

# FIRST AID POLICY

## WHOLE SCHOOL

This Policy applies to the Whole School, including EYFS and Boarding

First aid can save lives and prevent minor injuries becoming major ones.

This policy should be read in conjunction with:

- The Health and Safety Policy, and
- The Medical Procedures Handbook

## 1. Introduction

- 1.1 This is the first aid policy for Kent College. This policy is applicable to both the Senior and Prep School including to all pupils in the EYFS setting. The school will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, parents and visitors to the school.
- 1.2 The arrangements within this policy are based on the results of an assessment of the School, carried out by the Health & Safety Officer and the School Nurse, in regards to all staff, pupils and visitors. This is regularly reviewed to ensure the School's First Aid provision is adequate.
- 1.3 This policy is drafted in accordance with regulation 13 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the *First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*, and addresses the procedures and responsibilities put in place.

## 2. Definitions

- 2.1 **EFAW:** means Emergency First Aid at Work, one day course.
- 2.2 **First Aid:** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.
- 2.3 **FAW:** means First Aid at Work, 3 day course.
- 2.4 **First Aiders:** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW or EFAW or Paediatric First Aid or an approved alternative qualification which has been identified in place of FAW or EFAW or Paediatric First Aid which meets the requirements of the First Aid Guidance.

- 2.5 **First Aid Guidance:** is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, L74, 3rd edition, 2013).
- 2.6 **Inhalers Guidance:** means the Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, March 2015).
- 2.7 **Medical Centre:** The Janette Devine Medical Centre is located on the first floor of the Hargreaves building. It is comprised of a treatment room, a 4 bedded room for the care of unwell pupils, a single bedroom for the care of anyone with infectious symptoms, sitting room, shower and WC, as well as the Medical Assistant's office. It is used for the provision of medical treatment, including First Aid, when required. The Medical Centre has essential First Aid facilities and equipment. It is staffed by the School Nursing Sister (Mrs Victoria Barwick – RN (child)) and the Medical Assistant (Mrs Susan Greenhalgh).
- 2.8 **School:** is the school defined in 1.1 above.
- 2.9 **School Accident Book:** has the meaning given in 14.1 below.
- 2.10 **School Doctor(s):** is/are a Doctor from the Waterfield House Surgery, Pembury who is/are contracted to provide medical services to pupils at the School and who is/are responsible for medical supervision.
- 2.11 **School Nurse:** Mrs Victoria Barwick (School Nursing Sister). The School Nurse is registered with the Nursing and Midwifery Council and evidence of current registration can be found on the NMC website. <https://www.nmc.org.uk/registration/search-the-register/>
- 2.12 **Staff:** means any person employed by the School, volunteers at the School and self-employed people working on School premises.

### 3. Aims of this policy

- 3.1 To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, Staff and visitor to be well looked after in the event of any illness, accident or injury;
- 3.1.1 All Staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.2 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

### 4. Responsibilities

- 4.1 The School will ensure that there is adequate and appropriate First Aid equipment, facilities and First Aid Personnel on the School site.
- 4.2 The Headmistress delegates to the School Nurse the day to day responsibility for ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to the School.
- 4.3 The Health & Safety Officer in conjunction with the School Nurse will regularly review the School's First Aid needs and arrangements to ensure that the School's First Aid provision is adequate.
- 4.4 The Headmistress delegates to the School Nurse responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.
- 4.5 The School Nurse is responsible for ensuring that Staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in relation to First Aid.

- 4.6 The Headmistress is responsible for ensuring that the School has as an adequate number of First Aiders on-site at all times.
- 4.7 There will be at least one First Aider on each school site when children are present. Also in the Early Years Foundation Stage (EYFS) setting at least one person who has a current paediatric First Aid certificate will be on the premises at all times when children are present. On outings including children from the EYFS there will be at least one person who has a current paediatric First Aid certificate.
- 4.8 Up to date list of First Aiders (*Appendix 1*) can be found displayed around the school site by each primary first aid kit as well as in the Boarding houses, Bursary, Estates Office, Food Technology, Kitchen, Library, Marketing, PE offices & swimming pool, Prep School, Main Reception, School Office, Science department, Medical Centre, Senior Staff Room, Tilley and the offices of: Headmistress, Deputy Heads, Bursar, Head of Sixth Form and Student Managers.
- 4.9 The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the School Nurse.
- 4.10 First aiders will undergo updated training at least every three years to maintain their qualification.
- 4.11 All Staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All Staff will use their best endeavours, at all times, to secure the well-being and welfare of the pupils.

## 5. First Aid Kits (boxes/bags)

First Aid kits are marked with a white cross on a green background. The content of the First Aid kits will be determined by the School's First Aid needs assessment. As a minimum each kit will be stocked as recommended by the British Standards Institute (BSI) BS 8599-1 specification, *Appendix 2*.

5.1 Primary First Aid Kits are located at these positions around the School site:

Tilley	Entrance Hall	large
Theatre	Foyer & back stage & balcony	large
Music Block	Entrance Hall	large
Science Block	All labs & prep room	medium
Old Sports Hall	Entrance Hall	large
New Sports Hall	Entrance Hall	large
Walker	Entrance Hall 1 <sup>st</sup> Floor corridor Food Technologyx2	large large small
Laundry	Far end of laundry room	small
Knowles	Outside Lower School SM's office & 1 <sup>st</sup> Floor outside staff room	large  small
Senior School	Reception Staff Room Organ Room	large small medium
External Classrooms	E3 Dance Studio	small
Boarding Houses: Hawkwell Hargreaves James Osborn	First floor landing Outside JS office House Mistress' Office Duty Office	large large Medium medium

Swimming Pool	Deep end of pool	N/A at 11/2021
Susanna Wesley Centre	Library 1 <sup>st</sup> floor landing	large large
Estates Department	Estates office Maintenance Shed	medium medium
Astroturf	Shelter	large
Church	Back of church	small
Prep School	Reception Staff room EYFS 1 <sup>st</sup> floor landing	large medium small medium
Evacuation Kits: Senior School James & Osborn Hawkwell & Hargreaves Prep School	Emergency box on Tennis Court James entrance Outside JS office Emergency box on Tennis Court	large large large large

- 5.2 If First Aid kits are used, the School Nurse should be notified and will ensure that the First Aid kit is properly re-stocked.
- 5.3 All requirements for the First Aid kits are supplied by the Medical Centre. First Aid kits are examined termly in order to re-stock and to dispose of items safely once they have reached their expiry date.
- 5.4 **School minibuses:** The School minibuses should have a prominently marked First Aid kit on board which is readily available for use and which is maintained in a good condition. The First Aid Kit should be stocked in accordance with part II of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in *Appendix 2*.
- 5.5 **Off-site activities:** First Aid kits for any off-site activities are provided by the Medical Centre. Kits will contain activity specific additions to the minimum requirements and distributed as required

## 6. Procedure in the event of an accident or injury

- 6.1 If an accident occurs, then the member of Staff in charge should be consulted. That member of Staff will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the School Nurse should be called as soon as is possible. First Aiders can also be called, if necessary, and should be called immediately if the School Nurse is not available. However minor the injury, the School Nurse should always be informed, even if not called.
- 6.2 In the event that a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for the School Nurse or for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.
- 6.3 **Ambulances:** If an ambulance is called then the School Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Where necessary GPS co-ordinates should be provided and arrangements should be made for the ambulance to be met.
- 6.4 Staff should always call an ambulance when there is a medical emergency and / or serious injury. Examples of medical emergencies may include:
- a significant head injury
  - fitting, unconsciousness or concussion

- difficulty in breathing and / or chest pains
- exhaustion, collapse and / or other signs of a severe asthma attack
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- probable serious fracture such as an open fracture.

- 6.5 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of Staff if it is not possible to contact the pupil's parent(s) (or legal guardian(s)) in time. Parents will be contacted as soon as is possible by pastoral staff. The appropriate Headmistress (Prep or Senior) and the Deputy Head (Pastoral) will also be informed.
- 6.6 Following an accident or injury the reporting procedures in section 13 should be followed.

## 7. Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc

- 7.1 The information held by the School will include details of pupils who need to have access to asthma inhalers, adrenaline auto-injector device (e.g. Epipens), insulin injections or similar and this information should be circulated to Student Managers, teachers, the Boarding House team and catering staff where applicable.
- 7.2 Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Senior Reception / Prep Reception and Medical Centre as applicable. Administration of adrenaline auto-injectors will normally be by medically qualified or specifically trained staff.
- 7.3 The School has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes. Copies of the guidance and protocols are available from the Medical Centre
- 7.3.1 **Asthma:** the School asks that all pupils prescribed an inhaler supply a spare to be kept in the Medical Centre.
- 7.3.2 **Anaphylaxis:** the School asks that all pupils prescribed an adrenaline auto-injector to supply the school with a spare injector to be kept in Senior or Prep reception as appropriate.

## 8. Procedure in the event of illness

- 8.1 Pupils may visit the School Nurse in the Medical Centre during school hours. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide whether further assessment is required. Where necessary, the pupil will be accompanied to see the School Nurse in the Medical Centre. The School Nurse will provide first aid and appropriate medical care and decide on the next course of action.
- 8.2 Staff may visit the School Nurse and / or Medical Centre as and when necessary, but appropriate cover must be arranged.
- 8.3 **Boarders:** Boarding staff report illness/injuries directly to the School Nurse. If necessary the boarding pupil will be referred to the School Doctor or the hospital. Appropriate accommodation is available for boarders who are unwell. If a child is contagious they will be sent home, sent to guardians or cared for in either the Medical Centre or the individual medical rooms in James & Osborn House (Senior boarders years 10-13 only). Sixth form pupils may stay in their own room for short periods of time if given permission by the School Nurse and Boarding House staff. Parents/ guardians will be informed by the School Nurse or Housemistress if a child is unwell. Records of all illness is maintained, confidentially, on the school database (iSAMS).

- 8.4 The School will discuss with parents the procedures for children who may become ill or infectious and take necessary steps to prevent the spread of infection and illnesses.
- 8.5 On rare occasions it may be necessary to contact Public Health England for advice and support on managing outbreaks.

## 9. Procedures for managing medicines at School

- 9.1 The school has a comprehensive Medical Procedures Handbook in place which includes the processes for the safe storage and administration of medication for the whole of Kent College, with separate guidance for EYFS.
- 9.2 For the control and expectations for staff personal medications reference should be made to the Whole School Drugs Policy for Staff.

## 10. First Aid in the Physical Education Department

- 10.1 **Location of first aid equipment:** The Medical Centre is responsible for providing First Aid boxes and bags to the PE department. Those staff leading sports lessons and matches are responsible for collecting first aid bags for the relevant sporting activity, from the PE department.
- 10.2 There are bags for each team which can be used by Staff and team managers for home and away fixtures.
- 10.3 A wheelchair and blankets are available in the Medical Centre.
- 10.4 **Away fixtures:** A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid Personnel. If necessary, the pupil should be taken to the nearest casualty by a member of Staff. Treatment and after-care should then be followed up by the School Nurse. Any incident of treatment must be reported to the School Nurse on return to School.

## 11. Information on Pupils

- 11.1 Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- 11.2 The School Nurse is responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Headmistress, Student Managers, teachers and Boarding House Staff on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

## 12. Automated External Defibrillators (AEDs)

- 12.1 The School's AEDs are located at the entrance to the Medical Centre (Hargreaves Building) and in the entrance to the Prep School. They are kept unlocked and accessible for all emergencies. They are fully equipped and checked weekly by either the designated member of the Estates team or the School Nurse. Standard AED pads are suitable for use in children older than 8 years, as such both AED kits hold paediatric and adult pads.
- 12.2 An AED should only be used where a person is thought to be in cardiac arrest. It should not be used where a person is conscious, breathing and / or his or her heart is still beating.
- 12.3 If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR.
- 12.4 In Resuscitation Council (UK) Guidelines (2015), the absence of normal breathing continues to be the main sign of cardiac arrest in a non-responsive patient. Once CPR has started, the Guidelines recommend that the rescuer should only stop CPR if the victim shows signs of regaining consciousness, such as coughing, opening their eyes, speaking or moving purposefully, as well as breathing normally. Staff trained in cardiopulmonary resuscitation (CPR) are expected to recognise cardiac arrest, call for help and initiate CPR.
- 12.5 If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step by step instructions on the AED.
- 12.6 The person applying the AED should ensure that the area around the casualty is clear when it advises "stand clear" as the shock will be automatically administered. She/he should continue to follow AED instructions until the emergency services arrive.

## 13. Hygiene and infection control

- 13.1 If a spillage of blood or other bodily fluids occurs, Housekeeping must be informed. Housekeeping will then arrange for the proper containment, clear up and cleansing of the spillage site.
- 13.2 All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing and the use of hand sanitiser (see Protective Measure during Covid – Policy and Medical procedures)).
- 13.3 The First Aider should take the following precautions to avoid risk of infection:
  - 13.3.1 Cover any cuts and grazes on their own skin with a waterproof dressing;
  - 13.3.2 Wear suitable single use disposable gloves (and other personal protective equipment (PPE) such as aprons where necessary) when dealing with blood or other bodily fluids;
  - 13.3.3 Use suitable eye protection and a disposable apron where splashing may occur;
  - 13.3.4 Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
  - 13.3.5 Wash hands after every procedure.
- 13.4 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
  - 13.4.1 Wash splashes off skin with soap and running water;
  - 13.4.2 Wash splashes out of eyes with tap water or saline eye wash pods or an eye wash bottle;
  - 13.4.3 Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;

13.4.4 Record details of the contamination;

13.4.5 Report the incident to the Medical Centre and take medical advice if appropriate.

## 14. Reporting

- 14.1 In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete a record of First Aid provision and forward it to the Medical Centre. These records will be regularly monitored by the Bursar, via the Medical Centre and H&S meetings to identify whether review or change in practice is needed.
- 14.2 All injuries, accidents and illnesses, however minor, must be reported to the School Nurse. Medical Centre staff are responsible for ensuring that the accident report forms and books are filled in correctly and that parent(s) or guardian(s) and HSE are kept informed as necessary.
- 14.3 **Reporting to Parents:** In the event of serious accident, injury or illness parents or guardian(s) must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headmistress if necessary.
- 14.4 **EYFS pupils:** The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS setting on the same day or as soon as is reasonably practicable.
- 14.5 The School must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- 14.6 **Reporting to HSE:** Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**) to report the following to the HSE:

### 14.6.1 Accidents involving Staff

- a) Work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- b) Work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- c) Cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- d) Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### 14.6.2 Accidents involving pupils or visitors

- a) Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
  - (i) any School activity (on or off the premises);
  - (ii) the way a School activity has been organised or managed (e.g. the supervision of a field trip);
  - (iii) equipment, machinery or substances; and / or
  - (iv) the design or condition of the premises.



- 14.6.3 The Estates Manager is responsible for reporting all notifiable accidents to the enforcing authorities. When necessary the Headmistress or School Nurse are responsible for notifying parents of pupils. More information on how and what to report to the HSE, can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences)* (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>. It is also possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.
- 14.6.4 **Mental Health:** Any concerns about a pupil's mental health should be reported to the School DSL and the School Nurse. This includes self-harm and eating issues. The pupil may be referred to the School Counsellor for support.

## 15. Records

- 15.1 **School Accident Books:** All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the School Nurse) must be recorded in a School Accident Book. There are accident books located:
- Medical Centre – Sister's office
  - Senior School reception / Front Office
  - Prep. School
  - Early Years Foundation Stage
  - Science Department
  - Boarding Houses
  - Sports Department / Gym Academy
  - Food Technology
  - Textiles
- 15.2 **Accident Report Form:** It is the responsibility of the attending First aider to complete an accident form within the accident book for any accident/ near miss that occurs on or off the School site if in connection with the School's activities. The following information should be documented:
- Date, time and place of the event or illness must be noted with the personal details of those involved
  - A brief description of the nature of the event or illness and what First Aid was given.
  - What happened to the injured or ill person immediately afterwards should also be recorded.
  - The First Aider should document their name and signature on the record.
  - The record should be forwarded to the Medical Centre and followed-up on, as appropriate, by the School Nurse.
  - The School Nurse will add any further information on injury sustained and treatment given
- 15.3 Accident report forms will be kept by the Medical Centre and details of the accident will be electronically stored on the pupil's medical notes in iSAMS. Records will be retained in accordance with the School's normal practices. Where there is a risk of claim, records will normally be retained for at least three years or if the person injured is a minor (under 18), until they are 21.
- 15.4 **Accident to Staff causing personal injury:** The School Nurse will fill in an accident report form in respect of any accident causing personal injury to Staff or visitors and provide a copy of this accident report form to The Estates Manager. The Estates Manager will take reasonable steps to investigate the circumstances of such accidents once he receives notice of it. If it is found that there are discrepancies between the information reported and the Operation Director's findings these should also be recorded on the form. These records will be kept by the School Nurse for at least three years or if the person injured is a minor (under 18), until they are 21.

## 16. Monitoring

16.1 The School's Health & Safety Committee review all incidents recorded at each meeting. Any specific points of concern or trends in accidents, injuries and illnesses at the School are highlighted. The committee will examine whether future, similar incidents can be avoided and what procedures, if any, can be put in place to reduce the likelihood of recurrence. The Head and Executive Team will regularly monitor and review the School's systems and management of medical welfare to identify whether a review or change in welfare practice is needed.

Approved by Governors: Education Committee – June 2021

**FIRST AID AT WORK FIRST AIDERS:**

Victoria Barwick	Sarah Fuller	Cheryl Johnson	Jennifer Tobin
Matthew Brown	Marion Gow	Rebecca Leach	Nick Trainor
Joanne Bullough	Sara Giacomini-Martin	Laura Lewis	Tracey Walker
Sacha Butler	Sue Greenhalgh	Nathan Palmer	Philippa Webb
Gilly Cable	Nicola Groenen	Justin Sharpe	Jeff Wheeler
Jo Cox	Elizabeth Hayes	Jane Silve	Nicola Worsfold
Samantha Essex	Glenn Hougham		
	Georgie Hughes	Carmel Sutton	

**AIDERS:**
**PAEDIATRIC FIRST**

Victoria Barwick	Rachel Cole	Elizabeth Graham	Kathryn Soutter
Stella Beard	Amy Flowers	Victoria Harte	Holly Wilson
Lynda Binns	Marinda Gerber	Carly Hudson	

**EMERGENCY AID FOR PEOPLE WHO WORK IN SCHOOLS FIRST AIDERS:**

Sally Ashley	Bea Edwards	John Langridge	Louisa Priestley
James Beck	Martin Edwards	Helena Levett	Angela Quigley
Anna Bell	Steve Edwards	Adam Long	Dawn Squance
Shelley Bell	Jennifer Field	Graham Lucas	Deborah Stein
Sallie-Anne Berry	Sally Gillings	Claire Lusher	Amanda Till
Louise Bright	Severine Goddard	Claire Mortlock	Rosamund Walker
Helen Bruce	Luke Hall	Patricia Mulhere	Susan Waller
Andy Burchett	Jessica Hallissey	Miles Muttitt	Jon Webster
Tracey Cann-Smith	Katrina Handford	Ana Nieto	Steve Wellard
Emily Cliff	Gary Hardwick	Alison Nixon	Laura Whent
Aynsley Cowie	Megan Horley	Cat Noyek	Vijida Whiteley
Maisie Cox	Julie Humphreys	Maame Osew	Alex Whittington
Arlene Cyster	Sarah Knight	Katharina Pater	Wendy Young Min
Nick Drew	Derek Lamm	Mike Phyll	
Felicity Dunn			

**Annual training to staff: defibrillator, adrenaline auto-injectors, asthma and seizure management.**

**Copies are available in:** Boarding houses, Bursary, Estates Office, Food Technology, Kitchen, Library, Marketing, PE Offices & Pool (3), Prep School (4), Main Reception, School Office, Science (6), Medical Centre, Staff Room, Staff Workrooms (Knowles, Hawkwell & Walker), Tilley, Offices of: Head, Deputy Heads, Head of Sixth Form, Bursar, Pastoral Lead, Student Managers.

## Appendix 2

### CONTENTS OF FIRST AID KITS

BS8599-1 KIT CONTENTS	SMALL	MEDIUM	LARGE
Burn Relief Dressing 10cm x 10cm	1	2	2
Conforming bandage 7.5cm x 4m	1	2	2
Eye Pad Dressing with Bandage, Sterile	2	3	4
Eye Wash 250ml Sterile	-	-	1
Finger Dressing with Adhesive fixing 3.5cm	2	3	4
First Aid Guidance Leaflet	1	1	1
Heat Retaining Foil Blanket, Adult size	1	2	3
HSE Large Dressing 18cm x 18cm, Sterile	1	2	2
HSE Medium Dressing 12cm x 12cm, Sterile	4	6	8
Microporous Tape 2.5cm x 5m	1	1	1
Moist Cleansing Wipes	20	30	40
Nitrile Gloves, pair	6	9	12
Resuscitation device with Valve	1	1	2
Safety Pins, Assorted	6	12	24
Single Use Triangular Bandage 90cm x 127cm	2	3	4
Universal Shears Small 15cm (Tuff-Kut Scissors)	1	1	1
Washproof Assorted Plasters	40	60	100

#### First Aid Kit for School Vehicles (minimum requirement)

SCHEDULE 7 – Road Vehicles (Construction and USE) Regulations 1986 (SI 1986/1078)

#### PART II – FIRST AID EQUIPMENT

- Ten antiseptic wipes, foil packed;
- One conforming disposable bandage (not less than 7.5 cm wide);
- Two triangular bandages;
- One packet of 24 assorted adhesive dressings;
- Three large sterile un-medicated ambulance dressings (not less than 15.0 cm x 20.0 cm);
- Two sterile eye pads, with attachments;
- Twelve assorted safety pins; and
- One pair of rustless blunt-ended scissors.