them to better fulfill this responsibility. Certain members of staff as directed by Chief Operating Officer will receive a 3 day first aid at work certificate or higher such as house matrons, Ely Scheme senior instructors are trained to a minimum of 2 day outdoor first aid.

The Health and Safety Coordinator maintains an up-to-date record of additional first aiders that are qualified who cover all areas of King’s Ely, this is available on request.

Sports teachers and coaches will be trained as emergency first aiders to enable them to deal with common accidents related to sporting activities these include:

- asthma
- bleeding
- bone, muscle and joint injury
- burns and scalds
- chest pain
- choking
- communication and casualty care
- emergencies in public
- head injury
- extremes of heat and cold
- primary survey
- resuscitation
- the role of the first aider
- sprains and strains
- the unconscious casualty

King’s Ely Acremont House/Nursery staff will be trained in an OFSTED approved early year’s first aid enabling them to deal with specific details related to young children.
Special Precautions

First Aid Provision for Lone or remote working

Where employees work alone or in remote areas, King’s Ely will provide mobile phones, all vehicles have first aid kits and risk assessments will be completed. Further Guidance is available in the lone worker policy.

Infection Control

In any situation requiring first aid, certain precautions need to be taken to reduce the risk of transmitting infections, including hepatitis. These standard precautions will be equally effective against the HIV virus. For example, first-aiders should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty whether or not any infection is suspected. First aiders must wear gloves before attending the casualty and should also wash their hands. They should also wash their hands both before and after applying dressings. A sharps box is kept in the Medical Centre. The schools sharps policy is available on the intranet for further information. Whenever blood, semen or other bodily fluids have to be cleaned up, the guidelines for dealing hygienically and safely with spillages of body fluids must be followed and bodily fluids clean up kits should be used.

Bodily fluids clean up kits are provided for all boarding houses, Medical Centre, KEA, KEAN, KEJ, Administration Office, Catering, Hayward Theatre, Old Hereward, Cherry Hill Classrooms, and Old Palace.

Guidelines for dealing hygienically and safely with spillages of body fluids

Method

1. Display Cleaning in Progress/Wet Floor sign to prevent accidental contact with the spillage
2. Put on disposable gloves and apron
3. Liberally sprinkle absorbent powder over the spill and allow time for any liquid to be absorbed
4. Using the disposable scoop and scraper, clear away the spillage into a yellow clinical waste bag. Dispose of the scoop and scraper into the bag after use
5. Spray the area with disinfectant allowing contact time
6. Wipe the area clean with disposable paper towels
7. Place any soiled bedding or clothing into a dissolvable laundry bag and take to the school laundry for washing
8. Place the used paper towels, gloves and apron into the yellow clinical waste bag
9. Ensure you wash your hands with antibacterial soap and warm water
10. Whilst cleaning, if any bodily fluids come in to contact with your eyes, nose, mouth or an open wound, wash/irrigate the area with antibacterial soap and water
11. Take the clinical waste bag to the Medical Centre for safe disposal
12. Contact the Main Reception 01353 660700 during office hours
   or reception@kingsely.org so they are able to inform the Domestic team to arrange
   a deep clean of the area
Appendix One: Location of First aid Kits

<table>
<thead>
<tr>
<th>Who</th>
<th>No</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodians</td>
<td>3</td>
<td>Site office 2x Custodians Vans</td>
</tr>
<tr>
<td>KEI</td>
<td>1</td>
<td>1 x Workroom</td>
</tr>
<tr>
<td>Junior School</td>
<td>8</td>
<td>2 x Science Prep Rooms  Staff kitchen Year 3 &amp; 4 Office Girls Games 2 x burns kits Defibrillator</td>
</tr>
<tr>
<td>Sports</td>
<td>20</td>
<td>1 in each of 3 Pavilions 3 in Sports Hall – 2 x office and 1 x fitness room 3 taken to Amherst Field Tues &amp; Thurs pm 1 in each of the 8 team kit bags 6 spare bags – PE store Defibrillator</td>
</tr>
<tr>
<td>Science</td>
<td>13</td>
<td>BL1,2 &amp;3, CL1 &amp;2, RBl, PL1,2 &amp;3, PhySc Lab Chemistry Prep Room Biology Prep Room 2 x burns kit</td>
</tr>
<tr>
<td>Design Technology</td>
<td>7</td>
<td>1 x Senior Workshop 1 x Junior Workshop 1 x Food Room 1 x Food Room 2 3 x burns kits</td>
</tr>
<tr>
<td>Art</td>
<td>5</td>
<td>1 in each Art Studio 1 x burns kit</td>
</tr>
<tr>
<td>Maintenance</td>
<td>9</td>
<td>3 workshops 6 x vehicles</td>
</tr>
<tr>
<td>Catering</td>
<td>6</td>
<td>1 x main kitchen 1 x dining hall 1 x catering van 1 x KA kitchen 1 x OP Refectory kitchen 1 x HT Kitchen Defibrillator</td>
</tr>
<tr>
<td>Exams Office</td>
<td>1</td>
<td>Hazels office – No.6 the Gallery</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
<td>Music Secretary Office</td>
</tr>
<tr>
<td>Drama</td>
<td>3</td>
<td>Dance Studio foyer Kitchen 1 x burns kit</td>
</tr>
<tr>
<td>Old Palace</td>
<td>4</td>
<td>Reception OP Kitchen Principals PA OP gym</td>
</tr>
<tr>
<td>Location</td>
<td>Number</td>
<td>Description</td>
</tr>
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<td>------------------------</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6th Form tutor’s office (Long Gallery)</td>
<td></td>
<td>Defibrillator</td>
</tr>
<tr>
<td>Grounds and Gardens</td>
<td>10</td>
<td>Managers Office&lt;br/&gt;Grounds Common Room&lt;br/&gt;Gardens Common Room&lt;br/&gt;Gardeners Van – x 1&lt;br/&gt;Grounds Vans x 3 –&lt;br/&gt;Grounds Barn&lt;br/&gt;Swimming Pool Plant Room&lt;br/&gt;Swimming Pool</td>
</tr>
<tr>
<td>Medical Centre</td>
<td>7</td>
<td>2 x large first aid kits and 4 med kits – for trips&lt;br/&gt;1 x emergency kit&lt;br/&gt;Defibrillator</td>
</tr>
<tr>
<td>Learning Support</td>
<td>1</td>
<td>Kitchen Area – No 7 The Gallery</td>
</tr>
<tr>
<td>Admin Offices</td>
<td>1</td>
<td>Reception</td>
</tr>
<tr>
<td>Catherine Needhams</td>
<td>2</td>
<td>RS Office&lt;br/&gt;Classics</td>
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<tr>
<td>Laundry</td>
<td>1</td>
<td>Main room&lt;br/&gt;1 Eyewash Station</td>
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<tr>
<td>Domestic</td>
<td>2</td>
<td>1 x Domestic Managers Office&lt;br/&gt;1 x Ground Floor Small Kitchen</td>
</tr>
<tr>
<td>Nursery</td>
<td>3</td>
<td>Staffroom&lt;br/&gt;Room 10&lt;br/&gt;1 x bum bag</td>
</tr>
<tr>
<td>Acremont</td>
<td>12</td>
<td>2 x main school office&lt;br/&gt;1 x staffroom&lt;br/&gt;6 x classrooms (bum bags)&lt;br/&gt;3 x kitchen&lt;br/&gt;Defibrillator</td>
</tr>
<tr>
<td>Matrons</td>
<td>16</td>
<td>1 x Choir House&lt;br/&gt;1x burns kit&lt;br/&gt;1 x Hereward - Tutor’s Office&lt;br/&gt;1 x burns kit&lt;br/&gt;1 x Hill – House Office&lt;br/&gt;1 x burns kit&lt;br/&gt;1 x School – HsM Office&lt;br/&gt;1 x burns kit&lt;br/&gt;1 x Wendreda – House Office&lt;br/&gt;1 x burns kit&lt;br/&gt;1 x St Dunstan’s – House Office&lt;br/&gt;1 x burns kit&lt;br/&gt;1 X Priory&lt;br/&gt;1 x burns kit&lt;br/&gt;1 x Etheldreda – hallway desk&lt;br/&gt;1 x burns kit</td>
</tr>
<tr>
<td>Boat House</td>
<td>3</td>
<td>Boat House&lt;br/&gt;2 x Small emergency Boat Kits&lt;br/&gt;Defibrillator</td>
</tr>
<tr>
<td>Location</td>
<td>Number</td>
<td>Description</td>
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</tr>
<tr>
<td>Osmond House Tutor’s Office</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Wilkinson House Tutor’s Office</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Torfrida House Tutor’s Office</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Withburga House Tutor’s Office</td>
<td>3</td>
<td></td>
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<tr>
<td>Minibuses</td>
<td>9</td>
<td>YT65 APO</td>
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<td>EX65 HHT</td>
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<td>EY65 WOX</td>
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<td>EY65 KZP</td>
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<td>EA65 AWX</td>
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<td>EX65 WOR</td>
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<td>AK05 FYH</td>
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<td>CY10 APU</td>
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<td></td>
<td></td>
<td>CU65 OPS</td>
</tr>
<tr>
<td>Hayward Theatre</td>
<td></td>
<td>Defibrillator</td>
</tr>
</tbody>
</table>

**Location of Emergency Salbutamol Kits**

1. Old Palace
2. St Dunstan’s House
3. Priory House
4. School House
5. Wendreda House
6. Choir House
7. Etheldreda House
8. Hill House
9. Hereward House
10. Heyward Theatre
11. KEA Building
12. KEJ Building
13. KES Building
14. Reception Building
15. Medical Centre
16. Sports KES
17. Sports KEJ
18. Kings Ely Boat House
19. Monastic barn
20. Old Palace Dining Room
21. Catherine Needham Building
22. Porta Library
23. Art Block
24. Drama Block
25. Music Block
Appendix Two: EYFS First Aid

Staff members may administer prescribed medicines after completing the relevant training from the Medical Centre. It is the advice of the School Medical Officer that medicines required three times a day should usually be given before and after school and at bedtime. However, if this is not possible, especially with our youngest children who attend nursery from 8am until 6pm, then they may be given by trained staff members, at the parent’s request, only when the medicine permission form has been completed and signed. This also applies to other prescribed medicines. Medicines required, may need to be stored in the fridge in the school office.

The member of staff administering the medicine will check the dosage and expiry date before it is administered and complete and sign the medicines administered form. Parents will be informed that the medicine has been administered on the same day or as soon as reasonably practical.

Only prescribed medicines will usually be administered. The exception to this is when a child has a fever, and parents are unable to collect quickly. Parents will be asked to email their permission to administer Calpol or the equivalent. Also, a child who has a history of febrile convulsions may be given paracetamol at the onset of a fever with the parent’s consent and then the parents must collect the child as soon as possible.

Asthma inhalers and emergency anti-allergy treatments, which are prescribed for the child and provided by the parents may be administered by trained staff members only, and will be kept in named container out of reach of the children. The expiry date of stored medicines will be checked regularly. If these are administered, a written record is kept and parents are informed that day or as soon as reasonably practicable.

All EYFS staff are paediatric first aid trained, ensuring that trained staff are on site at all times and always on outings.

Administration of Emergency Salbutamol Inhalers in School
From October 1, 2014 the Human Medicines regulations has allowed schools to keep a Salbutamol inhaler for use in emergencies. The aim of this change is to deliver emergency Salbutamol, via a spacer, by designated and trained members of staff to a pupil with a known diagnosis of asthma who is having an asthma attack and who has written consent from parents. Please see the ‘Emergency Salbutamol Inhalers in Schools’ protocol.

EYFS staff are all trained in the use of this inhaler, which is checked each month by designated staff. An inhaler is kept in the Yellow room in Nursery, and in the school office at KEA.

Parents are told via the Parents’ Information Document and regularly reminded via newsletters and verbally to keep children out of school for 48 hours after any occurrence of vomiting or diarrhoea. School must be informed if a child has a notifiable infection/disease. Parents are provided with a copy of ‘A Guide to Childhood Illnesses’ booklet.
Accidents are recorded and parents are informed on that day, or earlier if necessary, of the nature of the accident and of any first aid administered.

First aid boxes are available at all times within all the EYFS areas, and contain appropriate contents for use with children.

Child Protection Agencies and Ofsted will be notified in the event of a serious accident or injury to or the death of any child whilst in our care.

Paediatric First Aiders (KEA):

- Lucy Hunt
- Gemma Scarrow
- Anna Ballanger
- Rachel Nabavian
- Lucy Wright
- Rebecca Ogden
- Mel Jones
- Lucy Jones
- Rebecca Burnham
- Chloe Shad
- Sarah Stevens
- Victoria Walker
- Nikki Mansfield
- Jo Lyall
- Natasha Cochrane
- Katherine Drew
- Elizabeth Haywood
- Emily Shelsher
- Alison Black
- Tracey Ralph
- Michelle Smith
- Georgia Smith