



## FARNBOROUGH HILL

WHOLEHEARTEDLY

# HEALTH CARE AND FIRST AID POLICY (including Administration of Medicines Policy)

This policy should be read in conjunction with the following:

- Administration of Medicines Policy (Annex I of this policy)
- Educational Visits Policy
- Mental Health Policy
- Safeguarding and Child Protection Policy
- School Counselling Policy
- Supporting Pupils with Medical Conditions Policy

### School Nurse

The School's medical area is in St Raphael's on the second floor of the Old House. This area includes the Rennie Surgery. It is staffed by a School Nurse (a qualified registered nurse), who is responsible for the health care of pupils while in school. The School Nurse is on duty from 9.00 am to 4.00 pm, every school day, to administer first aid, deal with accidents or emergencies, look after anyone who is taken ill during school hours and to support those pupils with long term medical conditions. However, the Rennie Surgery should not be used for the purpose of seeking medical advice for ongoing medical issues unless previously agreed with the School Nurse. These type of issues should be raised by pupils or parents with their GP. There are also a number of trained First Aiders in school who can offer support in the absence of the School Nurse, should she be off-site or called away.

### Medical Questionnaire

At the time of entry to the School, parents are required to complete a confidential Medical Form giving a full medical history for their child. Medical Forms are kept securely in the Rennie Surgery, along with any records of visits to the School Nurse, and are confidential. Parents should notify the School Nurse of any and all additions that should be made to the Medical Record during the pupil's time at school, ensuring that it is kept up-to-date. An annual request for this update will be made before the commencement of each school year. Information about medical diagnoses (either at the time of entry to the School or as part of a medical update) should be accompanied by a formal written diagnosis at consultant level. This can be a consultant letter following a clinic appointment, as long as it contains the formally stated diagnosis.

### Confidentiality

Medical information about pupils, regardless of their age, will remain confidential. However, in providing medical and nursing care for a pupil it is recognised that, on occasions, the School Nurse may liaise with the Deputy Head - Pastoral, Head, School Counsellor, other staff, parents or guardians and information, ideally with the pupil's prior consent, will be passed on as necessary. With all medical and nursing matters, the School Nurse will respect a pupil's confidence. However, the exception to this will be on very rare occasions when, having failed to persuade that pupil or her authorised representative to give consent to divulgence, the School Nurse considers that it is in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body. This will also apply in the case of safeguarding issues.

### Contact with parents

The School will always contact parents if a) a pupil suffers anything more than a minor injury or period of feeling unwell, b) if there are any concerns about the pupil or c) if it is deemed appropriate by the School Nurse. Minor injuries or mild ailments that are treated at the School will not be routinely communicated to parents, but will be documented on the pupil's medical record.

## **Immunisations**

The School recommends that all pupils should be up-to-date regarding routine immunisations in accordance with Department of Health schedules. Southern Health NHS Foundation Trust manages the Immunisation Programme and will visit the School at different times throughout the year to administer immunisations, as directed by the Department of Health. Southern Health will request parental consent for each immunisation programme.

## **Emergency medical treatment**

In accepting a place at the School, parents are required to authorise the Head (or an authorised deputy acting on her behalf) to consent, on the advice of an appropriately qualified medical specialist, to their child receiving emergency medical treatment if the School has been unable to contact the parents in time. This includes any general anaesthetic and surgical procedure under the NHS.

## **Medical treatment received during school holidays**

Parents are asked to inform the School Nurse at the start of term if a pupil receives any significant medical treatment. This can be detailed on the annual medical update form, or by phone or email to the School Nurse if subsequent to the annual update.

## **Medicines and treatments brought to school by pupils**

Parents are asked to inform the School Nurse, and complete a medication consent form, about any medication that a pupil brings into school. Unless there is an exceptional reason which has been formally agreed by the School Nurse, no pupil should carry medication on their person or self-medicate while at school. If a pupil has a medical condition which necessitates regular access to medication, parents are asked to inform the School Nurse so that an appropriate regime can be put in place. The relevant academic and pastoral staff will be informed, in confidence, of any condition that is likely to affect the pupil in any area of school life. The medication consent form can be downloaded from the school website.

Pupils are able to consent to medical or nursing treatment, regardless of age, if they are deemed 'competent'; otherwise parental consent, or the consent of a recognised person acting in loco parentis, is required. Authorisations concerning the dispensing of prescribed and non-prescribed medication, First Aid treatment and emergency treatment are requested on the School's Medical Form. See *Administration of Medicines Policy*.

A pupil feeling unwell should inform their teacher if this occurs during a lesson. The class teacher will then refer them to the Rennie Surgery as appropriate. Outside of lesson times the pupil should report to the Rennie Surgery during Surgery hours (break and lunchtime), accompanied if appropriate by a fellow pupil or member of staff. The School Nurse (or School Office/First Aider) will assess the pupil's condition and decide on the appropriate course of action. During the school day the School Nurse will care for an unwell pupil in the Rennie Surgery or telephone the pupil's parents to arrange collection. If a pupil feels unwell outside of lesson hours and also Surgery hours, they should inform the member of staff who is supervising them at the time (as part of a co-curricular activity or Prep) or go to the School Office.

The School is alert to the need for vigilance concerning particular health vulnerabilities, for example anaphylaxis and eating disorders, as well as virulent strains of influenza and other contagious illnesses.

## **Anaphylaxis**

Anaphylaxis is a severe allergic response by the body to medication, bee/wasp stings or foods (for example, nuts, eggs, cow's milk, shellfish). This reaction develops after only a few seconds and is a medical emergency. In its most severe form it is life threatening.

When a child is known to be at risk of anaphylaxis their doctor will prescribe medication for use in case of an allergic reaction. This may include adrenaline injections. Those most commonly in use are the auto-injectors called EpiPens and Jext pens. These devices are preloaded, contain clear and concise instructions, and the medications are simple to administer. A list of pupils who are at risk of an anaphylactic reaction is posted on the noticeboard in the main staffroom and in the Rennie Surgery. Pupils at risk are expected to carry two auto-injectors at all times. A spare generic auto-injector is kept by the School Nurse in the Rennie Surgery in case of emergency. One is also kept in the School Office. All staff have auto-injector training and are required to review/familiarise themselves with annual updates.

## **Eating disorders**

The School is keen to help pupils of all ages to develop healthy eating habits and values, and the promotion of healthy eating is an important area of the PSHEE programme.

Sometimes, however, young people suffer from eating distress/disordered eating. If an eating problem is diagnosed, a support strategy will be planned and implemented. A decision will also be made, taking into account medical advice, as to whether or not the pupil is fit to be in school. However, the School reserves the right to make an independent decision on this, after considering a range of factors such as the impact on other pupils. If a pupil needs to be away from school for a period of time, arrangements will be made for work to be sent home, if appropriate. Again, although the School will take into account advice provided by medical professionals as to whether the provision of work is appropriate, it also reserves the right to make this decision independently.

The School follows advice from the School Nurse, Child and Adolescent Mental Health Services (CAMHS) and health professionals treating pupils affected by eating disorders. Advice and information is also available from a number of different eating disorders charities, such as Beat. Parents will always be fully informed should any concerns arise in relation to disordered eating (eating disorders) and their child.

## **Influenza**

In view of the concern in recent years about virulent strains of influenza, parents are asked to keep pupils at home if they display symptoms of influenza (cough, sore throat, headache, aching muscles, raised temperature). Parents are advised to seek guidance by telephone from their own doctor or from the NHS 111 advice service. The School follows government advice regarding time away from school in the case of specific strains of influenza, such as COVID-19.

## **Notifiable viruses**

In the event of a pupil returning to school from an infected area or having been in close contact with someone who is subsequently confirmed as having a notifiable virus, this should be reported to the School Nurse prior to attending school. This will enable her to monitor the pupil's health for the required period of time (usually seven days). Should a pupil at school become infected with a notifiable virus, the School will follow the advice of the UK Health Security Agency (formerly Public Health England) and notice of the situation will be given via the School's website or ClarionCall. Parents are asked to check the website regularly during times of sickness.

## **Diarrhoea and vomiting**

To prevent the spread of infection in school settings, the UK Health Security Agency –recommends the exclusion of any affected pupil or member of staff for a period of 48 hours from the last episode of diarrhoea and/or vomiting.

## **Counselling**

The School Counselling Service is a professional service available to all pupils to assist them in their personal development.

Counselling is offered by a trained, fully qualified School Counsellor who works within the ethical framework of the British Association for Counselling and Psychotherapy (BACP). Counselling aims to support pupils in addressing emotional and behavioural difficulties by encouraging them to express their feelings and thoughts, and to develop their understanding of themselves and strategies for managing their emotional health.

The aim of counselling is to help young people:

- make informed choices
- cope with stress
- work through feelings of inner conflict
- improve relationships with others
- gain understanding of themselves
- develop coping strategies
- build confidence and self esteem

Referrals may be made to the Deputy Head - Pastoral by members of staff, parents, the pupil themselves or the School Nurse. The Deputy Head - Pastoral will then arrange counselling sessions for the pupil as and when it is appropriate in line with the Deputy Head – Pastoral triaging process. The Head may also make direct referrals to the School Counsellor, informing the Deputy Head - Pastoral.

At the time of acceptance of a place, parents are asked to complete a Confidential Medical Report Questionnaire, and it is on this health form that parents are asked to give permission for their daughter to use the School Counselling Service, should the School deem a referral beneficial. The School recognises that best practice involves working in partnership with parents. In most cases, dialogue will take place between the School and parents if it is felt that counselling would be of benefit, but the School reserves the right to refer an individual pupil for counselling without express parental permission in circumstances deemed to require this.

For further information, please see the *School Counselling Policy*.

### **Hygiene procedures**

Any spill of blood or body fluids (faeces, urine, nasal and eye discharges, saliva and vomit) is regarded as potentially infectious. When an incident occurs a suitably trained member of staff (Facilities Manager, Caretaker or members of the domestic staff) should be called to help, ensuring that the affected area is safely decontaminated and cleaned, that all waste is placed in a clinical waste bag, and any soiled clothing sealed in a plastic bag. Staff should ensure that pupils do not come into contact with the spill and appropriate clothing should be worn, such as aprons and gloves.

### **First Aid Policy**

The School's Rennie Surgery is staffed by a qualified registered School Nurse.

The School Nurse is on duty in the Rennie Surgery, usually from 9.00 am to 4.00 pm every school day, and she is available to administer First Aid, to deal with any accidents or emergencies or to help if someone is taken ill. There are also a number of members of the teaching and support staff who are trained as First Aiders, and they are capable of giving First Aid if a pupil is injured, for example during sport. At least one qualified first aider is on school site when children are present. A list of members of staff trained in First Aid and in the management of anaphylaxis, including the use of an auto-injector such as an EpiPen, is posted in the staffroom and on Firefly, and also held by the School Office. It can also be found in Annex 2 below.

First Aid boxes are available in all the areas of the School where an accident is considered possible or likely (for example the Sports Hall). A list of first aid box locations can be found in Annex 3 below. First Aid bags are always taken when pupils go out of School for visits and sports events. As part of their induction programmes, all new pupils and staff are given information on where to go for help in the event of an accident.

The School has two auto-external defibrillators (AEDs) on-site, one in the Sports Hall lobby and one in the Hall Lobby. They are stored in clearly labelled unlocked cupboards along with a First Aid kit. All First Aid qualified staff are trained to use an AED. (A third AED is located next to the hockey astro-pitch, but is only available at certain times during the day as it is stored in a locked outside cupboard. It can be accessed by PE staff.)

Records are kept of all accidents and injuries. The School Nurse will automatically record details on the daily Surgery list on which every visit to the Surgery is noted. A School Accident Report Form will then be completed, signed and dated, either by the School Nurse or by the member of staff concerned, and passed onto the School Nurse. Copies will be given to the Head and the Health and Safety Officer, together with any additional information, within 36 hours of the incident. There is a procedure in place for ensuring that Accident Report Forms are reviewed regularly in order to minimise the likelihood of recurrence. Accidents resulting in major injuries or over-three-day injuries and dangerous occurrences (near-miss accidents) are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Parents are contacted if a pupil suffers anything more than a minor injury or period of un-wellness, if the School has any concerns about the pupil or if it is deemed appropriate by the School Nurse. Parents are asked to contact the School Nurse at any time if they wish to discuss any concern relating to a pupil's health.

In the event that a pupil requires hospital treatment, the School Nurse will contact parents to discuss the matter and make further arrangements. In most cases where emergency treatment is not required, parents will be asked to collect their daughter and take her to hospital themselves. If it is not possible to contact parents, or they are unable to attend, a member of staff will take the pupil to hospital and then wait until their parents attend. If there is an emergency, an ambulance will be called immediately by the School Nurse/First aider. A staff member will then accompany the pupil to hospital and wait until their parents attend.

In the event of an accident when the School Nurse is off-site, the member of staff first on the scene should contact the School Office and a First Aider will be deployed. If mobile, the casualty should be taken to the Rennie Surgery with the help, if needed, of the First Aider. The First Aider should assess the casualty and deal appropriately with the injury in accordance with First Aid principles. If the casualty cannot be moved, the First Aider should make an assessment at the scene of the accident in accordance with First Aid principles (or procedures) and deal appropriately with the injury. The First Aider will decide when to call an ambulance, with the support of senior staff. Members of staff qualified as First Aiders may be called to assist with an emergency. Please also refer to the *Educational Visits Policy* for more information on trips.

Staff with a qualification in First Aid are required to update their training every three years.

This policy is reviewed annually by the School Nurse, Deputy Head - Pastoral and Bursar.

The next review is due in January 2024.

## Annex I: Administration of Medicines Policy

### ADMINISTRATION OF MEDICINES POLICY

This policy should be read in conjunction with the:

- Educational Visits Policy
- Health Care and First Aid Policy
- Supporting Pupils with Medical Conditions Policy

The School recognises the importance of having a clear policy for the administration of medicines that is made known to, understood and accepted by staff, parents and pupils and which provides a sound basis to ensure the proper and safe administration of both prescribed and non-prescribed medications.

The school employs two registered School Nurses who are the primary administrators of any medications given in school. In the event that the School Nurse is unavailable, there are select members of staff who can administer medication. These members of staff have been trained by the School Nurse. They will have read through this *Administration of Medicines Policy* and met with the School Nurse to discuss the policy. They will also have signed a form to confirm that they have received the training (see Annex 2). This will be updated annually.

#### 1 Homely remedies

- Homely remedies are medications, creams or medical wipes that can be purchased over-the-counter and do not require a prescription. All homely remedy medications will be used in accordance with the manufacturer's guidelines.
- Homely remedies are kept securely in a locked cabinet within the Rennie Surgery.
- Medications stocked are listed on the confidential Medical Report Form which is completed by parents of new pupils.
- Written parental consent to administer these medications is requested on the confidential Medical Report Form and then documented electronically.
- Consent is always checked before administration of these medicines. If written consent has not been received, telephone consent is required and will be clearly documented electronically.
- Treatment is monitored by the School Nurse and, should medication be required regularly for more than three days, medical advice is sought.
- Any adverse reactions or concerns are reported immediately to the School Nurse or the School Office.
- If an error is made in the administration of medication, the School Nurse or administering staff member will firstly ensure the pupil's safety and well-being. They will then follow the manufacturer's guidance related to the particular medication and seek appropriate medical advice.

#### 2 Prescribed medications

- During the school day, the School Nurse will administer prescribed drugs unless otherwise agreed.
- It is essential in certain cases, such as diabetes and asthma, for pupils to understand the importance of their medication and to carry it with them at all times. They need to be responsible in the care and storage of their medication and to be compliant in taking it regularly.
- Prescribed medications must be issued only to the pupils for whom they have been prescribed.
- Medications must be given to the School Nurse in their original container as dispensed by a pharmacist, and include the prescriber's instructions.
- Any foreign medication brought to school should be in a formally translated format and authorised by the School Nurse.
- A permission form to administer prescribed medication must be completed by parents.
- No pupil will be given prescription medication without parental written consent.

### **3 Controlled drugs**

- Some medicines are controlled by the Misuse of Drugs Act and its associated regulations. If a pupil has been prescribed one of these drugs the School Nurse and staff who have been trained and assessed as competent can administer these medications as prescribed.
- Controlled drugs are kept in a locked non-portable cabinet in the Rennie Surgery.
- When received at school, all controlled drugs are recorded in the log book and a balance of the amount is noted at each administration.
- Controlled drugs, as with all medicines, are returned to parents when no longer required so that they can arrange for safe disposal (by returning the unwanted supply to the local pharmacy).

### **4 Self-administration of medication**

- In certain situations the School Nurse may agree to a pupil self-administering medication. Prior to agreeing to self-medication for a pupil, the School Nurse assesses the pupil's capacity to understand the nature of any medication given, the dose and the length of time for which it is to be taken, and any side effects.
- Every pupil who self-medicates must sign an appropriate form indicating agreement with this policy.
- Pupils who self-medicate should store their medication safely and securely, for example in their locked locker. They should only hold enough medication for one dosage or their daily allowance.
- Under no circumstances should pupils self-administer medication unless they have received permission from the School Nurse and the steps above have been taken.

### **5 Recording and monitoring of records**

- A complete current record is kept, providing a complete audit trail for all medications.
- The School Nurse keeps an up-to-date record of all current prescribed medication, complete with a signed consent form.
- All medicines brought into school for administration by the School Nurse are recorded electronically for each pupil, including non-prescribed and complementary medicines.
- The School Nurse keeps a record of repeat medication requested and checks that this has been received.
- A record is kept of medicines sent home or on residential visits with the pupil and if a pupil is admitted to hospital.
- The School Nurse informs parents if a pupil refuses to take medication.

### **6 Disposal of medicines**

- Medications which have expired (or where the pupil has left the School) will be safely disposed of at a local pharmacy by the School Nurse.
- Medications of existing pupils which are no longer required will be returned to parents so that they can arrange for safe disposal (by returning the unwanted supply to the local pharmacy).
- After a school trip, any unused medications should be returned directly to parents. If this is not possible the School Nurse will store or dispose of the medication in line with this policy. The name and signature of the member of staff returning the medication will be obtained.

### **7 Pupils who require inhalers**

- All pupils who require inhalers must keep them, clearly labelled, with them at all times.
- Pupils may keep a spare named inhaler in the Rennie Surgery.
- The School Nurse will regularly check that spare inhalers are within their expiry date.
- Parents are responsible for replacing medication which is out of date.
- Spare generic inhalers are kept in the Rennie Surgery for emergencies.

### **8 Pupils who require auto-injectors**

- Pupils who are prescribed an auto-injector, such as an EpiPen or Jext, are required to carry two named ones with them at all times.

- Each pupil with a prescribed auto-injector has a written care plan in the Rennie Surgery.
- Parents are responsible for checking that auto-injectors carried by pupils are within their expiry date and for replacing medication when it has expired.
- A spare generic auto-injector is kept in the Rennie Surgery for emergencies. One is also kept in the School Office.
- A wide range of staff receive annual training in the use of auto-injectors.
- Pupils with severe allergies are required to have an allergy action plan either created or assimilated when they join the school

#### **9 Pupils with special medical needs**

- Each pupil with a formally diagnosed medical condition has an IHCP (Individual Health Care Plan); these are available to staff on the Shared Drive. A photo list of pupils with medical conditions is displayed on a designated board in the staffroom.

#### **10 Trips**

- As part of trip arrangements, day and residential, the School Nurse liaises closely with the First Aider going on the trip. See *Educational Visits Policy*.

This policy is reviewed annually by the School Nurse and Deputy Head - Pastoral.

The next review is due in January 2024.



## Annex 1a: Administration of medication by staff other than the School Nurse

### Medication

- In the absence of the School Nurse, medication can only be administered by staff who have been trained in medicine administration and assessed as competent by the School Nurse. They should only give medication that is detailed in the *Administration of Medicines Policy*.
- These members of staff should read and fully understand the *Administration of Medicines Policy*.
- Medication should only be given in accordance with the manufacturer's administration guidelines on the medication box or bottle.

### Homely Remedies

- **Paracetamol**  
When appropriate to administer: Headaches, period pains, migraines, muscular aches and pains, raised temperatures.
- **Ibuprofen**  
When appropriate to administer: Muscular pain, dental pain, sports injury, period pains.  
**Not** to be given to any pupil who is asthmatic. Always to be given on a full stomach.
- **Cetirizine**  
When appropriate to administer: Hay fever, allergic reaction.  
Inform parents if given to treat an allergic reaction.
- **Chlorphenamine maleate (Piriton)**  
When appropriate to administer: Hay fever, allergic reaction.  
Inform parents if given to treat an allergic reaction.
- **Anthisan** (Insect bite relief cream)  
When appropriate to administer: Wasp and bee stings or any other type of insect bites. Also stinging nettle rash.
- **Throat lozenge (Strepsils)**  
When appropriate to administer: Tickly coughs.
- **Rehydration sachet (Dioralyte)**  
When appropriate to administer: Acute diarrhoea.  
Note, it will not stop the diarrhoea but is intended to replace essential body water and salts.

## Annex 1b: Staff administration of medicines training record

Name: .....

Job Title: .....

Type of training received (initial each one):

- Medication groups - ie analgesia, anti-histamines antibiotics, etc
- Which medication to choose for which ailment (see Annex 1a)
- Administration checks (Name, DoB, parental consent, dose, expiry, when last administered)
- Storage of medication including controlled drugs

Date training completed: .....

### Trainer confirmation:

I confirm that ..... [name of staff member] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated annually.

School Nurse signature: .....

Date: .....

### Staff confirmation:

I confirm that I have received the training detailed above.

Staff signature: .....

Date: .....

Suggested Review Date: .....

## Annex 2: First aid trained staff

*Arranged in chronological training order (Training valid for 3 years)*

<b>Name</b>	<b>Date</b>	<b>Training</b>	<b>Training provider</b>	<b>Dept</b>
Katie Bell	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	History
Cindy Bentley	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Housekeeping
Hannah Collier	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	History/Asst HoY
Ludivine Fitzwater	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Languages
Jess Hocking	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Maths
Manu Maccherini	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Classics
Sarah Ocroft	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Geography
James Quinnell	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	English
Ian Taylor	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Music
Cathi Woods	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Library
Helen Vizard	21/06/2023	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Catering
Alison Rogers	19/06/2023	Schools First Aid (valid 3 years)	St John's Ambulance	Administration
Denise Brennan	27/01/2023	Schools First Aid (valid 3 years)	St John's Ambulance	Art
Gillian Young	27/01/2023	Schools First Aid (valid 3 years)	St John's Ambulance	School Office
Julia Valbonesi	17/06/2022	Schools First Aid (valid 3 years)	St John's Ambulance	Design Technology
Erik Anders	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Drama
Helen de Mattos	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Drama
Dan Emery	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	PE
Paul Francis	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Facilities
Susie Haynes	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Science
Carmel Landowski	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Classics
Bev Routledge	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Food Tech/Catering
Scott Temple	14/06/2022	Emergency Paediatric First Aid (Valid 3 years)	Tigerlily	Science/HoY
Hannah van Klaveren	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	Geography
Polly White	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	MFL
Naomi Lynch	14/06/2022	Emergency Paediatric First Aid (valid 3 years)	Tigerlily	PE/HoY
Naomi Wilcock	20/05/2022	Emergency First Aid at Work (valid 3 years)	Tigerlily	PE
Mimi Fogden	04/02/2022	Schools First Aid (valid 3 years)	St John's Ambulance	Food Technology
Emma Ross	20/10/2021	First Aid at Work (valid 3 years)	Nuco Training Ltd	School Nurse
Benedikt Chamberlain	05/09/2021	Outdoor First Aid (valid 3 years)	ITC	MFL/D of E
Hazel Burrows	05/09/2021	Outdoor First Aid (valid 3 years)	ITC	Science/D of E
David Earles	22/08/2021	Outdoor First Aid (valid 3 years)	ITC	DT/D of E
George Brocklehurst	22/08/2021	Outdoor First Aid (valid 3 years)	ITC	D of E
Lucy Miller	15/06/2021	Schools First Aid (valid 3 years)	Tigerlily	Business/Econ
Colleen Swire	15/06/2021	Schools First Aid (valid 3 years)	Tigerlily	RE
Matt McCarthy-Brown	15/06/2021	Schools First Aid (valid 3 years)	Tigerlily	ICT
Nikki Condren	15/06/2021	Schools First Aid (valid 3 years)	Tigerlily	School Nurse
Danni O'Laoire	15/06/2021	Schools First Aid (valid 3 years)	Tigerlily	Classics
Emily Harrison	15/06/2021	Schools First Aid (valid 3 years)	Tigerlily	PE/HoY

### Annex 3: First aid box locations

	First Aid Kit	Location
<b>General Areas:</b>		
1	Rennie Surgery	Rennie Surgery
2	Staff Room	Staff Room
3	Kitchen	Kitchen
4	Cupboard opposite Repro	Cupboard opposite Repro
5	School Office	School Office
6	Hall Lobby Defibrillator Box	Hall Lobby
<b>Grounds:</b>		
7	Grounds Workshop	Grounds Workshop
8	Tractor Bag Bag 6	Tractor
9	Eye Wash Station Bag 9	Grounds Workshop
10	Toro buggy Bag 5	Toro Buggy
11	Grounds Workshop Bag 8	Grounds Workshop
12	Chainsaw Bag 7	Grounds Workshop
13	Grounds Team Bag 1	Groundsman
14	Grounds Team Bag 2	Groundsman
15	Grounds Team Bag 3	Groundsman
16	Grounds Team Bag 4	Groundsman
<b>PE:</b>		
17	Astro	Cupboard next to Astro
18	Swimming Pool	Swimming Pool
19	PE Defibrillator Box	Sports Hall Lobby
20	PE Department - Bag 1	PE Office
21	PE Department - Bag 2	PE Office
22	PE Department - Bag 3	PE Office
23	PE Department - Bag 4	PE Office
24	PE Department - Bag 5	PE Office
<b>Maintenance:</b>		
25	Maintenance Workshop	Maintenance Workshop
26	Maintenance Van	Maintenance Van
27	Minibus GX62 DVG	Minibus
28	Minibus RF17 DXT	Minibus
29	Minibus CY61 KRK	Minibus
30	Minibus RX57 LFJ	Minibus
31	Minibus IJ10 LYR	Minibus
<b>Teaching Areas:</b>		
32	Biology Prep Room	Biology Prep Room
33	Chemistry Prep Room	Chemistry Prep Room
34	Physics Prep Room	Physics Prep Room
35	Food Technology	Food Technology Room
36	Art	Art Room
37	Ceramics	Ceramics Room
38	D & T Resistant Materials	D&T Room
40	St Joseph's	St Joseph's
39	TOTH	TOTH
<b>Trips:</b>		
	Trip First Aid Kits	Rennie Surgery