



ROYAL HIGH
BATH

GDST
GIRLS' DAY SCHOOL TRUST

FIRST AID POLICY

Introduction

This policy applies to all stages of GDST schools, Senior, Junior and Early Years Foundation.

1. Aim of GDST First Aid Policy Statement

This policy aims to promote the health, safety and welfare of pupils, staff and visitors at GDST schools through the provision of first-aid facilities, equipment and trained personnel in accordance with the requirements of the H&S (First Aid) Regulations, ISI requirements and relevant DfE & HSE guidance.

'First-aid' means:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

H&S (First Aid) Regulations 1981(as amended)

2. School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI, DfE and HSE requirements, all GDST schools will ensure that:

- A first aid needs risk assessment is carried out to ascertain how many first aiders, mental health first aiders and types of first aid equipment / facilities are required on each site. It takes into account factors such as:
 - The number of staff / pupils on the site,
 - The location of the school and higher risk parts of the school site
 - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and

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outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.

- Whether any staff or pupils have particular physical or mental health problems.
- As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) [who has also been trained in the CPR requirements for children and young people](#), is present on each identifiably separate school site during the normal school day and in boarding. If EYFS children are present at least one person with a current full (2 day) Paediatric First Aid certificate will also be present. It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. at the end of the school day or weekends and holidays when low risk after-school clubs and activities are running, or early mornings, evenings, weekends and holidays, when only employees are on the site undertaking low risk activities, however this must be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site.
- As a minimum, at least one adult with a Mental Health First Aid qualification suitable for assisting adults and pupils is present on each identifiably separate school site during the normal school day and in boarding.
- Appropriately qualified and equipped first aiders will accompany / be present at all off-site sporting & boarding activities, fixtures, matches and events, and educational visits / school trips. All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate.
- The necessary first aid equipment and facilities are provided at appropriate locations throughout the school/boarding houses, as well as an adequate number of appropriately qualified First Aiders¹;
- Adequate **training** and guidance is provided for First Aiders and Mental Health First Aiders, including refresher training every 3 years and, where appropriate, specialist first aid training, for example:
 - Paediatric First Aid,
 - First Aid for Lifeguards,
 - Sports First Aid training for PE staff
 - Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits
 - Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote.
- Lists of First Aiders and Mental Health First Aiders names, qualifications, locations and contact details are prominently displayed around the school where staff and pupils can see them. See Appendix 1.

¹ The expression 'First Aiders' in this policy includes all staff with current first aid qualifications such as First Aid at Work, Emergency First Aid in the Workplace, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, Activity First Aid, and Outdoor First Aid / Rescue and Emergency courses.

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- All staff are made aware of first aid arrangements, and such information is included in the induction process for new staff with the Lead Nurse and during the inset days/staff meetings at the start of each academic year.
- Parents are made aware of the school's first aid arrangements and the procedures for informing them if their child has had an accident, sustained an injury or received first aid treatment / medication at school or on an off-site school activity. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment.
- A record is kept of all first aid treatment administered by the school nurse/boarding staff /first aiders and all medication administered by school /boarding staff.
- A record is kept of all accidents and injuries to staff and pupils occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the 'Accident Recording and Reporting' section of *myGDST*. (NB Photographs should not be taken of a child's injury or bruising², although it is acceptable to make a record / drawing on a body map). Records will be kept in accordance with the Trust's policy on the retention of documents. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years.
- The HSE is informed of injuries that are reportable under RIDDOR without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section of *myGDST*.
- 'Dangerous occurrences' and significant 'near misses' (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage) are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section of *myGDST*.
- First-aid and accident reporting arrangements are regularly reviewed.

For more detailed information see the '[First Aid Procedures and Guidance](#)' and '[Accident Recording and Reporting](#)' sections on *myGDST*.

3. **School Practice**

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

Once schools have completed a First Aid Needs Risk Assessment to determine the number of First Aiders, Mental Health First Aiders, and the qualifications they need, they should invite staff to volunteer and provide the necessary training.

² Section 24 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings – May 2019 – Safer Recruitment Consortium
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The School Nurse³ or Boarding staff /qualified First Aiders / Mental Health First Aiders, as part of their responsibilities, will administer first aid in a timely and competent manner, and organise an injured person's transfer to hospital in the case of an emergency.

There are a wide range of first aid and mental health first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE, Trust policy and the Trust's insurers, and the school's First Aid Needs Risk Assessment. Detailed guidance is given in the '[First Aid](#)' section on *myGDST*.

A register of First Aiders / Mental Health First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders / Mental Health First Aiders are appointed as necessary. Copies of training certificates are kept in the Medical Centre and reviewed by Lead School Nurse.

All First Aiders / Mental Health First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained and are carrying out their duties for the school/Trust.

All schools must have systems in place to ensure they are aware of any medical conditions which may require treatment whilst the pupil is in the care of school staff. Initially this information is collected on the Pupil Health Assessment Form which parents complete as part of the admissions process. Medical information is updated if communication is received from parents and updated accordingly on systems for example CPOMS and SIMS (Evolve). Appropriate medical information and photographs of students with specific medical conditions like anaphylaxis, diabetes, epilepsy are displayed in key areas staff room notice board at both sites, catering so staff are fully updated. Staff should be aware of the location of the Medical Centre Senior and Medical Room Prep.

Staff should be aware of the Medical Policies which are available on the General Share drive. Students who have a designated Health Care Plan for a specific medical condition /issues will have it on their student 's SIMS records which will be uploaded to the trip or sports fixture iPad. Senior /boarding staff who are taking school day or residential trips out of school will collect any first aid kits/supplies medication/inhalers from the School Nurses. Medication is only to be administered by a qualified first aider that has gone through HIASCO medication training and signed a competency sheet with the School Nurse.

Trip first aid kits are collected from the Medical Centre and returned afterwards.

All schools have documented systems and procedures in place to ensure that all medicines are stored and administered safely. All staff who are authorised to administer medicines will receive training on the procedures, essential

³ Some GDST Schools do not have a qualified School Nurse in post, or the School Nurse may be absent on some days. The expression 'School Nurse' in this Policy therefore includes Senior First Aiders, School Welfare or Pupil Health Officers as appropriate.

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precautions, possible side-effects of the medicine and the importance of making appropriate records and informing parents.

No child under 16 should be given any medicine without their parent's written consent. Prescribed medicines should only be administered to an Early Years Foundation Stage pupil if it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed. The pupil's parents must be informed, wherever possible on the same day, if any medicines are administered during the school day.

More guidance is given in the '[Administration of Medicines](#)' protocol available in the Pupil Health and Wellbeing section on *myGDST*.

4. First Aid Equipment and Materials (08/25)

Detailed information regarding first aid equipment and materials can be found in the '[First Aid](#)' section on *myGDST*.

A list of the location of emergency medicines (eg automatic adrenaline injectors / inhalers), defibrillators (AEDs) and first aid equipment, stored, maintained, and notices alerting people of their locations should be prominently displayed in appropriate areas. See Appendix 2 for details.

The member of staff responsible for the first aid kits in their department should notify the School Nurse when supplies have been used in order that they can be restocked without delay.

All First Aid kits/ supplies and trip kits are checked on a termly basis and where items have been used, the Medical Centre is informed in order to restock. Boxes are found in the following areas of the Senior School; 6th Form and Prep School sites:

Sister Purchase, Lead School Nurses visit the Prep School weekly to provide guidance, advice, check first aid supplies as required. School Nurses can be contacted by Prep Staff by mobile phone to attend the Prep school to assist with any first aid or medical matters. School Nurses visit Prep School at various time throughout the academic year to carry out new student health checks/Nursery Heights and Weights.

Sister Purchase 07810 697369 (not Friday afternoons), Sister Matthews 07917494863 (not Wednesday, Thursday or Friday mornings) and Sister Hawkes 07880 359427 (not Mondays and Tuesdays).

All First Aiders should be aware of and implement the guidance on infection control which can be found in the 'Pupil Health and Wellbeing' section of *myGDST*.

6. Procedures in the Event of an Emergency

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Examples of emergencies which require immediate first-aid assistance include:

- Cardiac arrest / severe chest pain
- Stroke
- Severe allergic reactions and anaphylaxis
- Asthma attacks
- Difficulty in breathing / choking
- Seizures
- Fainting / collapse
- Diabetic emergency, eg hypoglycaemia
- Severe bleeding
- Severe burns
- Breaks or sprains
- Head injury and concussion
- Effects of severe self-harm
- Hypothermia / heat exhaustion
- Mental ill health episodes, eg depression, anxiety, psychosis, substance abuse.

Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid / mental health first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

All incidents and accidents in the Senior School will be dealt with by the School Nurse on duty if available or qualified First Aider. In the Prep School these are dealt with by a qualified First Aider. School Nurse on duty is contacted if required.

Any First Aider may be contacted by the School Office, staff or student if required to attend upon a student who has reported to the Main office, or Prep School reception as a result of accident /injury.

The First Aider should make an assessment and decide if a second opinion is required from either a second First Aider or School Nurse. If immediate hospital treatment is required, an ambulance must be called. Student is escorted to hospital until parents arrive. Boarder's house mistress will be informed to arrange continuing support if necessary.

Inform a member of staff and ask for immediate first aid assistance

If you witness an incident and the injured person does not seem able to move, do not try to move them; stay with them and ask for immediate help from a First Aider. The School Nurse on duty can be contacted via her mobile phone or staff can email Main Office for First aid assistance if no access to a mobile phone.

If the Nurse on duty or First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

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If an ambulance is called someone should be sent to direct the paramedic to the casualty on arrival. The parents of the patient should be informed and asked to go to the hospital. An escort will be arranged to accompany the patient to hospital until the parents arrive. Boarder's house mistress will be informed to arrange continuing support if necessary.

Defibrillators at both sites next to Main office

Implementation of calling Emergency Services (Ambulance, Fire, Police):

If an Emergency Service is required, please follow these instructions carefully.

1. Dial 999 from mobiles clearly stating the service or services that are required. A student should check with the main office, 6th Form reception or any member of staff *if possible* before calling.
2. State clearly the service that is required. (You will need to be with the patient if an ambulance is required.)
3. Give clear details of the incident and location of where the service needs to attend. **Useful postcodes: 6th Form/ Northfields = BA1 5TN / Senior site/Landsdown Rd = BA1 5SZ / Sports Hall/Richmond Rd = BA1 5PX / Music School/Charlcombe Road = BA1 5TR / Prep site = BA1 2UZ**
4. Do not hang up until the operator has all the details they require, answer questions clearly.
5. Send a responsible person to direct the service on arrival to the emergency.
6. If the fire service is required:
 - Activate nearest alarm or ask office/staff to do so
 - Vacate the building quickly and in silence. Do not re-enter the building until the emergency service gives all clear
 - A student with a Personal Emergency Evacuation Plan (PEEP) will be aided by the designated adult and the School Nurse will check that both have left the building
7. If an ambulance is required:
 - Do not leave casualty alone.
 - Send for School Nurse on Duty or First Aider: Sister Purchase 07810 697369 (not Friday afternoons), Sister Matthews 07917494863 (Only Monday, Tuesday & Friday) or Sister Hawkes 07880 359427 (Only Wednesday, Thursday & Friday)

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- Ambulance should be called by Nurse on Duty or First Aider, as you will need to be with the patient, unless these staff members are actively working on the patient and unable to stop or there is a problem with mobile phone reception.
 - Document time of arrival and periodic observations, ready to hand over to the Ambulance crew.
 - Hand over any medication used to Ambulance crew with time and date of administration
 - Arrange an escort to accompany the casualty to hospital if parents are not available.
 - Nurse on duty or staff will contact parents and ask them to go to the hospital if they do not attend school and accompany their daughter in the ambulance.
 - If Boarder, Housemistress/Boarding Matron will be informed, and parents kept informed throughout
8. Head, Deputy Head (Pastoral), Senior Leadership Team, Housemistress to be fully informed.
 9. Incident or online accident report [Sphera] may need to be completed, and procedure reviewed.

Further information on the action to take in the event of allergic reactions and anaphylaxis, asthma attacks, seizures and hypoglycaemia / hyperglycaemia can be found in the 'Chronic / Long term Illness' and Asthma Protocols, the 'Allergies' Policy, and in the '[Pupil Health and Wellbeing](#)' section of *myGDST*.

7. Procedures for Pupils who are Unwell

All schools will have systems and procedures in place to respond to pupils who are ill and / or infectious in order to prevent the spread of infection. They will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if they become ill at school and need to be taken home. Schools should also discuss the procedures for caring for unwell or infectious Early Years Foundation Stage pupils with their parents.

Parents and pupils should be made aware of the times when they can seek help or advice from the School Nurse for non-emergency situations, e.g. headaches, or to discuss any concerns.

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All boarders if unwell will be looked after in the Medical Centre during the school day and return to the medical room in the boarding houses outside Medical Centre hours. Nurses and Boarding staff will regularly communicate with the needs and requirements for our boarders.

Boarders have an open surgery time when they can come to the Medical Centre without an appointment. 0815hrs to 0845hrs, 1300hrs to 1345hrs and 1600hrs to 1630hrs. Outside these times they need to speak to boarding staff or go to the Main Office. If a boarder needs to see the School Doctor, then for non-urgent appointments, an appointment can be made via the School Nurse for a Thursday morning clinic appointment. For a more urgent appointment, the school nurse will arrange an appointment with the surgery and arrange a boarding escort and taxi. Communication with parents will be made at the earliest opportunity.

For Day students, the Medical Centre is open at lunchtime between 1300hrs and 1345hrs. Outside these times, no student should come directly to the Medical Centre but to go with a buddy to Main Office so contact can be made with the nurse on duty before coming to Medical Centre. Communication will be made with parents by School Nurse if required.

For some students with specific medical conditions /requirements they will be given a Medical Card (colour changed termly) so will have open access to the Medical Centre via the Main Office. Nurse on duty can be contacted via mobile, or office staff will contact the nurses if teachers contact via email. In the event of an emergency or if required, Nurses are able to go directly to students.

Further information on infection control can be found in the '[Pupil Health and Wellbeing](#)' section of *myGDST* and in the GDST Common Childhood Ailments Protocol.

8. Further Information and Guidance (08/25)

- *myGDST*
 - [First Aid Procedures and Guidance](#)
 - [Accident Recording and Reporting](#)
 - [Pupil Health and Wellbeing](#)
 - [Pupil Mental & Emotional Health](#)
 - [Staff Mental Health and Wellbeing](#)
- [First Aid in Schools, Early Years and Further Education](#) - DfE - 2022
- [First Aid at Work - Guidance on the Regulations](#) - HSE - L74 - 3rd edition with 2024 amendments

9. Appendices

Schools may find it helpful to add appendices to their policy, e.g. their:

- First Aid Needs Risk Assessment,
- List of first aiders, mental health first aiders, principal locations and contact details,
- List of the location of first aid kits, defibrillators and emergency medication (e.g. automatic adrenaline injectors and inhalers),

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- The school's procedures for:
 - Administration of medicines
 - Allergy management
 - Common childhood ailments
 - Care of pupils with chronic /long term illnesses
 - Eating disorders and self-harm
 - Head injuries
 - Infection control
 - Personal and Intimate Care
 - Sharps disposal
 - Spillages of bodily fluids
 - Promoting positive mental health

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Appendix 1 First Aiders

Qualified First Aiders in the Senior School

Emergency First Aid at Work (1 Day)

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Sister Liz Hawkes *	Medical	Jan-23	Jan-26	07880 359427
Rachel Amies *	Sixth Form Administrator	Nov-24	Nov-27	28020
Victoria Ash *	PE Staff	Jan-23	Jan-26	28069
Heidi Baber *	Director of Sport	June-24	June-27	28069
Spencer Beckingham*	Minibus Driver	Aug-25	Aug-26	
Anna Bernard *	Music	July -25	July-28	28067
Claire Binney *	Head of Classics	May-24	May-27	28067
Diana Bolan *	Maths	Nov-23	Nov-26	
Mark Bradbury *	Music	Jan -23	Jan-26	28056
Hadrian Briggs *	Assistant Head	Jan-23	Jan-26	28060
Victoria Charlton *	Admissions Officer	Jan-23	Jan-26	12
Natalie Cheers *	Head of International Students	May-25	May-28	28022
Peter Clare*	Staff	June-23	June-26	
Ellie Clark *	Lettings & Events Manager	May-24	May-27	28028
Glennis Clark *	Science	May-25	May-28	28037
Imogen Cornick *	Co-Curricular Coordinator	Jan-23	Jan-26	
Jo Cossey *	Head of MFL Dept	June-25	June-28	28068
Ionel Cristea *	Catering	Nov-24	Nov-27	28048
Grace Cui*	Housekeeping	Nov-23	Nov-26	
Scott Curtis*	Evening Caretaker	Feb-25	Feb-28	
Sophie Dagueneet *	MFL Dept	June-25	June-28	28005
Craig Devlin*	Head of Physics	June-25	June-28	37
Socorro Dias*	Catering Manager	July-25	July-28	28039
Peter Drukes *	Maths	Nov-23	Nov-26	
Christian Duckworth *	Art Teacher	Mar-24	Mar-27	28074
Sinead Duignan *	Head of Science	June-25	July-28	28019
Alex Egginton *	Catering	June-25	June-8	28048
Jo Flitcroft*	Science	Nov-23	Nov-26	
Katie Fry *	Housekeeping	Jan-23	Jan-26	28879
Nicholas Glossop*	Physics teacher	Feb-25	Feb-28	27
Craig Graham *	Head of Maths	June-25	June -28	28083
Benjamin Hanford*	ICT	Nov-24	Nov-27	28090
Perry Harris *	Estates	Mar-24	Mar-27	28006
Scott Harris*	Sports Staff	June-23	June-26	
Daniel Harvey*	Estates	Feb-25	Feb-28	
Lauren Hill*	DSL	Nov-24	Nov-27	28097
Jane Hillis *	School Librarian	June-22	June-25	28032

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Emma Hilliam*	Head of Academic Extension	May-25	May-28	28034
Rebecca Hollingsworth *	Head of KS4	June-24	June-27	28061
Amy Howe*	Facilities Manager	May-25	May-28	28879
Julie Hughes *	PE	Mar-24	Mar-27	28097
Jo Isom *	Geography/Classics	March-24	March -27	28079
Tina James*	Housekeeping	June-25	June-28	28879
Anna Jenkin*	Head of Year 7	June-24	June-27	
Scott Jerram*	Performing Arts Technician	March-24	March-27	28073
Georgina Kite *	Marketing	June-25	June-28	
Ben Lacey*	History	Nov-24	Nov-27	28087
Amanda Ladbury-Webb*	Head of Sixth Form	March -24	March-27	28094
Selina Lattuca *	Speech & Drama	Feb-25	Feb-28	
Matthew Lem *	PE/Boarding	June-24	June-27	28069
Deborah Lewis*	Catering	Feb-25	Feb-28	28039
Yuanrong Liu*	Languages	May-25	May-28	
Dawn Lottering *	Minibus Driver	May-25	May-28	
Steph Looker *	Science	Feb-25	Feb-28	28037
Andrew Marchant*	Minibus Driver	Sept-23	Sept-26	
Susana Martinez-Gran *	MFL Dept	June-24	June-27	28095
Rosie Marinelli*	Cover Supervisor	June-23	June-26	
Vicky Matthews*	Medical Centre	June-23	June-26	28007
Layla Mcloughlin*	Housekeeping	June-25	June-28	
Hayley Morais*	HH Catering Manager	June-24	June-27	28039
Ellen Morgan*	PE	Nov-24	Nov-27	
Katherine Newman*	Psychology	June-23	June-26	28203
Tim Nobbs *	Science	May-25	May-28	28037
Jamie Owens *	English	Nov-23	Nov-26	28086

Harriet Pagnamenta *	Head of IB	June-25	June-28	28087
Jack Perham*	PE	March -24	March-27	28069
Jade Petteford *	Housekeeping	May-25	May-28	28879
Lyn Petteford *	Housekeeping	May-25	May-28	28879
Nick Pillow*	Drama	Nov-23	Nov-26	28073
Nicola Pocock *	Music	June-23	June-26	28016
Sally Potter*	PE	May-24	May-27	28069
Rebecca Prutton *	Head's PA	Jan-23	Jan-26	28009
Swati Rao*	Head of Business Studies	June -23	June-26	
Sarah Rhodes*	Finance Assistant	Nov-23	Nov-26	28002
Grace Richards *	PE	Feb-25	Feb-28	28069
Anita Shaddick*	Head of Housekeeping /Atlas	May-25	May-28	
Kathryn Schofield*	Examinations Officer	June-24	June-27	28093
Cassandra Serafin*	Learning Support	June-25	June-28	59
Brian Shoosmith *	Minibus	May-24	May-27	
Nicky Sparkes*	Main Reception	June-24	June-27	28013

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Elizabeth Steele *	Main Reception	May-22	May-25	28000
Jude Taylor*	Biology	June-23	June-26	28096
Sallie Taylor*	Director of A&M	June-23	June-26	28023
Kim Temblett *	Minibus Driver	June-23	June-26	
Leanne Vincent-Norgate *	Head of Drama	Feb-25	Feb-28	28073
Karen Walsh*	Housekeeping Supervisor Atlas	June-25	June-28	
Melanie Whalley*	Head of Careers	Feb-23	Feb-26	
Katie White *	MFL Dept	June-25	June-28	28005
Peter Whitaker*	Housekeeping	Feb-23	Feb-26	
David Whyte *	Minibus driver	Sept-24	Sept -27	
Andrea Wilkie *	Languages	Feb-23	Feb-26	28005
Hannah Wilson *	Art	June-24	June-27	28074
Doug Young *	Estates	June-25	June-28	28006

Paediatric (2 Day) First Aid

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Elizabeth Hawkes *	Medical Centre	Oct-22	Oct-25	28007
Vicky Matthews*	Medical Centre	Jan-23	Jan-26	28007
Rebecca Purchase *	Medical Centre	Jan-23	Jan-26	28007

First Aid at Work (3 Day) qualification

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Georgina Atkinson *	Boarding	Sept-24	Sept-27	28318
Stephanie Carter *	Boarding Matron	May-25	May-28	28861
Helen Flint *	Finance	Oct-22	Oct-25	28084
Torie Gill *	Head of DT	Feb-23	Feb-26	28047
Emily Goy*	FT	Feb-23	Feb-26	28031
Roger Hammond*	Estates	Nov-23	Nov-26	
Karen Harris*	Boarding	May-24	May-27	28318
Liz Hawkes*	School Nurse	Oct-23	Oct-26	28007
Penelope Leipold*	Boarding	May-24	May-27	28861
Kate Nokes *	Administrator	March- 23	March -26	28009
Justine Philips *	DT/Textiles	Nov-24	Nov-27	28047
Rebecca Purchase*	Lead School Nurse	Aug-24	Aug-27	28007
Diana Rejiester*	Admissions Officer	Feb -24	Feb -27	12
Allison Spillman *	Head of Boarding	Aug -24	Aug-27	28861
Elisabeth Steele*	Administrator	Nov-23	Nov-26	28013
Sarah Williams*	DT	Feb-23	Feb-26	28047
Ellen Wilson *	DFO	August-25	August -28	28003

Outdoor Pursuits qualification

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
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Tim Hardcastle (2 day)	Science	Nov-22	Nov-25	28071
Raphael Heath (2 day)	Geography	Nov-22	Nov-25	28080
Andrew Leather (2 day)	Science	Nov-22	Nov-25	28037
James Moyle (2 day)	Science	Nov-22	Nov-25	28070
Alison Parr (2 day)	Science	Nov-22	Nov-25	28038

Mental Health First Aid

Name	Department
Ali Adams	H&S
Georgina Atkinson	Boarding
Hadrian Briggs	Deputy Head
Roger Hammond	Estates
Karen Harris	Boarding
Elizabeth Hawkes	School Nurse
Vicky Matthews	School Nurse
Rebecca Purchase	Lead School Nurse

September 2025

Qualified First Aiders in the Prep School

3 Day First Aid at Work

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Emily Isherwood *	Nursery	Jan-25	Jan-28	28045
Selina Jeal*	Nursery Manager	May-23	May-26	28045

Paediatric First Aid 2 Day

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Sophie Baker*	Nursery	April -23	April -26	28045
Victoria Charlton *	Nursery	May-25	May-28	28045
Carlie Dent *	Year 1	Feb-24	Feb-27	28045
Michelle Fernandez*	Reception	Dec-23	Dec-26	28045

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Emily Frayling *	Nursery	Dec-23	Dec-26	28045
Elizabeth Hawkes *	School Nurse	Oct-22	Oct-25	28007
Emily Isherwood*	Nursery	March -25	March -28	28045
Selina Jeal*	Nursery	Dec-23	Dec-26	28045
Vicky Matthews*	Medical Centre	Jan-23	Jan-26	28007
Lisa Morgan *	Year 2	Dec-23	Dec-26	28045
Rebecca Purchase *	Medical Centre	Jan -23	Jan-26	28007
Rachel Simon *	AS Care /Holiday Club	Feb-24	Feb-27	28035
Emily Tuke *	Nursery	June-25	June-28	28045
Laura Walters*	Nursery	April -25	April-28	28045

1 Day First Aid at Work

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Claire Albiston*	Year 3	June-24	June-27	28051
Emma Appleby *	Year 5	Nov-24	Nov-27	28051
Louise David*	Year 5	March-24	March-27	28051
Cathryn Davies *	Year 2	May-25	May-28	28051
Tracey Emmett*	Catering	May -25	May-28	
Peter James *	PE	Jan-23	Jan-26	28043
Lucy Johnson *	Year 4	March -24	March-27	28051
Jess Knights*	Year 4	June-23	June-26	28051
Jess Lewis *	PE	June-24	June-27	28043
Paula Millard*	Year 5 /Performing Arts	June-24	June-27	28931
Liz Moore *	Little Foxes	Jan-23	Jan-26	28051
Charlotte Perry *	Year 1	June-23	June-26	28045
Kirsty Robson*	Year 5	June-24	June-27	28051
Sheena Stockley*	Prep	June-23	June-26	28051
Emily Tuke*	Nursery	Nov-24	Nov-27	28045
Phillipa Vine *	Prep	May-25	May-28	28025

Mental Health First Aid

Name	Department
Ali Adams	H&S
Elizabeth Hawkes	School Nurse
Victoria Matthews	School Nurse
Charlotte Perry	Year 1
Rebecca Purchase	School Nurse

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Appendix 2 Location of First aid Boxes

Senior and 6th Form	Laundry
Medical Centre - grab bag	Maintenance - x2 (Southside door)
Medical Centre - trip bags x15	Swimming Pool - in shed when pool in use
School Office - also Student & Generic Adrenaline pens. Defibrillator- outside office on the wall	Minibuses - 5
PE Staff - 4 large bags and smaller individual smaller kits	DoE & Ten Tors - 2
Sports Office - on wall	Tractor Kits x2
Sports Hall - by back door	Bee Club -
Art Rooms on 2 floors - 3	Prep School: Cranwell House
DT - 3	Learning & Discovery Room - plus eye solution
Food Technology	Medical Room-including Generic adrenaline pens Paediatric x2 Adult x2. Generic asthma inhaler.
Textiles (In Art)	Nursery
Sophie Cameron Theatre	Staff work Area
Sixth Form Centre	Playground - kit
Laundry	Allotment - kit
Head's Office	Residential - 2 kits in Medical Room
Drama - office behind Memorial Hall	Trips - 5 kits in Medical Room
Music Office including Generic adrenaline and asthma supplies	Prep School: Hope Building
Room 15	Main building Reception area-plus defib.
	Dining Room - kitchen
Science Labs - 1 per lab + eye solution x8	After School Care
School House Office	Outside Y6 classroom on wall on Floor 2
Gloucester House Office	Allotment - kit
Sixth Form Café including generic adrenaline pens x2 and asthma inhaler	PE Staff - separate bags in offices
Catering including generic adrenaline pens x2 and asthma inhaler	Caretaker - separate bag in office

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