

# First Aid Protocol 2019

# 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 Nurses, Chief Operating Officer and Health and Safety Coordinator. The Medical Centre nurses are responsible for supplying 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 nurse 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.
3. In the event of an ambulance being called to the school, the 'Emergency Ambulance' group email must be sent stating the following: Name of pupil/staff involved, location of emergency and if the Medical Centre has been informed and/or in attendance. This message is sent to the Principal, Chief Operating Officer, Vice-Principal-Pastoral, Heads of Section, Health & Safety coordinator and relevant Medical Centre staff.

4. 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 Kits**

The School's Medical Centre Nurses are responsible for the ordering and supplying of first aid materials and medications. It is the responsibility of the First Aider to notify the Medical Centre when the first aid kits in their area need to be restocked after use and replenished when items pass the expiry date.

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

#### **BASIC FIRST AID KIT**

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 -18.00 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: 3501/3523

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/emergency, 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 about further treatment/assessment as appropriate.

The Medical Centre will treat minor injuries/illnesses. The Medical Centre or the responsible first aider will inform parents and Hsms about accidents/illness/treatment.

Staff may visit the Medical Centre as and when necessary, in term time, to access the above services as appropriate.

### **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. 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 informed and they will make arrangements for the ambulance to have access to the accident site. Pupils will be accompanied in the ambulance, or followed to hospital, by a member of staff if the parents cannot be contacted in time.

In the event of an ambulance being called to the school, the 'Emergency Ambulance' group email must be sent stating the following: Name of pupil/staff involved, location of emergency and if the Medical Centre has been informed and/or in attendance. This message is sent to the Principal, Chief Operating Officer, Vice-Principal-Pastoral, Heads of Section, Health & Safety coordinator and relevant Medical Centre staff.

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**

The Medical Centre will provide a first aid kit and relevant medication and a mobile phone will be provided by school main reception. (Staff 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.

### **Administration of Emergency Adrenaline in School**

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow schools to obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered. The AAI(s) can be used if the pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered). Please see 'Non-Prescribed AAIs in Schools Protocol'.

### **Arrangements for Pupils with Specific Medical Conditions**

The School recognises that as part of its duty of care, it is required to make appropriate arrangements for pupils with particular medical conditions. The School's GP, Medical Centre Nursing team and the Welfare Officer are involved in such arrangements as appropriate. The School has Policies on Asthma, Epilepsy, Diabetes, Anaphylaxis, Pandemic, HIV and Eating Disorders as well as a Management of Vomiting and Diarrhoea Protocol. The School also has a Policy on the Administration of Medication. These policies, protocols and guidance documents can be found within the Medical Centre Procedures on firefly <http://firefly.kings-ely.cambs.sch.uk/staff-admin-1/policies#>. Training on anaphylaxis and asthma is available annually for all members of staff and training on administration of medications is a mandatory requirement for certain members of staff as appropriate will be provided by the Medical Centre team. Parents/guardians are responsible for informing the Medical Centre of pupils' medical conditions on the Medical Questionnaire Paper and updated whenever appropriate.

### **Accident Reporting**

- All accidents must be recorded in the school accident book/s or at the Medical Centre.
- 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 immediately (by telephone) even at weekends. They will ask for brief details about the business, the injured person and the accident; and within ten 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:**

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

### **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 provided in accident reporting procedure.

### **Person responsible**

It is the responsibility of the Chief Operating Officer or in his absence the Health and Safety Co-ordinator to carry out the necessary notification immediately, then to complete the RIDDOR form and send to the enforcing authority within the specified time 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

**In the event of an accident, a record should be made in the accident book.** The accident book is completed by staff at the scene of the accident if witnessed. When injuries are treated in the medical centre, the Nurses record their assessment of the injured/unwell pupil/staff in the medical area of iSAMS or the staff injury/illness log.

### **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 receive the one day emergency first aid training (and refresher training) to enable them to better fulfill this responsibility. Certain members of staff, (house matrons and Ely Scheme senior instructors) agreed by the Chief Operating Officer, will receive a 3 day 'First Aid at Work' certificate or 2 day 'Outdoor First Aid' certificate which is relevant to their specific area of work.

The Health and Safety Coordinator maintains an up-to-date record of qualified first aiders and ensures that staff requalify every 3 years,

**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.

In addition to this, the Medical Centre provides annual training on administration of medication, asthma and anaphylaxis for staff who work in the boarding houses and staff who will be looking after pupils on school trips.

## **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](mailto:reception@kingsely.org) so they are able to inform the Domestic team to arrange a deep clean of the area

June 2019

### Appendix One: Location of First aid Kits

Department	No	LOCATION
Custodians	3	Site office 2x Custodians Vans
KEI	1	1 x Workroom
Junior School	8	2 x Science Prep Rooms Staff kitchen Year 3 & 4 Office Boys Games Girls Games 2 x burns kits
Sports	20	1 in each of 3 Pavilions 3 in Sports Hall – 2 x office and 1 x fitness room 3 taken to Amherst Field Tues & Thurs pm 1 in each of the 8 team kit bags 6 spare bags – PE store
Science	13	BL1,2 &3, CL1 &2, RBL, PL1,2 &3, PhySc Lab Chemistry Prep Room Biology Prep Room 2 x burns kit
Design Technology	7	1 x Senior Workshop 1 x Junior Workshop 1 x Food Room1 1 x Food Room 2 3 x burns kits
Art	5	1 in each Art Studio 1 x burns kit
Maintenance	9	3workshops6 x vehicles
Catering	6	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
Exams Office	1	Exams office – No.6 the Gallery
Music	2	Music Secretary Office
Drama	3	Dance Studio foyer Kitchen 1 x burns kit
Old Palace	4	Reception OP Kitchen Principals PA OP gym 6 <sup>th</sup> Form tutor's office (Long Gallery)
Grounds and Gardens	10	Managers Office Grounds Common Room Gardens Common Room Gardeners Van – x 1

		Grounds Vans x 3 – Grounds Barn Swimming Pool Plant Room Swimming Pool
Medical Centre	7	2 x large first aid kits and 4 med kits – for trips 1 x emergency kit
Learning Support	1	Kitchen Area – No 7 The Gallery
Admin Offices	1	Reception
Catherine Needhams	2	RS Office Classics
Laundry	1	Main room 1 Eyewash Station
Domestic	2	1 x Domestic Managers Office 1 x Ground Floor Small Kitchen
Nursery	3	Staffroom Room 10 1 x bum bag
Acremont	12	2 x main school office 1 x staffroom 6 x classrooms (bum bags) 3 x kitchen
Matrons	16	1 x Choir House 1x burns kit 1 x Hereward - Tutor's Office 1 x burns kit 1 x Hill – House Office 1 x burns kit 1 x School – HsM Office 1 x burns kit 1 x Wendreda – House Office 1 x burns kit 1 x St Dunstan's – House Office 1 x burns kit 1 X Priory 1 x burns kit 1 x Etheldreda – hallway desk 1 x burns kit
Boat House	3	Boat House 2 x Small emergency Boat Kits
Osmond House	1	Tutor's Office
Wilkinson House	1	Tutor's Office
Torfrida House	2	Tutor's Office
Withburga House	3	Tutor's Office
Minibuses	9	YT65 APO EX65 HHT EY65 WOX EY65 KZP EA65 AWX EX65 WOR

		AK05 FYH CY10 APU CU65 OPS EK67 RYW EK67 RYG
Hayward Theatre	1	Front entrance

### **Location of Emergency Salbutamol Kits**

- |                     |                            |
|---------------------|----------------------------|
| 1. Old Palace       | 10. KEA Building           |
| 2. Priory House     | 11. KEJ Building           |
| 3. School House     | 12. KES Old Hereward       |
| 4. Wendreda House   | 13. Reception Building     |
| 5. Choir House      | 14. Medical Centre         |
| 6. Etheldreda House | 15. Sports Office KES      |
| 7. Hill House       | 16. Kings Ely Boat House   |
| 8. Hereward House   | 17. Monastic barn          |
| 9. Hayward Theatre  | 18. Old Palace Dining Room |

### **Location of Emergency Defibrillators and Emergency Anaphylaxis Kit**

1. Medical Centre ( Administration office out of term time)
2. Sports Hall
3. KEJ Kitchen
4. Dining Hall Kitchen
5. Hayward Theatre front entrance
6. Old Palace Reception
7. Acremont reception
8. Boat House

### **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.

KEA medical questionnaire now includes a third emergency contact for when parents/guardians are outside of the local area.

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.

### **Administration of Emergency Adrenaline in School**

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow schools to obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered. The AAI(s) can be used if the pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered). Please see 'Non-Prescribed AAIs in Schools Protocol'.

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.

Name	Area of School	Department	Expiry Date	Qualification	Course date
Lucy Shute	Support	Matron	09/11/2019	First Aid At Work	10/11/2016
Toby Humphrey	KES	KES	15/07/2020	First Aid At Work	25/07/2017
Jackie Brown	Support	Laundry	15/08/2020	First Aid At Work	14/08/2017
Andrew Wallis	Support	H/S coordinator	15/07/2020	First Aid At Work	14/08/2017
Alison Inskip	Support	KEJ / OP	15/07/2020	First Aid At Work	14/08/2017
Karen Tyrrell	Support	Domestics	26/10/2019	First Aid At Work	27/10/2016
Paul Lott	KES	KES	05/06/2022	First Aid At Work	06/06/2019
Will Temple	Support	Grounds	27/10/2019	First Aid At Work	27/10/2016
Helen Goodjohn	Support	Matron	25/10/2021	First Aid At Work	26/10/2018
Tracey Corner	Support	Domestic	26/10/2019	First Aid At Work	23/10/2013
David Tyrrell	Support	Custodian	26/10/2019	First Aid At Work	27/10/2016
Neil Porter Thaw	KEJ	KEJ	22/01/2021	Emergency First Aid at work with AED	23/01/2018
Richard Whymark	KEJ	Management	16/11/2020	Emergency First Aid at work with AED	17/11/2017
Lynn Stubbs	KEJ	KEJ	19/10/2020	Paediatric First Aid - 12 hours	19/10/2017
Andrew Marshall	KEJ	Management	22/01/2021	Emergency First Aid at work with AED	23/01/2018
Laura Roberts	KEJ	Management	22/01/2021	Emergency First Aid at work with AED	23/01/2018
Kathryn Sudbury	KEJ	KEJ	16/11/2020	Emergency First Aid at work with AED	17/11/2017
Mark Scott	Support	Custodian	24/10/2020	Emergency First Aid at work with AED	24/10/2017
Charlotte Newman	KES	KES / Boarding	16/11/2020	Emergency First Aid at work with AED	16/11/2017
Michael Newman	KES	KES	22/01/2021	Emergency First Aid at work with AED	23/01/2018
James Lane	Support	Drama	22/01/2021	Emergency First Aid at work with AED	23/01/2018
Edward Davis	KEJ	KEJ / Sport	16/11/2020	Emergency First Aid at work with AED	17/11/2017
Annika Hakansson	Support	KEJ	22/01/2021	Emergency First Aid at work with AED	23/01/2018
Joanne Swift	Support	Matron	01/10/2021	First aid at work	02/10/2018
Fred Duffield	Support	Admin	12/01/2020	Emergency First Aid at work with AED	13/01/2017
Chris Young	Support	Grounds	12/01/2020	Emergency First Aid at work with AED	13/01/2017
Victoria Lever	Support	KEA Admin	12/01/2020	Emergency First Aid at work with AED	13/01/2017
Alastair Ray	KEJ	KEJ	12/01/2020	Emergency First Aid at work with AED	13/01/2017

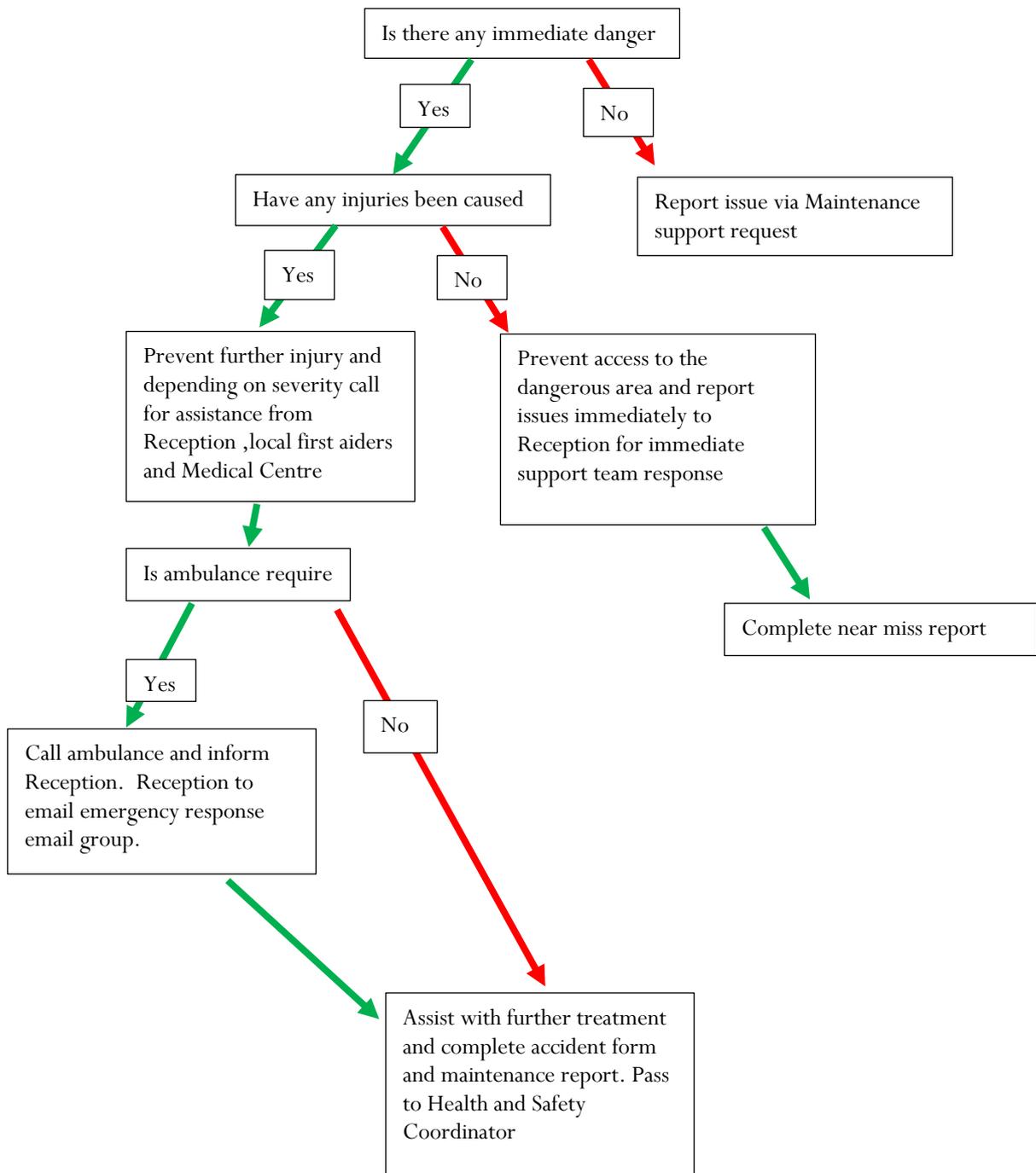
Selina Markwell	KEJ	KEJ Year 3 and 4	12/01/2020	Emergency First Aid at work with AED	13/01/2017
Simon Blake	Support	Admin / Sport	12/01/2020	Emergency First Aid at work with AED	13/01/2017
Jean Minchin	Support	Gap Staff	12/01/2020	Emergency First Aid at work with AED	13/01/2017
Lucy Taylor Dixon	Support	Welfare Officer	20/06/2019	First aid at work	21/06/2016
Susan Alps	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Valerie Rollings	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Tony Mcnally	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Sue Waldon	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Matthew Austin	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Katy Bain	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Susan Webster	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Lisa Simpson	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Pauline Cohen	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Shirley Jolly	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Tara Warren	Support	Catering	24/10/2020	Emergency First aid at work and AED	24/10/2017
Kevin Daniel	KES	Sport	10/05/2022	Emergency First aid at work	10/05/2019
James Houlston	KES	Ely Scheme /Boarding	25/04/2022	16 Hours Outdoor First Aid Course	25/04/2019
Dan Parat	KES	Sport	10/05/2022	Emergency First aid at work	10/05/2019
D Boothroyd	KEJ	Sport	10/05/2022	Emergency First aid at work	10/05/2019
Emanda Moscatelli	OP	support	04/10/2021	Emergency First aid at work and AED	05/10/2018
Philip Hawkes	Whole School	Custodian	22/01/2021	Emergency First aid at work and AED	23/01/2018
Rosalind Lane	Whole School	Chaplain	07/5/2021	Emergency First aid at work and AED	08/05/2018
Martin Bray	KES	Ely Scheme	11/12/2019	16 Hour outdoor First Aid	11/12/2016
Sarah Paling	KEJ	KEJ	04/10/2021	Emergency First aid at work and AED	04/10/2018
Lindsey Thompson	Medical Centre	Medical Centre	04/12/2021	First aid at Work	04/12/2018
Michael Breeze	Support	Driver	04/12/2021	Emergency First aid at work and AED	04/12/2018
Lee Yearn	Support	Gardens	04/12/2021	Emergency First aid at work and AED	04/12/2018
Alex Meddle	KES	Sport	04/12/2021	Emergency First aid at work and AED	04/12/2018

Patrick Green	KES	Sport / Boarding	04/12/2021	Emergency First aid at work and AED	04/12/2018
Jim Thompson	KES	Sport	04/12/2021	Emergency First aid at work and AED	04/12/2018
Colin Currie	KES	Academic	04/12/2021	Emergency First aid at work and AED	04/12/2018
Julie Seabrook	Support	Matron	11/03/2022	First Aid at Work	12/03/2019
Oliva Pertherick,	KEJ	Sport	10/5/2022	Emergency First aid at work	10/05/2019
Jerry Dale	Sports	Sports	10/05/2022	Emergency First aid at work and AED	10/05/2019
Rebecca Woodward	KEJ	Boarding	18/08/2019	Emergency First aid at work and AED	19/08/2016
Louise King	Support	Med Centre	25/08/2019	First Aid At work	25/08/2016
Nicola Chiffin	Support	Medical Centre	25/08/2019	First Aid at work	25/08/2016
Julie Freear	Support	Domestics	26/10/2019	Emergency First aid at work and AED	27/10/2016
Shanise Smith	Support	Domestic	26/10/2019	Emergency First aid at work and AED	27/10/2016
Linda Winters	Support	Laundry	26/10/2019	Emergency First aid at work and AED	27/10/2016
Philip Curtis	Support	Grounds	26/10/2019	Emergency First aid at work and AED	27/10/2016
Liz Firek	Support	Matron	21/11/2019	First Aid at Work	29/11/2016
Mark Hart	Support	Support	12/01/2020	Emergency First aid at work and AED	13/01/2017
Alison Stewart	KES	KES	09/02/2020	First Aid at Work	10/02/2017
Charlotte Fletcher	KES	Sports	15/07/2019	Sports and Activity First Aid	15/07/2016
Karen Taylor	Medical Centre	Support	24/08/2020	First aid at work	25/08/2017
Iren Sheridan	Medical Centre	Support	24/08/2020	First aid at work	25/08/2017
Phoebe Bradbury	KES	KES	16/11/2020	Emergency First aid at work and AED	17/11/2017
Helen Melville	KES	KES	16/11/2020	Emergency First aid at work and AED	18/11/2017
Billy Logan	Support	Catering	08/11/2020	First aid at work	09/11/2017
Katy Huntley	KEJ	KEJ	18/01/2021	emergency First aid at work	19/01/2018
Patrick Carberry	KES	KES	24/05/2020	First aid at Work	25/05/2017
Hayley Turner	KEJ	KEJ	07/05/2021	Emergency first aid at work and AED	08/05/2018
Nick Huntington	KES	KES	07/05/2021	Emergency first aid at work and AED	08/05/2018
Kirsty Chenery	KES	KES	07/05/2021	Emergency first aid at work and AED	08/05/2018
Lucy Hunt	KEA	KEA	26/04/2020	Paediatric first aid	27/04/2017
Gemma Scarrow	KEA	KEA	14/09/2020	Paediatric first aid	15/09/2017
Georgia Smith	KEA	KEA	06/10/2019	Paediatric first aid	07/10/2016

Rachel Nabavian	KEA	KEA	14/09/2020	Paediatric first aid	15/09/2017
Lucy Wright	KEA	KEA	21/11/2020	Paediatric first aid	22/11/2017
Jane Stageman	KEJ	KEJ	19/10/2020	Paediatric first aid	18/10/2020
Jo Lyall	KEA	KEA	13/10/2019	Paediatric first aid	14/10/2016
Chloe Shad	KEA	KEA	09/03/2020 20/04/2020	Paediatric first aid First Aid at Work	10/03/2017 21/04/2017
Sarah Stevens	KEA	KEA	18/04/2019	Paediatric first aid	19/04/2016
Katherine Drew	KEA	KEA	02/02/2020	Paediatric first aid	03/02/2017
Elizabeth Haywood	KEA	KEAN	31/01/2022	Paediatric first aid	01/2/2019
Emily Shelsher	KEA	KEAN	26/04/2020	Paediatric first Aid	27/04/2017
Alison Black	KEA	KEA	07/06/2020	Paediatric first Aid	08/06/2017
Michelle Smith	KEA	KEAN	17/05/2020	Paediatric first Aid	18/05/2017
Tracey Ralph	KEA	KEAN	10/08/2020	Paediatric first Aid	11/08/2017
Kayleigh Darkens	KEAN	KEAN	17/02/2020	Paediatric first aid	18/02/2017
Laura Kenny	KEAN	KEAN	05/03/2021	Paediatric first Aid	06/03/2018
Tracey Miller	KEA	KEA	14/05/2021	Paediatric first Aid	15/05/2018
Helen Monk	KEA	KEA	14/05/2021	Paediatric first Aid	15/05/2018
Jordan Day	Support	Support	17/07/2021	Emergency first aid at work	18/07/2018
Kelly Langford	KEAN	KEAN	19/10/2019	Paediatric First aid	19/10/2016
Harrison Palmer	Sport	Sport	22/01/2021	Emergency First Aid at Work	22/01/2018
Matthew Adams	KES	KES	20/05/2020	Wilderness First aid and Emergency First aid	20/05/2017
Patricia Casanova	KES	KES	04/10/2021	Emergency First aid at work and AED	05/10/2018
Victor Bridges	KES	KES	04/10/2021	Emergency First aid at work and AED	05/10/2018
Isobel Smyth	KES	KES	04/10/2021	Emergency First aid at work and AED	05/10/2018
Sophie Lane	KES	KES	04/10/2021	Emergency First aid at work and AED	05/10/2018
Mark Wilkinson	KES	KES	04/10/2021	Emergency First aid at work and AED	05/10/2018
Kelly Allen	KEA	KEA	26/09/2021	Paediatric first aid	27/09/2018
Sally Alsop	KEA	KEA	26/09/2021	Paediatric First aid	27/09/2018
Faye Fenton - Stone	KEA	KEA	22/11/2021	Paediatric First aid	21/11/2018
Craig Ward	KEA	KEA	20/11/2021	First Aid at Work	21/11/2018
Heather Strudwick	KEA	KEA	26/11/2021	Paediatric First Aid - 12 hours	27/11/2018
John Barlow	Support	Driver	03/12/2021	Emergency first as at work and AED	04/12/2018

Mick Martin	Support	Driver	03/12/2021	Emergency first as at work and AED	04/12/2018
Jane Halls	Support	Sixth form	03/12/2021	Emergency first as at work and AED	04/12/2018
James Foster	Sport	Rowing	03/12/2021	Emergency first as at work and AED	04/12/2018
Guilherme Rosa	KEAN	KEAN	06/04/2021	Full Paediatric first aid course (12 Hours)	07/04/2018
Ellie Cullum	KEA	KEA	31/01/2022	Paediatric First Aid - 12 Hours	01/02/2019
Linda Hill	KEJ	KEJ	09/05/2022	Emergency First Aid at Work	10/05/2019
Claire Gilbert	KES	KES	09/05/2022	Emergency First Aid at Work	10/05/2019
Tracy Peachey	KES	KES	09/05/2022	Emergency First Aid at Work	10/05/2019

Appendix Four - Reporting Process In the Event of an Emergency



**Contact Details**  
 Main reception: 01353 660700  
 Medical Centre: 01353 662225  
 Custodian: 07879 495029  
 Emergency Services: 999