

CRANMORE



First Aid Policy

Cranmore's mission is to be a Catholic school committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian Community.

Cranmore's values: Faith, Character, Community, Compassion and Intellect

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of the Governing Body, as far as reasonably practicable, to ensure adequate and appropriate First Aid provision at all times when there are people on the school premises, and for staff and pupils during off-site visits and activities.

Introduction

The Health and Safety of the pupils in the care of Cranmore is one of our prime concerns. There are clear procedures laid down by the school to organise the provision of First Aid for the children and staff both on and off the school premises.

It is the parental responsibility that all pupils attending school are healthy and fit to complete the school day without leaving lessons for medical attention. The School Nurse is available for prescribed medication, injuries, emergencies and illnesses that occur during the course of the school day. The School Nurse is supported by those member(s) of the Reception staff who hold a First Aid at Work Certificate.

If a pupil is too unwell to remain in school, the School Nurse will contact their parents/carers so that they may be taken home, or to inform parents/carers if the pupil needs further review by a Healthcare Professional. Any pupil who has had an accident requiring urgent medical treatment will be taken by ambulance accompanied by a member of staff if the parent/carer is not present.

School Provision

In order to ensure adequate First Aid provision and in accordance with legislation and good guidance, the school policy states that:

- There will be sufficient numbers of trained staff, together with appropriate equipment available, to ensure that someone competent in first aid techniques can promptly attend an incident at all times when the school is occupied
- A member of staff holding a First Aid at Work certificate is always available
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits
- All staff are made aware of first aid arrangements and training is provided for new first aiders and/or updating any current first aid qualifications. The school actively invites staff to complete their

Emergency First Aid at Work (EFAW) qualification, and requests that all Heads of Year and Sports staff complete their First Aid at Work (FAW) qualification.

The school will ensure that:

- Staff, pupils, and parents/carers are aware of the first aid arrangements
- Adequate training and guidance is available for first aiders
- Sufficient materials and equipment to meet the needs identified in the first aid needs assessment are available and easily accessible in various locations around the school premises and grounds
- Information is provided to all employees on who is qualified to administer first aid, and where to locate the equipment and/or first aid materials required
- An appropriately equipped medical room is provided for emergency medical requirements and first aid treatments

Responsibilities

- First Aid needs are assessed and addressed
- Sufficient numbers of suitably qualified First Aiders are available at all times
- Identifying First Aid training needs and arranging appropriate training to be delivered by a competent training provider
- Maintain a record of all first aid training undertaken by school staff, and hold copies of all valid first aid certificates
- Providing first aid support during term time and at arranged school events as required
- Liaising with the Health and Safety Committee on first aid issues
- Organising provision and regular replenishment of first aid equipment
- Maintaining records of accident reports (head of H&S)

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence, and identifying in the first aid needs assessment whether further first aiders are required
- Requesting professional medical assistance as necessary
- If first aid bags are required, these are collected from the medical room and replenished on their return. They will contain all appropriate first aid equipment and any medical extras required for individual pupils. It is the responsibility of the member of staff taking pupils off-site to ensure that they are aware of the medical needs of the individual pupils and if they have any extra medical requirements
- Recording details of treatment given on an Incident Form and ensuring that this is reported to the relevant members of staff
- Informing the School Nurse of equipment and/or first aid materials used so that they may be replenished

Teachers of PE are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities on and off site
- Ensuring first aid kits are taken to all practice sessions and matches and returned to the medical room
- Ensuring that they are aware of the medical needs of the individual pupils and if they have any extra medical requirements
- Ensuring their first aid kits are kept well stocked by informing the school nurse of equipment used

All staff are responsible for:

- Being prepared to act in the capacity of 'appointed person' in the event of an emergency if a designated first aider is not required or available
- Accurately recording all accidents by completing an Incident Form and giving it to the School Nurse

- Carrying out risks assessments for any off-site trips, and ensuring adequate first aid provisions are taken (first aid kits are available from the school nurse). It is preferable that a member of staff holding a First Aid at Work certificate accompanies any school trip.

Recording and Reporting

- All pupil information is confidentially documented on iSAMS
- A written record of all significant injuries or accidents involving staff, pupils and visitors both on and off the premises is kept in the 'Accident Book (BL510)' and a Cranmore Accident/Injury form must be completed. This is available on Staff Shared server or from the Medical room. Everyone must ensure that the Nurse, class tutor and, if necessary, a member of SLT, is informed of major injuries without delay
- Completed Accident Forms should be given to the head of Health and Safety within 2 days of the incident and the accident reported to the School Nurse and Headteacher
- It is the responsibility of the staff member who witnesses the incident or who first responds to the incident to complete the Accident Form.
- It is the Health and Safety committee's responsibility to monitor accident forms and report any trends, regular occurrences and/or need for risk assessments to the Headteacher.
- Some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and this will be done by head of health and safety.
- Any accident resulting in the injured person being sent home or taken to hospital must also be reported to the Headteacher by the nurse or member of staff dealing with the incident.
- The School will keep all Accident Forms securely for the minimum legal period of 3 years. They will be archived and securely destroyed after 5 years.
- Five Year Storage is also provided for the archive of medical forms, head bump reports, daily medication sheets and any relevant email correspondence that may need to be referred to in the future
- A record is kept on iSAMS of any first aid treatment administered to pupils
- Cranmore medical forms are completed for each pupil by the parents on admission to Cranmore. This form documents any relevant medical or pastoral history, any relevant treatment, current medication and diagnosed conditions. All medical forms are confidential and are kept in a locked filing cabinet in the medical room.
- All relevant medical information is documented on the individual pupils' iSAMS medical record
- Basic information on pupils' specific medical conditions is available to teachers on iSAMS, and significant information with regards to allergies and asthma can be found on the medical board in the staffroom
- If a child needs prescribed medication, a parent will complete a 'Permission to Medicate' form. The named medicine will be kept in a locked cupboard or fridge in the Medical Room. Any medication given will be recorded on iSAMS and on the daily medication sheet
- All medicines are to be kept locked away. This includes refrigerated medicines which will be kept in a lockable fridge
- All medication brought in by staff for personal use must be kept locked away
- Personal Adrenaline Auto-Injectors (AAI's) will not be locked away as they need to be easily accessible, but will be kept in the medical room which can only be accessed by staff. Each AAI is kept in a yellow pouch with a tag containing the child's picture, allergy information and parents' contact numbers. The AAI will be taken with the child in the first aid bag on any away fixtures, trips, or to the Forest School along with a paper copy of the child's Allergy Action Plan which must be completed by their parents/carers
- Inhalers are kept in a named, easily accessible container in the Medical Room. Inhalers will be taken with the child in the first aid bag on any away fixtures, trips, or to the Forest School along with a paper copy of the child's medical conditions. If the inhaler is used, a record will be made on iSAMS. In line with Cranmore's latest Asthma Policy (May 2021), parents have been asked to provide a second inhaler to be kept with the pupil (upper school) or in an allocated box in the pupils classroom (lower school).

PE staff will ensure that inhalers are available to those pupils requiring them, but if their second inhaler is not in school they must collect their stored inhaler from the medical room

RIDDOR require the following to be reported:

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident). **Health and Safety Executive Reporting** accidents and incidents at work.

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor/report

Procedure for reporting

- www.hse.gov.uk/riddor/report
- Click on online reporting
- Click report and injury
- Complete the form
- You will receive a notification via e-mail of report

Ofsted and local child protection agencies must be informed of any serious accident, illness or injury they occur in the early years setting. These may include;

- death of a child in the care of Cranmore School
- death or serious accident or serious injury to any other person on your premises
- serious injuries – see specific list below
- any child who requires assessment in A&E and requires hospitalisation for more than 24hours, either directly from the school or as a result of something happening whilst at the school in our care.
- any significant event that is likely to affect the suitability to care for children

The DoE first aid policy guidance document states that we notify RIDDOR for the following:

- An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:
 - the person involved is killed or is taken from the site of the accident to hospital; and
 - the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

Serious injury is defined as:

- Broken bones
- Loss of consciousness
- Pain not relieved from simple pain killers
- Acute confused state
- Persistent, severe chest pain or breathing difficulties
- Amputation
- Dislocation
- Loss of sight – temporary or permanent
- Chemical or hot metal burn to the eye or any penetrating eye injury
- Electrical shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24hours
- Any other injury leading to hypothermia, heat induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or chemical agent
- Medical treatment or loss of consciousness arising from absorption of any substance by inhalation ingestion or through the skin
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.
-

School Nurse

The School Nurses are located in the Medical Room which can be found next to the Junior Library.

The School Nurse will;

- support any pupil with a medical condition or a medical requirement, whilst educating and updating staff, as required
- liaise with parents and other health care professionals to ensure a safe transfer to hospital, GP or home
- supply documentation to other health care professionals that will aid in the pupils' care
- liaise with parents and staff to ensure a continuation and understanding of care, creating an Individualised Healthcare Plan if necessary
- provide first aid bags for the playground, and pupil specific bags for trips and fixtures, ensuring relevant medication is readily available, for example AAls and inhalers
- administer required care and first aid, which is then documented on ISAMS
- ensure the safe storage and administration of any prescribed medication
- liaise with parents and teaching staff, ensuring all relevant information is updated on ISAMS
- restock all first aid bags at the beginning of each term and as required
- ensure the Medical room is open from 8.00am to 5.00pm. Please see the Provision of Medical Care Policy for further details.

First Aid Risks

The School Nurse and Health and Safety Committee carry out a continuous assessment of first aid needs.

The assessment takes account of:

- Numbers of pupils, staff and visitors onsite
- Layout and location of buildings and grounds
- Specific hazards
- Special needs

The assessment identifies:

- How many first aiders are needed during the school day
- Out of hours and off site arrangements
- Liaising with Cover Manager to make arrangements to cover absence of first aiders
- High risk areas
- First aid equipment required
- Location of first aid equipment
- Necessary first aid notices and signs
- Good practice in record keeping
- Numbers of pupils, staff and visitors on site.
- Layout and location of grounds
 - Accidents can happen anywhere at any time and therefore all staff should be trained in basic first aid skills and know how and when to obtain help in an emergency
- Specific hazards
 - Accident statistics indicate the most common times, locations and activities at which accidents occur at school highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons and at break times. Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved
- Special needs
 - There are a number of pupils who have individual health needs. The Nurses will give advice and information to staff as appropriate, and provide an individual healthcare plan specific to that child
- Out-of-hours and off-site activities
 - Many school activities take place outside of normal school hours and off-site. First aid provision must be available at all times while people are on the school premises, and when on school trips or visits. PE staff will require additional training due to the number and nature of out-of-hours activities for which they are responsible. All members of PE staff should undertake the full First Aid at Work training, as well as the National Rescue Award for Swimming Teachers and Coaches (NRASTC). During school holidays there should be a qualified first aider available during working

hours. Teachers in the forest school require the FAWW course, and all maintenance staff should be EFAW or FAWW trained.

Provision of First Aid Personnel and Equipment

Cranmore has a Medical room which is staffed by a Registered Nurse. It is open throughout the school day to deal with everyday accidents and injuries. The School Nurse carries a walkie-talkie to enable contact at any time during the day. If the School Nurse is off-site for any reason, staff will be informed of the procedure to be followed in their absence.

The Medical room is open from 8:00am to 5:00pm, Monday to Friday. Please see the Provision of Medical Care Policy for further details.

In accordance with DfE and HSE guidelines, the school should have approximately 20% of the staff trained in the 3 day First Aid at work course. It is recognised that this is not always possible and a minimum of 10% is allowed with as many staff as possible trained in the 1-day emergency first aid course.

First Aiders should be easily available in areas of greatest risk:

- PE – all PE staff to be qualified First Aiders
- Kitchen – minimum of 2 qualified First Aiders
- Art Department – minimum of 2 qualified First Aiders
- Science Department - minimum of 2 qualified First Aiders
- Maintenance Department – all staff to be qualified First Aiders
- Forest school –FAAW course

First Aid Kits

First aid boxes are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

The contents of first aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing). PE staff are allocated a sports first aid kit to be taken to all games practices and matches. The kits are regularly checked and restocked by the School Nurse.

- PE staff are responsible for collecting and returning their first aid kits to the medical room
- Head of transport is responsible for bringing all minibus first aid kits to be checked

A first aid kit should be taken to all off-site activities and visits. First aid kits suitable for use on day trips and those involving overnight stays are available from the Nurses and checked by both parties. The teacher in charge of the trip is responsible for ensuring that the parental consent form is signed and completed with any relevant medical information. Any additional information or advice can be sought from the School Nurse.

The Nurse is responsible for the checking and restocking of first aid kits on a termly basis. The School Nurse should be notified when items have been used so they can be replaced without delay.

Information

It is essential that there is accurate, accessible information about how to obtain emergency aid.

All new staff and pupils should be provided with information about how to obtain first aid assistance. This should include:

- Location of the Medical Room
- How to contact the School Nurses in an emergency
- Procedure for dealing with an accident in the Nurse's absence
- Names of qualified first aiders and appointed persons
- Location of first aid kits

- How to call an ambulance in an emergency

New staff/pupils will be informed of First Aid procedures in their induction.

First aid notices should be posted in key areas throughout the school. Notices should be easily recognisable through the use of the standard first aid symbol (white cross on green background) and should include information on:

- Names of qualified first aiders
- Location of first aid boxes
- Emergency telephone numbers within the school (Reception number – 30; Medical room number - 69)
- Arrangements for obtaining emergency aid outside normal hours, e.g. how to call an ambulance 999/112

Rooms where first aid kits are located should be clearly marked with a sign. All first aid notices should be checked regularly by the School Nurse for accuracy and amended as necessary.

Training

A qualified first aider is someone who holds a valid certificate of competence in First Aid at Work. The certificate must be issued by an organisation approved by the Health and Safety Executive, or Ofqual regulated body. First aid certificates are usually valid for 3 years and the School Nurse will arrange retraining before certificates expire. See the following guidelines for HSE guidelines on training providers <http://www.hse.gov.uk/pubns/geis3.pdf>

Unfortunately accidents will occur wherever there are numbers of children or young people present, and all staff must be prepared to respond quickly and appropriately in the event of an accident or injury.

Additional first aid training and refresher sessions are provided by the School Nurse as necessary, for example Adrenaline Administration training or emergency aid for those with specific health needs.

Specific training is required for some areas:

- The forest school requires staff to hold the 3 day level 3 FAAW course
- Early years staff require the 2 day level 3 Paediatric First Aid course

Emergency Procedures

Depending on the severity of the injury or illness, a casualty should either see the School Nurse at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to the School Nurse. During lessons times pupils may be accompanied by a responsible friend if appropriate, or by a member of staff. If Upper Prep and Senior teachers deem it appropriate for a pupil to attend the medical room during lessons, they must provide the pupil with a blue permission slip.

For high risk areas e.g. Sport, maintenance and forest school, the nurse should be contacted directly via the walkie-talkie for an immediate response. The designated first aider for that environment should remain with the casualty and treat as per training until the nurse arrives.

In the event of a severe illness or injury, the School Nurse should make the decision to call an ambulance to attend without delay. In the absence of a School Nurse, the first aider on duty and in charge of the situation should make the decision to call for an ambulance. This may or may not be done in discussion with the SLT/School Nurse, however where possible they should be informed as soon as possible.

Whenever possible someone should remain with the casualty until help arrives.

If an ambulance is called, a member of staff should go to the front of the school to give directions to the ambulance crew.

Parents/carers of the casualty must be notified as soon as possible. This should be organised by the person in charge of the situation (School Nurse/first aider) and should be the most appropriate person at the time for

example a member of the SLT. A responsible adult should accompany the casualty to hospital with written details of the incident and any treatment/medication given.

Action at the Scene of an Injury

In the event of a serious injury, the first aider will be expected to:

- **Assess** the scene, the situation and make the area **safe**.
- Administer first aid as qualified and competent and according to the guidelines set out by the **Resuscitation Council UK (2015)**.
- **Get help** using the nearest telephone and request an ambulance if required (999 or 112). The ambulance should be guided to the nearest convenient point; the injury site if possible.
- Inform the school nurse who will attend the site of the injury.

Pupils with Medical Conditions

All relevant members of staff will be informed of pupils with medical conditions. Information regarding the condition and any relevant action necessary will be available on iSAMS.

Pupils feeling unwell must always be accompanied by another pupil or a member of staff if they need to attend the medical room

Pupils with Vomiting and/or Diarrhoea

Whilst it is recognised that there are times when children may vomit for various reasons, based on government guidance it is the school's policy that in order to protect the health and well-being of all children within the school, any child who has either vomited or had diarrhoea must remain away from school for a minimum of 48 hours after their last episode of vomiting or diarrhoea. If a child returns to school before this time, their parents/carers will be contacted and required to take their child/children home.

This policy also applies to all members of staff within the school.

Unwell Pupils

The School Nurses will assess all unwell pupils presenting to the medical individually and are responsible for the decisions on what further actions should or should not be taken.

If a pupil is thought to have an infectious disease, the School Nurse will refer to the government guidance: [Managing Specific Infectious Diseases](#) and act/advise parents accordingly.

If an unwell pupil has a temperature of 38 degrees or above, the School Nurse will contact their parents to arrange for their child to be collected.

Head Injuries

All pupils with head injuries should be reviewed by the School Nurse as soon as possible. The School Nurse will assess the pupil and refer them to the Return2Play provision if they feel it is necessary. Please see the Head Injury Policy for further details.

Blood spillages and bodily fluids

Blood and bodily fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect ourselves 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 bodily spillages. Please refer to the Body Fluid Spillage Policy.

First Aid Materials and Equipment

First aid kits are located in the following areas of the school:

- Auditorium
- Medical room
- Sports Hall
- Science rooms
- Kitchen

- Dining Hall
- All minibuses
- Swimming Pool
- Nursery
- DT room
- Pavilion
- Henderson Field Hut
- Groundsman's Office
- Forest School

The School Nurse is responsible for stocking and checking the boxes on a regular basis and additional supplies are available from the medical room. It is good practice to have a medical bag at all sporting/outing/residential activities. These are prepared by the nurse/first aider. (All residential trips have a designated First Aider.) It is the responsibility of the Nurse to ensure that all First Aid materials and medicines are in date. Any stock not in date must be removed. Parents, whose children have personal medicines, must be informed in advance so that replacements can be in place prior to the expiry date. Lists are kept of the expiry dates of Inhalers and AAI's. Parents are contacted prior to the expiry date to request replacements.

FIRST AID KITS / BOXES LISTS OF CONTENTS

Recommendations only

General boxes kept in school

- First Aid leaflet
- Disposable gloves
- Alcohol free cleansing wipes
- Bandages
- Hypoallergenic plasters, assorted sizes
- Sterile non-adhesive dressings
- Sling
- Hypoallergenic microporous tape
- Sterile eye pads (eye wash-out solution kept separately in science labs)
- Saline solution
- Blue detectable plasters (food tech and kitchen)
- Burns dressings (food tech and kitchen)
- Ice packs
- Sanitising hand gel
- Scissors
- Foil blanket
- Yellow clinical waste bag
- Resuscitation aid

Kits for school trips

- In addition to general kits;
- Emergency drugs as required
- Sore throat lozenges as required
- Anthisan cream
- Tissues
- Vomit bags
- Sanitizing hand gel
- Disposable ice packs
- *(Kits for residential and D of E trips to be arranged as per requirements)*

Automated External Defibrillators (AED)

The school has three defibrillators which are located:

- at Reception

- in the Swimming Pool
- in the Sports Hall

The School Nurse is responsible for ensuring that the defibrillators are in working order and that all pads are in date.

Monitoring and Review of the Policy

First aid arrangements are continually monitored by the School Nurses and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the School Nurses, the Health and Safety Committee and SMT with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or pupil numbers.

Any concerns regarding first aid should be reported without delay to the School Nurse.

CRANMORE

INDEPENDENT DAY SCHOOL

FIRST AIDERS

Name	Valid Until	Name	Valid Until
EMERGENCY FIRST AID AT WORK (1 DAY COURSE)			
Amanda Bowen	Apr-25	Simon Lewis	Aug-24
Jo Carpenter	Apr-25	Nika Stefano	Aug-24
Sue Codd	Apr-25	Jennifer Thornton	Aug-24
Alexandra Glover	Apr-25	Lindsay Moody	Aug-24
Sonia Kang	Apr-25	David Price	Aug-24
Osha Rudduck	Apr-25	James Pulford	Aug-24
Claire Minikin	Apr-25	Claire Sinclair	Aug-24
Barry Everett	Aug-24	Jessica Schembri	Aug-24
Richard Harris	Aug-24	Rebecca Freeman	Nov-23
Toby Heaver	Aug-24		
FIRST AID AT WORK (3 DAY COURSE)			
Pippa Smith	Sep-25	Chris Savvides	Sep-25
Charles Doyle Davidson	Sep-25	Fergal O'Neill	Sep-25
Marcus Chapman	Sep-25	Rhys Cross	Sep-25
Amanda Verny White	Sep-25	Will Lamport	Sep-25
Fiona Hart	Sep-25	Katie Berry	May-24
Imogen Moore	Sep-25	Lucie McCambridge	May-24
Mike Peach	Sep-25	Danny Cox	Mar-24
Paul Hodgson	Sep-25	Anthony Down	Mar-24
Christine Ebdy	Sep-25	Mike Mellstrom	Mar-24
PAEDIATRIC FIRST AID & EMERGENCY FIRST AID AT WORK			
Lulu Prothero	Nov-24	Maisy Minikin	Aug-24
Emma Hobson	Sep-24	Alison Neale	Aug-24
Katie Berry	Aug-24	Claire Rossi	Aug-24
Pippa Smith	Aug-24	Clare Green	Aug-24
Lee-Ann Fletcher-Irving	Aug-24	Amy Saunders	Aug-24
Sarah Gallop	Aug-24	Hayley Smith	Aug-24
Jacky Hurst	Aug-24	Isabelle Chan	Oct-23

Emma Sanderson	Aug-24	Katrina Parsons	Oct-23
Melanie Luke	Aug-24	Eleanor Kelly	Sep-23
NATIONAL RESCUE AWARD FOR SWIMMING TEACHERS AND COACHES (NRASTC)			
Fergal O'Neill	Sep-24	Paul Hodgson	Sep-24
Sarah Calpin	Sep-24	Danny Cox	Sep-24
Imogen Moore	Sep-24	Stephen Williams	Sep-24
Steven House	Sep-24	Isabelle Chan	Sep-24
Chris Savvides	Sep-24	Kerry Jones	Sep-24
Claire Rossi	Sep-24	Chris Savvides	Jan-25
OTHER FIRST AID QUALIFICATIONS			
Eleanor Kelly – Forest School First Aid			Sep-23
QA MENTAL HEALTH FIRST AID IN THE WORK PLACE			
Jessica Schembri	Jan-24	Katie Berry	Feb-26
Sarah Gallop	Jan-24	Pippa Smith	Feb-26
Danny Cox	Jan-24	Mike Peach	Feb-26
Jo Carpenter	Jun-24	Marcus Chapman	Feb-26
Rhys Cross	Jun-24	Rebecca Freeman	Aug-24
Fiona Hart	Jun-24	Melanie Luke	Aug-24
Chris Savvides	Feb-26	Clare Green	Aug-24
Will Lamport	Feb-26		

References:

DfE Supporting pupils at school with medical conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> DfE Guidance on First Aid for Schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf Reporting of Injuries Diseases and

Dangerous Occurrences Regulations (RIDDOR) <https://www.oshcr.org/riddor-reporting-of-injuries-diseases-and-dangerous-occurrences-regulations/>

General Guidance <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcarefacilities> <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>
<https://www.cranmoreprep.co.uk/about-cranmore/policies/>

Revised and Updated: ASY, SWH, VLO, JSH 27 Jan 2021
Endorsed: Health and Safety Committee meeting 28 Jan 2021
Endorsed: F&GP 9 Feb 2021
Updated: PSM, KBE, SGA, JSC 24 Sept 2021
Updated: KBE Jan 2023
To be reviewed: Jan 2024