



ST FRANCIS SCHOOL

First Aid Policy B15

1. Introduction

- 1.1 This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

The policy is reviewed annually. Reference is made to the school's Health and Safety Policy, Child Protection Policy and general commitment to actively promote the wellbeing of all pupils.

There is a separate policy that refers directly to First Aid and Medicines in the Nursery (See Appendix 1) and EYFS (See policy Administering Medicines EYFSF1 and First Aid EYFSC2 in Staff Handbook)

- 1.2 St. Francis School is a Preparatory School for boys and girls aged 2-13 years for day pupils. The school is a low risk environment overall with specific risk areas around the school having slightly higher risk of injury. The risks associated with activities such as sports and play on the adventure playground are still considered low as the activities are well supervised and the equipment is well maintained.

Specific risk areas in the school include the woods, car parking areas, outdoor play areas, adventure playground, science lab, art/kitchen room, DT room and the kitchen and maintenance work areas.

- 1.3 St. Francis School is located approximately 5 minutes away from the local doctor's surgery and 25 minutes away from The Great Western Hospital in Swindon that which has an accident and emergency department.

- 1.4 The Health and Safety (First Aid) Regulations 1981 require the provision of adequate and appropriate equipment, facilities and personnel to give first aid to employees those who become injured or ill at work.

2. Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992
- To support the children at St Francis in accordance with documentation relating to Keeping Children Safe in Education.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

3. Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons

and First Aiders to meet the needs of the School

- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4. **Personnel**

4.1 **The Governors** are responsible for the health and safety of their employees and anyone else on the premises. This includes the Headmaster and teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

4.2 **The Headmaster** is responsible for putting the policy into practice and for developing detailed procedures. He will ensure that the policy and information on the School's arrangements for first aid are made available to parents.

4.3 **Teachers** and other staff

- Are expected to do all they reasonably can to secure the welfare of the pupils.
- To advise the Bursar or Estate Manager of any Health and Safety issues
- To restock First Aid bags or boxes with the guidance of the Estate Manager or School Secretary

4.4 **The Estate Manager** will:

- Look after the first aid equipment eg advising on the restocking of the first aid boxes
- Advise on all matters of Health and Safety

4.5 **The First Aider** must have completed and keep updated a training course approved by the HSE.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Assess the seriousness of any accident/illness and ensure that an ambulance or other professional medical help is called immediately.

5. **First Aid Training**

5.1 All staff undertake first aid training every three years. In addition members of staff have received more extensive training such as HSE First Aid at Work (3 days), Combined Paediatric First Aid Certificate (2 day). See Appendix 2 for the latest names.

5.2 It is recommended that staff who regularly take games and organise school trips should possess a first aid certificate in accordance with the Health and Safety (First Aid) Regulations 1981.

6. **First Aid boxes**

6.1 First Aid boxes are to be found in the following locations:
School Office

Burden Building Foyer
Art Room
DT Room
Sports Hall disabled toilet
Sports Hall cupboard
Nursery
Haybrook Staff Room
School minibuses

- 6.2 Documentation regarding the top up procedure and maintenance of the first aid materials is kept in the procedural manual by the Health and Safety Officer (Estate Manager).

7. Consent

- 7.1 At the time of each child's admission to the school, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.
- 7.2 Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

8. Procedure

For specific guidance see:

Medicines in School (B46) policy

EYFS for Administering Medicines EYFSF1 and

EYFS for First Aid EYFSC2 in Staff Handbook.

Nursery policy can be seen in Appendix 1

8.1 Prep Department

8.1.1 In the event of minor injuries during break times or games lessons, first aid is administered 'on the spot' and recorded in the relevant book in the school office.

8.1.2 If the injury is deemed more serious or there is not access to a first aid box pupils are taken to the school office where first aid is administered and recorded.

If a child feels unwell during lessons they may be taken to the school office to spend time in the medical room.

8.1.3 Children may spend time in the medical room which is situated next to the school office where a member of staff is present.

8.1.4 After a period of time and the child does not improve the school will call the parents to talk about what to do next.

8.1.5 If the child remains at school they will remain in the medical room until they are

collected by their parent.

8.2 **Pre-prep and Nursery**

8.2.1 First Aid is administered in the classrooms or at break time. Whilst all staff are first aid trained, where a more serious injury has taken place the HSE First Aid at Work (3 days) or Combined Paediatric First Aid Certificate (2 day) members of staff will be consulted.

8.2.2 When a child receives first aid, they are given a sticker to wear, which states 'I've had first aid treatment today'.

8.2.3 If a child receives a head injury, first aid is given, the Accident Record is completed, the child's parent is contacted at the time and made aware of the injury that has occurred and the child is given a sticker to wear which states 'I bumped my head today'. For pupils in EYFS parents are shown the Accident Record when their child is collected and are asked to sign and date the entry.

8.2.4 If a child is feels unwell a member of staff will assess them. The child will remain in the form room under close supervision. If the illness continues a member of staff will call the parent/carer to ask for the child to be collected at the earliest possible time. The child will either remain in the form room or move to a spare room and a member of staff will stay with the child until the parent/carer arrives.

8.3 No un-prescribed medication is given to children, parents or staff. Details regarding the administration of medicine to children can be found in Appendix 3 Medicines in School.

8.4 In order to prevent the spread of infection, children and adults with diarrhoea and/or vomiting must not return to school until they have been symptom free for a minimum of forty-eight hours.

8.5 Additional precautions are taken when there is a known infection in the school. Parents are informed about any infectious illness in the school and given as much information as possible about signs and symptoms etc. Additional hygiene procedures are put in place and additional cleaning is undertaken.

9. **Recording**

9.1 When an accident has occurred and first aid has been administered, the relevant information is recorded in the Accident Book (for major injuries a copy is put in the pupil's file). In the case of EYFS parents are shown the record when the child is collected and are asked to sign and date the entry.

9.2 Accident Record books are kept in the School Office; Haybrook Staff room; and Nursery.

9.3 Accidents causing serious injury must be reported on the DPA compliant Accident Form and then taken to the HR department for notification to the Health and Safety Team. The Health and Safety team will then undertake an investigation with the aim of establishing the circumstances of the accident and responding accordingly, rather than apportioning blame.

9.4 The school meets our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)

9.5 All documentation relating to an injury is kept for four years following the date of that

injury

9.6 It is the responsibility of the Headmaster to:

- a) Ensure that parents are informed of any injury that required major treatment
- b) Inform the governors of particularly serious injuries
- c) Regularly checking the Accident Book and further investigating a matter if it was felt to be necessary.

10. **Risk Assessment**

The Bursar conducts risk assessments each term or when circumstances alter. Recommendations on measures needed to prevent or control identified risks are agreed with the Headmaster. The Risk Assessment will be responsive to changes in weather conditions and particular circumstances which may have an adverse impact on pupils' safety.

11. **Re-assessment of first-aid provision**

As part of the School's annual monitoring and evaluation cycle

- the Senior Leadership Team reviews the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- the Bursar monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
- the Bursar also monitors the emergency first-aid training received by other staff and organises appropriate training
- the Estates manager checks the boxes and restocks them regularly throughout the term, in conjunction with the School Secretary.

12. **Providing information**

12.1 The Headmaster will ensure that staff are informed about the School's first-aid arrangements.

The Estate Manager

- provides information for new staff as part of their induction programme
- gives all staff information on the location of equipment, facilities and first-aid personnel. This is displayed in the staff room.

13. **Qualifications and Training**

13.1 Designated First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. Appointed persons will undertake (at least) one-day emergency first aid training. Specialist training in first-aid for children should be arranged in a three year cycle.

14. **First-aid materials, equipment and facilities**

14.1 The Estate manager, Deputy Head and Bursar will work together to ensure that the appropriate number of first-aid containers are available. See HSE guidelines on recommended and mandatory contents.

- 14.2
- All first-aid containers must be marked with a white cross on a green background
 - Sports first-aid bags are red with a white cross on the side
 - Each school bus must carry a first-aid container

- First aid containers or sports first aid bags must accompany all staff, but particularly PE teachers off-site
- First aid containers should be kept near to hand washing facilities
- All kits include items to handle infectious substances, including vomit. Spare stock should be kept in the Medical Room.

14.3 Responsibility for checking and restocking the first-aid containers:

- in school, the Estate Manager, in conjunction with the School Secretary
- on buses, the Estate Manager
- for off-site PE, The Head of PE

15. **Accommodation in Travancore**

15.1 The school will provides a suitable room for medical treatment and care of children during school hours.

15.2 At St Francis, the Medical Room is situated next to the School Office and pupils have ready access to a toilet and a basin.

16. **Hygiene/Infection control**

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

It is important that infectious substances, including vomit, are cleaned up following this procedure:

1. Put gloves on.
2. Wipe up fluid using the disposable cloth.
3. Wash the surface with disinfectant.
4. Place all material in the bag for contaminated waste. Secure the top of the bag.
5. Wash hands thoroughly with soap and water.
6. Return the bag of contaminated waste to the yellow bin in the medical room for disposal.
7. Call the Estate Manager for thorough clean up.
8. Care should be taken when disposing of dressings or equipment.

17. **Reporting accidents**

17.1 Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

17.2 The Headmaster must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

17.3 The following accidents must be reported to the HSE:

Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)

- accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR 1995.

17.4 Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.

i.e. if it relates to

- any school activity, both on or off the premises
- the way in which the school activity has been organised and managed
- equipment, machinery or substances
- the design or condition of the premises

17.5 HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The Headmaster is responsible for ensuring this happens, but may delegate the duty to the Deputy Head. The initial telephone call must be followed up in writing, within ten days.

18. **Record keeping**

18.1 Statutory accident records: The Governors must ensure that readily accessible accident records, written or electronic, are kept for three years.

18.2 Accident Books are held securely in the school office. These are signed by parents after each incident and are regularly checked by the Designated First Aider. Additional records, as appropriate, are held in the Bursary.

18.3 The Headmaster will ensure that a record is kept of any first aid treatment given by first aiders or appointed persons.

This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.
- D.O.B of child

18.4 The Headmaster must have in place procedures for ensuring that parents are informed of significant incidents.

19. **Monitoring**

19.1 Accident records can be used to help the Headmaster and Health and Safety Co-Ordinator identify trends and areas for improvement. They could also help to identify training or other needs and may be useful for insurance or investigative purposes.

20. **Further guidance**

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

Compiled by: NJB Complete Revision: JNB	Date: May 2012 Date: November 2017	Responsibility: Deputy Head
Approved by: DWTS	Future reviews:	Next Revision: November 2018

List of appendix

Appendix 1 - Nursery First Aid Policy

Appendix 2 - Updated list of First Aiders at St Francis School

Appendix 1

LITTLE SAINTS HEALTH AND SAFETY PROCEDURES

Little Saints Nursery is committed to promoting the health and safety of all children, students, staff and visitors to the nursery.

To promote the health and safety of all:

- Staff members are given full health and safety induction
- Staff training is provided on all relevant health and safety matters
- Regular risk assessments are completed on areas of risk and are reviewed at least annually
- Individual risk assessments are completed in specific circumstances, on specific activities and trips, as appropriate

To maintain a safe and healthy environment for all we ensure that:

- We seek and follow advice from relevant expert bodies and organisations
- Health and safety checks are carried out daily on both the inside and outside areas and in-depth checks carried out every four months
- The building is clean, well ventilated and well maintained
- The furniture and equipment are well maintained and suitable for the children's use.
- A non-smoking policy is strictly enforced throughout the Little Saints buildings and grounds
- Regular cleaning routines are in place for toys and equipment
- A high standard of hygiene is maintained throughout the nursery
- A first aid box is accessible at all times, which contains appropriate contents to be used with children
- All gates and doors are kept securely shut at all times. Door codes/video intercom are used on all main external entry points
- When not in use the sandpits are covered. They are spot cleaned daily and deep cleaned regularly
- Children are appropriately dressed and protected from the weather conditions (i.e. sun cream in hot weather, waterproof and warm clothing in wet and cold weather.) At times of extreme weather conditions, the length of time spent outside will be limited

To maintain the safe supervision of children:

- Adequate numbers of adults will supervise the children in all areas as appropriate to the area and the activity
- Minimum required adult/child ratios will be adhered to at all times
- All staff members, students and volunteers undergo a range of checks to ensure that they are suitable to work with young children

- Any person who has not been cleared as suitable is not allowed unsupervised access to children

To maintain the safe supervision of children during off site trips the following procedures will be followed:

- Parents will be asked to sign a general consent form for local outings
- If a form is not received the child will not be able to attend the trip
- Staff will complete an outing information form and a risk assessment checklist.
- A full list of adults and children attending will be left in the department, together with information about the trip and the approximate return time
- A mobile telephone will be taken on all trips
- Appropriate first aid equipment will be taken (including any medical equipment for children with medical or additional needs)
- At least two adults will accompany the children on off-site trips and at least one must be qualified and at least one member of staff must hold a current 2-day paediatric first aid certificate
- If staff members experience any problems on the trip they will immediately telephone the nursery and back up help will be sent, if appropriate
- Staffing ratios will be appropriate to the age of the children and the relevant legal requirements
- Staff cars will not to be used for any journeys involving children
- For trips that are further afield a separate permission slip will be required from parents and a full risk assessment will take place
- If public transport/school mini bus is going to be used a separate permission slip will be required from parents and a full risk assessment will take place

To ensure that children are protected from the sun and adverse weather conditions:

- Parents are asked to provide appropriate clothing such as sun hats for hot weather, waterproof clothing for wet weather and warm coats, gloves, hats for cold weather, etc.
- Time outside is restricted or stopped during adverse weather conditions such as extreme heat or cold and, if necessary, an individual risk assessment will be completed
- Children will not be allowed outside if they do not have appropriate clothing for the weather conditions
- Sun cream is applied to children, as appropriate, in hot weather with the permission of the parents

To ensure the safe arrival/collection of children from the nursery the following procedures will be followed: (See also Late Collection Policy and Procedures)

- On arrival parents must ensure that they hand their child over to a staff member who will immediately mark the child's arrival time in the register
- To ensure the safe collection of children parents are required to give written permission as to any person who is authorised to collect their child
- Staff will not allow children to go with any person who is not authorised to collect them
- Staff will not allow children to be collected by anyone who is under the age of 16 years old
- Staff will not allow children to go with anyone who appears incapacitated by alcohol or drugs
- In the event of an emergency and an authorised person not being available to collect the child, parents must telephone the nursery and inform staff. An identification procedure and a code word will be agreed between the staff member and parent.
- In the unlikely event of a child not being collected from nursery the late collection policy and procedures will apply
- On collection parents must ensure that they inform a member of staff that they are taking their child and the member of staff will immediately mark the child's departure time in the register
- Access points to the nursery will be kept to a minimum

To prevent the spread of infection the following procedures will be followed:

- In order to prevent the spread of infection all staff members follow a high standard of hygiene procedures, these include regular hand washing, the use of disposal gloves and disposable aprons for nappy changing and the use of tabards for the serving of food and whilst feeding very young children who are more vulnerable. Children and adults are encouraged to wash their hands regularly as part of the daily routine
- The nursery follows the guidance provided by Public Health England on exclusion periods for infectious illness
- In line with this guidance, and in order to prevent the spread of infection, children and adults with diarrhoea and/or vomiting **must not** return to nursery until they have been symptom free for a minimum of **forty-eight hours**
- Additional precautions are taken when there is a known infection in the nursery. Parents are informed about any infectious illness in the nursery and given as much information as possible about signs and symptoms etc. Additional hygiene procedures are put in place and additional cleaning is undertaken

Emergency evacuation procedures

- Clear notices are displayed in each area of the nursery as to the procedure to be followed in the event of a fire or the need to evacuate the building in an emergency
- All staff receive full instructions on these procedures during their induction

- These procedures are regularly practiced by adults and children to ensure that they are effective and that everyone is aware of what to do in the event of a fire or the need to evacuate the building in an emergency
- All staff are made aware that the main priority during these procedures is to ensure that all children and adults are safely out of the building and accounted for.
- Fire alarms and equipment are regularly tested
- If a full evacuation of the nursery building and school grounds is required, for example, a bomb alert; Hemery Hall will be used as the evacuation point for all children and adults.
- In the event that the nursery is notified of an immediate danger in the vicinity, for example, a dangerous person or threat in the local area and it is not appropriate to evacuate the building, a lock down procedure will apply.

Accident procedures

- All permanent staff members have first aid training and can call on more experienced First Aiders for advice and support on any actions to be taken
- The treatment of all accidents will be overseen or carried out by a member of staff who holds a current paediatric first aid certificate
- Staff members record all accidents, however slight, on an Accident Report Form. This includes any accidents occurring at home (which the parent informs them about).
- Parents will be told about the accident as soon as possible and asked to sign the Accident Report Form to confirm that they have been informed
- If a parent is not due to collect a child and the child has an accident the parent will be informed of the accident by phone and this will be noted on the accident report form. The person who collects the child will also be informed about the accident and asked to sign the accident report form
- Any child who has had an accident in nursery will be monitored carefully
- Accident Report Forms will be checked frequently by the Nursery Manager to assess whether there are any on-going problems that need to be addressed
- If the child requires hospital treatment the parents will be called immediately and informed of the situation. A member of staff will accompany the child to the hospital if the parent cannot get to the nursery in time
- If appropriate a RIDDOR report form will be completed and sent to the Health and Safety Executive and OFSTED will be notified

Illness procedures

- The nursery follows Public Health England guidelines on infection control in schools and other childcare settings and seeks advice from them if necessary
- The nursery reports any notifiable illness to Public Health England
- The nursery reports any serious illness to OFSTED

- When a child is unwell and unable to cope with the day, the parents will be contacted and asked to collect the child as soon as possible
- If staff are concerned the child may be infectious, the child will be cared for in a separate area away from the other children until the parents arrive
- If a child has a slight temperature but is otherwise well, a staff member will try to reduce the temperature by removing the top layer of clothing. If the temperature persists but the child is still otherwise well, the staff member will inform a Co-ordinator of the situation and will then ring the parent or emergency contact person.
- They will inform the parent of the child's condition, signs and symptoms and ask them what action they would like them to take. If the parent asks for their child to be given Paracetamol suspension this will be recorded on the medication record and signed by the parent on collection. The staff member will only be able to do this if the general consent permission slip has also been signed

Policy on supporting children with medical needs

The nursery aims to support individual children with long and short-term medical needs to enable them to fully access the service that we offer. In order to do this, we:

- Gain as much information from parents about their child's individual medical needs.
- Complete an individual risk assessment, if appropriate
- Ensure that the parents have completed an on-going or long-term medication form and the staff member administering medication follows the instructions detailed.
- Access training for staff, from a qualified health professional when technical or medical knowledge is required
- Ensure that the medication is stored and given in accordance with the manufacturer's instructions
- Draw up individual care plans, if appropriate, and agree them with the parents.
- Implement an effective procedure on the administration of medicines as outlined below

Procedures for the administration of medication:

Parents' responsibilities

- If a child requires medication during the day, parents must complete the permission section of a **Medication Record Sheet** before the medication can be given
- The medication must be clearly labelled, in the original packaging and must be in date
- Parents must notify the nursery if there are any changes to the original requirements requested, throughout the course of medication

If a person other than the parent brings the child to nursery with medication, but without written permission from the parent, the parent will be contacted to obtain written

permission from them before the medication can be administered. This permission can be in the form of an email.

Nursery procedures

Only Room Leaders, Nursery Deputy and Nursery Manager, with a current first aid qualification, will be authorised to administer medication to children in the nursery.

The staff member receiving the medication from the parent will:

- Ensure that the parent has completed the permission section of the **Medication Record Sheet** correctly
- Ensure the Room Leader or the Senior EYP, or in their absence the Nursery Deputy/Manager, is notified of the request by the parent to give the medication

The person responsible for giving the medication will:

- Check the details on the medication form and, if they are unclear ring the child's parents for clarification
- Check the packaging of the medication to ensure the right dose has been requested and that the medicine is in date
- Check the child's medication record before giving the medication
- Ensure that the child receives the correct dose at the correct time, according to the instructions
- Administer the medication in line with the instructions
- Ensure that the medication record is completed immediately

A second member of staff/student will:

- Check that the medication is being given according to the instructions, as above.
- Witness the administration of the medication
- Sign the medication record to confirm the correct procedures have been followed and the correct dosage has been given

General consent

- Parents will be asked to sign a general consent form for the administration of a Paracetamol based suspension such as Calpol. However, in normal circumstances a medication record sheet should still be completed
- If, however, a child suddenly develops a temperature while at nursery, the staff member will inform the Nursery Deputy/Manager of the situation and will then ring the parent or emergency contact person. They will inform the parent of the child's condition, signs and symptoms and ask them what action they would like them to take
- If the parent asks for their child to be given Paracetamol suspension this will be recorded on the medication record and signed by the parent on collection. The staff

member will only be able to do this if the general consent permission slip has also been signed

- If the parent or emergency contact person cannot be contacted the staff member will continue to try to reduce the child's temperature using methods such as removing some of the child's clothing or with the use of a fan
- If the temperature does not go down the Nursery Deputy/Manager will make an assessment of the situation and seek medical advice if necessary
- In all of the above circumstances parents will be asked to sign the medication record sheet on returning to the nursery

These procedures will in no way delay or prevent staff from seeking medical advice or assistance if they feel it is necessary. All medication will be stored appropriately, in the original packaging, safely and in accordance with the manufacturer's instructions, away from the children. It will be checked regularly to ensure that it is in date.

Procedure for animals on site

- Staff will ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk
- After handling or being in contact with any animal children and staff will wash their hands
- Animals, which are kept on the nursery premises, will have their habitats regularly cleaned to prevent the spread of infection
- A risk assessment will be carried out on any occasion when animals visit the nursery

Compiled by Michelle Wigmore, Nursery Manager August 2017

Approved by David Sibson, Headmaster August 2017

Next Review: August 2018

Appendix 2

Advanced Paediatric First Aid Course (2 days)

	Completed	Renewal Date
Antonia Mahon	Feb-16	Feb-19
Sarah Stringer	Feb-16	Feb-19
Michelle Wigmore	Jun-17	Jun-20
Caroline Bassett	Apr-16	Apr-19
Kitty Stagg	Oct-17	Oct-20
India Kirby	Oct-17	Oct-20
Emma Burnet	Oct-17	Oct-20
Jon Murphy	Oct-17	Oct-20
Jan Groom	Oct-17	Oct-20
Helen Taylor	Oct-17	Oct-20
Rachel Ashman	Oct-17	Oct-20

HSE First Aid at Work (3 days)

Michelle Turner	Oct-16	Oct-19
Kevan Brown	Sep-16	Sep-19

Paediatric First Aid (4hrs)

Amanda Baker	Sep-16	Sep-19
Jo Beddall	Sep-16	Sep-19
Mark Burdge	Sep-16	Sep-19
Emma Butler	Sep-16	Sep-19
Jonty Butler	Jan-15	Jan-18
Marcia Crooke	Jan-17	Jan-20
Andy Cundick	Sep-16	Sep-19
Lindsay Faber	Sep-16	Sep-19
Rachel Fisher	Jan-17	Jan-20
Alistair Graham	Sep-16	Sep-19
Clive Hibberd	Jan-15	Jan-18
Elaine James	Jan-15	Jan-18
Jo Martin	Jan-15	Jan-18
Lisa Morrison	Sep-16	Sep-19
Chris Murgatroyd	Jan-17	Jan-20
Jo Parkes	Jan-15	Jan-18
Mandy Pilgrim	Jan-17	Jan-20
Claire Plank	Jan-17	Jan-20
David Sibson	Jan-17	Jan-20
Graeme Smith	Jan-17	Jan-20
Elaine Terry	Jan-17	Jan-20
Mel Theobald	Sep-16	Sep-19
Steve Walton	Jan-15	Jan-18
Ed Watson	Jan-15	Jan-18

Emergency First Aid at Work (1 day)

Felicity Couse	Mar-15	Mar-18
Donna Belsey	Apr-16	Apr-19
Kay Francis	May-15	May-18
Matthew Osborne	May-17	May-20