



FIRST AID POLICY

**This policy includes all pupils/staff in the school including Early Years Foundation Stage
The current legal requirements for paediatric first aid are set out in the safeguarding and welfare
section of the Early Years Foundation Stage framework.**

This policy should be read in conjunction with the NGHS Medical Needs Policy found on FireFly under Staff Resources and the [GDST First Aid Policy](#) found within the Health & Safety Section within Oracle. To make them accessible for staff without access to the Internet copies are available in Red Folders in the Dining Hall Office, Coach House, Performing Arts Centre, the Medical Room in Junior School and Junior and Senior staff rooms.

Aims

School aims to provide a level of first aid cover and expertise that ensures a swift and competent response to any accident or illness suffered by a girl, member of staff (while they are in school or engaged on a school activity out of school) or by visitors (parents, contractors and others whilst on school site).

'First-aid' means:

- in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and
- 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)

The school site

The school has a split site with a main road, Arboretum Street, going through the middle. The school playing fields are at Grassington Road, approximately 2.7 miles away.

There is a well-equipped and professionally staffed Medical Centre on the main site and in junior school, all parts of the school are within a half mile of NUH Nottingham University Hospital where there is an accident and emergency department. There are two defibrillators on site one outside the sports hall and the other is situated outside the general office. The playing fields are 2.8 miles from NUH.

Specific hazards

Specific hazards include higher-risk activities such as PE; outdoor education; science and technology experiments and events; domestic, catering and works departments; out-of-school trips; special events and road safety. Safety audits are carried out regularly by the General Services Manager in all areas of the school, and risk assessments are made routinely for all potentially hazardous activities or special events, including trips out of school, building work or major public occasions.

Specific needs

There are a small number of girls and staff with specific disabilities or health needs such as asthma, severe allergies, diabetes, epilepsy, etc. A list of such girls is compiled by the school nurse at the beginning of each academic year and added to Sims and a personal medical care plan is done for each pupil who has specific medical needs and staff are informed.

Members of staff who wish similar information to be known about themselves, are invited to advise the school nurse and/or any other individuals in person.

Accident statistics

A record is kept of all 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 on H&S Oracle](#). Records will be kept in accordance with the Trust's policy on the retention of documents which can be found on Oracle. 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. All such injuries are reported to the Head and in addition, for Year 6 and below, to the Head of the Junior School.

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 on H&S Oracle.

Dangerous occurrences and significant near misses are recorded. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting section on H&S Oracle](#).

Any serious accident or serious injury to, or death of, any child within EYFS will be notified to Ofsted/ Child Protection agencies as soon as possible and certainly within 14 days. The criteria for reporting to the Health and Safety Executive (www.hse.gov.uk) should be followed at all times. The Nurse will normally report these but in her absence the Senior Leadership member of staff responsible for First Aid (Deputy Head Mrs Katrina Handford-Smith) will ensure these are reported.

Accident statistics are considered by the school Health and Safety Committee every term and first aid provision will be reviewed in the light of any resulting concerns about particular activities or departments. Any major incident is reviewed immediately by the Health & Safety Co-ordinators, the Director of Finance and Operations, Deputy Head responsible for First Aid; and the GDST Health and Safety advisor.

All First aiders should be aware of and implement the guidance on infection control at school and minimum recommended exclusion periods which can be found in the DfE guidelines www.gov.uk

Staffing

The Medical Centre is normally staffed at all times by a qualified nurse who is also a first-aider. The school Nurse, has primary responsibility for all pupils' first aid in school. In her absence, this is covered by a first-aider in the general office.

On the rare occasions when the school nurse may have been called away to deal with an emergency, the procedure set out on page 4 should be followed.

There is a qualified first-aider on duty at the Sports Hall at all times during opening hours; the swimming pool off site has qualified life-guards on duty at all times during opening hours. There is First Aid care for all staff throughout the working day.

Risk assessments for special events or activities include consideration of whether the attendance of a person holding a first aid qualification is needed. Wherever possible, qualified first aid staff will be in attendance at major events in school (such as Sports Day, the School prom, Year 7 and 8 discos and the carol concert).

Qualifications and training

As a minimum, at least one person with a "FIRST AID at WORK qualification(3- day training) must be present on each identifiably separate school site when pupils are present, and at least one person with a current Paediatric first aid certificate if Early Years Foundation pupils are present. (A Paediatric first aider must also accompany all school trips/outings undertaken by Early Years Foundation Stage Pupils)

Members of staff in all departments are encouraged to gain a first aid qualification. The long term aim is to ensure that, as a minimum, there is at least one currently qualified member of staff in each Department and preferably more. This is particularly important in practically based departments such as Science, PE, Outdoor Education including school trips, Art, Technology, Domestic and Works, where known hazards are present. It is essential that any trip away from school and in particular those that involve travel beyond the UK and UK residential trips includes at least one member of staff with a current first aid qualification.

The school nurse organises first aid courses (for teaching and support staff) on the basis of need and in consultation with the Deputy Head responsible for First Aid, including refresher sessions. Staff who have previously attended a school facilitated course will normally be reminded in good time before their qualification expires, so that they can attend a refresher.

A list of teaching and support staff holding a *current* first aid qualification is kept by the school nurse and is available on Firefly and within the Medical Policies folders kept around school, within Red Folders in the Dining Hall Office, Coach House, Performing Arts Centre, the Medical Room in Junior School and Junior and Senior staff rooms and attached to this policy (Appendix 2).

All 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.

All Schools will have systems and procedures in place to ensure that all medicines are administered safely see the [Administration of Medicines Protocol](#). Detailed guidance on how and what to do is given on [Oracle](#).

At the beginning of the new school year, all new staff, as part of their induction, will have a brief talk from the school nurse in the Medical Centre. This will include an explanation of school emergency procedures; advice on precautions to avoid infection; use of Epi-pens etc as appropriate.

Facilities and equipment

The Medical Centre is fully equipped for first aid.

A number of first aid boxes are sited in key locations around the school and a number of staff have been delegated to check the contents regularly. The list of current locations and delegated staff can be accessed from FireFly and the Medical Policies folder located at various sites around school and attached to this policy (Appendix 3).

The school nurse will supply first aid boxes for out of school activities on request and will ensure that their contents are appropriate to the risks and the items are in date.

Any member of staff who uses first aid supplies must ensure that the school nurse is informed so that they can be replenished. She will record the dates of checks, and keep this record in the Medical Centre.

Procedures for obtaining first aid assistance

In an extreme emergency, an ambulance should be called immediately, see guidance on when to call an ambulance (Appendix 4) followed by the Medical Centre and any other first-aid qualified staff.

If an ambulance needs to be called, it is likely that the following information will be needed:

- Name of school
- School telephone number
 - Senior: 0115 941 7663
 - Junior: 0115 950 0423
- School address including postcode
 - Senior: 9 Arboretum Street, Nottingham NG1 4JB
 - Junior: 22 Balmoral Road, Nottingham. NG1 4HX
- Location of the casualty
- Name of the member of staff present
- Brief description of student's symptoms/injuries
- Which school access the ambulance should use
- A member of staff should stay with the casualty and as far as possible the area should be cleared of other students. Another member of staff should wait to meet the ambulance. Parents need to be contacted.
- If the student is taken to hospital a member of staff or the nurse should remain with her until a parent or carer arrives.
- Staff should not take students to hospital in their own cars. If, however, this is considered necessary, the driver must normally be accompanied by another adult.

Normally, however, the procedure will be as follows:

Dealing with an emergency

- Members of staff who are qualified in first aid will respond to injury or illness in accordance with their training.
- If a member of staff who is not first aid qualified requires assistance or advice in dealing with a person who is injured or ill, the first point of contact is the Medical Centre (Ext 24011). The Medical Centre is staffed by a qualified nurse or a first-aider at all times, apart from those occasions when she may already be dealing with an emergency. In the unlikely event there is no reply to a call, Reception should be asked to call the mobile number (07791 496671)
- If a member of staff is in charge of a group of girls when such a situation arises, she/he should normally stay with the patient. She/he should send one girl to the nearest phone to call the Medical Centre, and another to the nearest member of staff (normally the next classroom) for assistance.
- There are a number of staff qualified in first aid who will deal with an emergency whenever possible. However, because of variations in daily and weekly routines, they should not be relied on as the *first* point of contact in the case of an emergency.

Procedure for Pupils who are unwell

Any student who feels unwell may report to the nurse, and with her consent she may either rest in the medical centre or be sent home. Only the nurse or her designated deputies may contact home to arrange this.

- If there is not a nurse in the medical centre, a student reports to the general office who can telephone the nurse. No students should remain in the medical centre without the knowledge of either a nurse or the general office.
- If a student is unwell in a lesson, staff should send her to medical centre with her iPad which has been authorised by the teacher.
- Once seen by the nurse the student will either return to the lesson with iPad signed by the nurse or the pupil will rest in the medical centre or be sent home.
- If a student is suffering from a minor or non-urgent ailment she is encouraged to visit the nurse in a break rather than during a lesson

In the junior school and EYFS pupils, if a child complains that she feels unwell, the member of staff involved will make an initial assessment depending on the child's appearance. If the teacher considers it necessary she will:

- enable the pupil to lie down or
- contact the parents/ask Junior School secretary to do so or
- contact the School Nurse/Head of Junior School or
- any combination of these

If a pupil bangs her head, a letter will be sent home with the pupil and a RIVO accident form should be completed. For children within Early Years Foundation Stage, parents will be notified as soon as possible and a letter handed to whoever collects the child. Parents are emailed as soon as possible.

Staff who are unwell in school

For staff who are unwell in school they can consult the school nurse for advice. If unable to continue at school, the Deputy Head responsible for cover, or in the Junior School, the Head, needs to be contacted to arrange lesson cover.

Further Information and Guidance

- Oracle- Health & Safety – First Aid
- Oracle –Health & Safety – Accident Recording and Reporting
- Oracle –health& Safety – Pupil Health
- GSDT Medical Manual
- GSDT Administration of Medicine Protocol – accessible for the Pupil Health Section of H&S
- GSDT Allergy and Anaphylaxis protocol – accessible from the pupil Health section of H&S Oracle
- GDST Chronic illness Protocol – Accessible from the Pupil health Section of H&S Oracle
- Share Point – Medical and H&S sites
- Guidance on First Aid for School- A good practice Guide DfEE

Reviewed: October 2016 - Updated Feb 2017

Next review due: October 2017

Appendix 1

Reporting to the HSE

Some accidents that happen in schools, including off-site visits, or during activities organized by schools, have to be reported to the Health and Safety Executive (HSE). The requirement to report these accidents is set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Guidance on which incidents to report is available on the [HSE site](#).

What has to be reported?

Accidents causing injury to staff, or to members of the public including pupils, if the injury is caused by faulty equipment or lack of supervision it must be reported.

In addition, work-related ill health affecting staff, such as dermatitis, work-related upper limb disorders or certain infections including TB and hepatitis if contracted at work must be reported. However, ill health affecting members of the public such as pupils is not reportable to the HSE but it may require reporting to the HPA (Health Protection Agency).

Some dangerous occurrences need to be reported. In the main, these are serious incidents in which somebody might have been badly hurt, but was not. The list of dangerous occurrences which require reporting includes fire or explosion, release of a dangerous substance, failure of a pressure system, failure of a structure or failure of lifting equipment.

For further guidance on what constitutes a injury, dangerous occurrence or disease, see or <http://www.hse.gov.uk/riddor/index.htm>

(ii) Accidents to staff

Accidents to staff includes all categories of employees, including temporary and part time employees. Also report accidents to self employed persons working on the premises.

Report:

An accident resulting in death if work related has to be reported as soon as possible to the Incident Contact Centre (0845 300 9923 during opening hours Monday to Friday 8.30 am to 5 pm). A fatality can also be reported to the local HSE Office in Nottingham through the Incident Contact Centre. In the event that the incident occurs out of normal office hours, the duty officer can be contacted on 0151 922 9235.

- An accident resulting in a specified injury must be reported within 10 days
- An accident resulting in the employee taking over seven days to recover has to be reported within 15 days

When calculating the seven days in the latter category, note that unfitness for work starts the day after the accident. If the accident lasts more than seven days this triggers the report – whether the person was due to work on those days is not relevant. Also, if someone comes into work but does light duties” – in other words is unfit for their normal work, for more than seven days, this will be reportable.

If a member of staff or pupil is off due to a contagious infection this is reported to the HPA.

Injury due to an act of non-consensual physical violence to a member of staff is reportable if it comes into one of the categories above. Violence to a pupil is not reportable.

Road traffic accidents to staff will not usually be reportable.

(iii) Accidents to the public, including pupils

If a member of the public who is not at work, such as a pupil, a parent or a visitor, has an accident at school or during a school activity or at Trust Office, it must be reported if **both** of the following occur:

- The person involved is killed or taken to hospital **AND**
- The accident arises out of or in connection with the work of the school/Trust Office

Ill health resulting in a trip to hospital is not reportable.

Deciding whether an accident arises out of or in connection with work is not always straightforward. In general, if the accident is attributable to a fault in the premises, or in the work equipment, it will be reportable. Again, if it is attributable to a failure of supervision or organisation, it will be reportable. Otherwise, it does not need to be reported.

For instance:

- A girl falls down stairs, is injured, and is taken to hospital. Not reportable. However, if the stairs were wet from washing, or the nosing was raised creating a trip hazard, it will be reportable.
- A child crashes into another in the playground, knocks herself out, and is taken to hospital. Not reportable.
- Junior children are left unattended whilst a teacher takes a phone call, they engage in risky play and one is injured and is required to go to hospital. This is reportable because of a failure of supervision.
- Girls on a field trip are caught in adverse weather and one is injured in unplanned activity. Reportable because of a failure of organisation.
- A girl falls and injures her ankle during a netball match after school. This is not reportable – unless there was a defect of the playing surface or of the supervision of the game.

Note that the occurrence of a major injury does not alone make an accident to a pupil reportable – that requirement applies only to staff.

Deciding whether to report can require some judgement.

(iv) Making a report

A fatal specified injury to a member of staff, or a reportable accident to a member of the public, must be reported within 15 days, this means either by phone to the Incident Contact Centre on 0845 300 9923 or via the website at www.hse.gov.uk/riddor. When a report is made on the website or by telephone, a copy of the report will be sent to the school by the HSE. A note should be taken of the incident number and recorded on the GDST 'Rivo Safeguard' Accident Reporting software.

Accidents causing seven days or more unfitness for work to a member of staff do not have to be reported immediately, but must be reported within 15 days either by one of the methods of reporting described above.

The School Nurse or Senior First Aider will make the reports, providing information about them to the next Health & Safety Committee. The School Nurse or Senior First Aider must also inform the Head of any fatal or major injury accident to a member of staff, or of a reportable accident to a member of the public.

(v) Accidents to contractors

Reporting accidents to contractors at the school is the responsibility of their employer. Schools should record the details on the Rivo Safeguarding GDST Accident Reporting software which has recently replaced the accident book, but have no responsibilities under RIDDOR. However, if any injury could be attributed to a failure on the part of the school, a civil claim may follow, therefore the incident should be investigated and records should be kept.

(vi) Accidents off site

Accidents which occur during organised school activities such as educational visits, matches against other schools or games lessons will be reportable by the team leader who is leading the activity if they meet the criteria above, no matter where they occur. This includes accidents happening outside the UK – although RIDDOR is not applicable outside the UK.

Such incidents should be reported on the Rivo Safeguarding Accident Reporting software.

Accidents on the way to or from school, to pupils or to staff, are not reportable.

Accidents during activities which are not part of the school's operations are not normally reportable, even if they occur on the school premises. PTA or parent led clubs would need to make their own report.

For instance:

- A member of staff breaks a leg whilst playing in a staff football game at the weekend. Not reportable.
- A child is injured during a trampoline club event held at the school but organised by an independent club. Not reportable by the school but would be reportable by the club.
- A girl on a ski-ing trip is injured during the evening entertainment. Probably not reportable – unless there was failure of supervision/organisation. If she were injured whilst ski-ing, because she failed to follow an instruction – not reportable. However, if she were injured as an outcome of poor instruction, or bad planning, or defective equipment provided, then it would be reportable by the organiser of the trip.

Accident reporting

All accidents to staff, pupils, contractors and visitors which result in an injury, however minor, must be reported on the Rivo Safeguarding Accident Reporting software which has been implemented by the Trust. Staff who have had the relevant training and have responsibility for inputting the data must ensure that they inform parents of the incident. This is important for children in early years.

- **Online report** – The online report records every interaction between the Nurse and a pupil, member of staff or other person seeking attention. If the Nurse is unavailable, a first aider should complete a hard copy of the RIVO form and pass to the school nurse who will collate into the online report. Teaching staff with queries should speak directly with the Nurse. The Nurse may choose to withhold certain interactions from the report, recording them for her own reference in a suitable, secure way.
- **RIDDOR F2508** – A RIDDOR report will be needed if an accident to staff results in a specified injury or seven days or more incapacity for work, or if an accident to a pupil or member of the public results in a trip directly to hospital from school and arises out of the school's activities.

Investigation report – See 4.3 below.

4.3 Accident investigation

The causes/reasons for any accident reportable to the HSE, Trust Office or where it is thought a claim is likely, should be investigated by the Head of Department/Health & Safety Co-ordinator or person supervising the activities during which the accident took place, in the case of non-classroom activities. The investigation should include photographs taken of the accident scene and a detailed record of events. The investigation may include statements taken from relevant witnesses. The investigation report should be given to the Head, a copy kept on file by the Health and Safety Co-ordinator, and a copy sent to Trust Office together with a note of any corrective action to be taken.

The report should include details of the risk assessments in place for the activities being undertaken at the time of the accident. Detailed guidance on investigating accidents and incidents is available in the HSE's document [HSG245 "Investigating Accidents and Incidents"](#) (ISBN 0717 628 272)

Appendix 2

JUNIOR SCHOOL			
NAME	COURSE ATTENDED	EXPIRY DATE	CERTIFICATE
SLT			
LAURA FOWLER	3 DAY AT WORK COURSE	31/01/2020	✓
TEACHING STAFF/EYFS			
CAROLINE MYERS	2 DAY PAEDIATRIC COURSE	27/06/2019	✓
KATE BAILEY	2 DAY PAEDIATRIC COURSE	29/09/2019	✓
OLIVIA WILDT	2 DAY PAEDIATRIC COURSE	30/01/2020	✓
NICOLA BROWN	2 DAY PAEDIATRIC COURSE	19/01/2018	✓
SUPPORT STAFF			
EMMA DUCE	2 DAY PAEDIATRIC COURSE	17/11/2017	✓
BRENDA WILLIAMS	3 DAY AT WORK COURSE	07/07/2019	✓
EMERGENCY FIRST AID	APPOINTED PERSONS		
TEACHING STAFF			
PETER ELKINGTON	1 DAY APPOINTED PERSON	10/02/2018	✓
AMANDA EGGINGTON	1 DAY APPOINTED PERSON	01/09/2018	✓
SOPHIE CRABTREE	1 DAY APPOINTED PERSON	01/09/2018	✓
HANNAH JOELS	1 DAY APPOINTED PERSON	04/06/2017	✓
MARK COX	1 DAY APPOINTED PERSON	04/06/2017	✓
SALLY BRAUD	1 DAY APPOINTED PERSON	04/06/2017	✓
JULIE CRAWSHAW	1 DAY APPOINTED PERSON	12/02/2017	✓
JEMMA PRICE	1 DAY APPOINTED PERSON	01/09/2018	✓
ANGELA ROBINSON	1 DAY APPOINTED PERSON	01/09/2018	✓
OLIVIA WILDT	1 DAY APPOINTED PERSON	01/09/2018	✓
SAM COOPER	1 DAY APPOINTED PERSON	01/09/2018	✓
HANNAH WOOD	1 DAY APPOINTED PERSON	01/09/2018	✓
LOUISE DUNN	1 DAY APPOINTED PERSON	01/09/2018	✓
DEBBIE BAKER	1 DAY APPOINTED PERSON	01/09/2018	✓
KIM BUTLER	1 DAY APPOINTED PERSON	01/09/2018	✓
AMANDA JAMES	1 DAY APPOINTED PERSON	01/09/2018	✓
JO UTTING	1 DAY APPOINTED PERSON	01/09/2018	✓
SUPPORT STAFF			
LESLEY SAIL	1 DAY APPOINTED PERSON	01/09/2018	✓
PAT ANDERSON	1 DAY APPOINTED PERSON	01/09/2018	✓
MEGAN TAYLOR	1 DAY APPOINTED PERSON	01/09/2018	✓

3 DAY APPOINTED PERSON COURSE			
SLT			
LAURA FOWLER	3 DAY AT WORK	31/01/2020	✓
SUPPORT STAFF			
BRENDA WILLIAMS	3 DAY AT WORK	07/07/2019	✓
STEVE EVANS	3 DAY AT WORK	14/07/2018	✓
LIZ SHAMBROOK	3 DAY AT WORK	27/10/2017	✓
JEN LYNN	OUTDOOR LEARNING	15/02/2017	✓
PETE CHAPPELL	3 DAY AT WORK	31/01/2020	✓
STEVE RIDGWAY	3 DAY AT WORK	01/11/2019	✓
INGRID BROMFIELD	WILDERNESS FIRST AID	15/01/2020	✓
JACQUIE RILEY	WILDERNESS FIRST AID	15/02/2020	✓
EMERGENCY AID IN WORKPLACE- APPOINTED PERSON			
TEACHING STAFF			
WENDY TAYLOR	1 DAY- APPOINTED PERSON	04/06/2017	✓
CHRIS NICKLIN	1 DAY- APPOINTED PERSON	18/06/2018	✓
PIP FLEWITT	1 DAY- APPOINTED PERSON	18/06/2018	✓
ALISON HENSHAW	1 DAY- APPOINTED PERSON	18/06/2018	✓
KATRINA HANDFORD	1 DAY- APPOINTED PERSON	18/06/2018	✓
JENNY TOWLE	1 DAY- APPOINTED PERSON	18/06/2018	✓
MARK DENYER	1 DAY- APPOINTED PERSON	18/06/2018	✓
JAMES BROWN	1 DAY- APPOINTED PERSON	18/06/2018	✓
SARAH STOPARD	1 DAY- APPOINTED PERSON	18/06/2018	✓
JULIE ABBOTT	1 DAY- APPOINTED PERSON	20/06/2019	✓
JANE SKINNER	1 DAY- APPOINTED PERSON	20/06/2019	✓
MICHAEL TRACEY	1-DAY APPOINTED PERSON	20/10/2019	✓
HELEN TALBOT	1-DAY APPOINTED PERSON	20/06/2019	✓
MARK ROLFE	1-DAY APPOINTED PERSON	20/06/2019	✓
TIM ELLIS	1-DAY APPOINTED PERSON	20/06/2019	✓
LOUISE HOLMES	1-DAY APPOINTED PERSON	20/06/2019	✓
KATE JEPSON	1-DAY APPOINTED PERSON	10/06/2017	✓
ALEX HALL	1-DAY APPOINTED PERSON	10/06/2017	✓
NATASHA OAKLEY	1-DAY APPOINTED PERSON	18/06/2018	✓
REBECCA CONNICK	1-DAY APPOINTED PERSON	18/06/2018	✓
EILEEN THORNE	1 DAY- APPOINTED PERSON	18/06/2018	✓
SUPPORT STAFF			
SHARON NEEDHAM	1 DAY- APPOINTED PERSON	04/06/2017	✓
SANDRA NORTH	1 DAY- APPOINTED PERSON	20/06/2019	✓
KEVIN SHEEHAN	1 DAY- APPOINTED PERSON	04/06/2017	✓
PETE CHAPPELL	1 DAY- APPOINTED PERSON	04/06/2017	✓
JEREMY HIND	1-DAY APPOINTED PERSON	04/06/2017	✓
SUSIE BULLING	1-DAY APPOINTED PERSON	18/06/2018	✓

Appendix 3

FIRST AID BOXES	
LOCATION	PERSON RESPONSIBLE
KITCHEN	SHARON NEEDHAM
DINING HALL- INSIDE FIRE DOOR	SHARON NEEDHAM
ART ROOM OFFICE	SAM FRUIN /JEREMY HIND
RADNOR	MARIA CARROLL
DRAMA STUDIO	N OAKLEY
6 FORM BLOCK KITCHEN	FIONA MCKINNON
MUSIC BLOCK ENTRANCE	C NICKLIN
CLEANER'S CUPBOARD- ROUND CORNER FROM STAFF STUDY	CARETAKER - PETE CHAPPLE
TEXTILES ROOM	TIM ELLIS/JEREMY HIND
GRAPHICS ROOM	TIM ELLIS/JEREMY HIND
RESISTANT MATERIALS	TIM ELLIS/JEREMY HIND
M4	MAGGIE JOHNSON
BIOLOGY PREP	MAGGIE JOHNSON
M3	MAGGIE JOHNSON
M1	MAGGIE JOHNSON
M8	MAGGIE JOHNSON
M109	MIKE SEKOWSKI
M110	MIKE SEKOWSKI
FOOD ROOM	TIM ELLIS/JEREMY HIND
LIBRARY OFFICE	INGRID BROOMFIELD
M105	V LING
M106	V LING
PHYSICS PREP	V LING
M103	MIKE SEKOWSKI
CHEMISTRY PREP	MIKE SEKOWSKI
M104	MIKE SEKOWSKI
CLEANER'S CUPBOARD- OPP PHYSICS PREP	CARETAKER
M101	MIKE SEKOWSKI
JUNIOR SCHOOL ENTRANCE NEAR PLAYGROUND	EMMA DUCE
JUNIOR SCHOOL RECEPTION CLASSROOM	NICOLA BROWN
JUNIOR SCHOOL UPNAH PLAYGROUND	ANGELA ROBINSON
JUNIOR SCHOOL UPSTAIRS	SAM COOPER

CLEANER'S CUPBOARD- NEAR CHANGING ROOM, UPNAH	KEVIN SHEEHAN
UPNAH GYM	J ABBOTT
GRASSINGTON ROAD	J ABBOTT
TRAVEL KIT	J SILVER
PORTABLE FIRST AID BAGS X 2 PE STAFF	J ABBOTT
VEHICLE KIT- MINI BUS	KEVIN SHEEHAN
PORTABLE FIRST AID KITS X8	NURSE
LARGE PORTABLE FIRST AID KITS X2	NURSE
THE SPACE X4	STEVE RIDGEWAY
AFTER SCHOOL CLUB JUNIOR DEPARTMENT	EMMA DUCE
ENTRANCE TO SPORTS HALL	J ABBOTT
FITNESS SUITE	J ABBOTT
SIXTH FORM -LOUNGE	HEAD OF SIXTH FORM PIP FLEWITT



Appendix 4

Guidance on when to call an ambulance

When should you call an ambulance instead of driving to the Accident and Emergency Department? You should call 999/112 for an ambulance when it is obvious that you or another person is seriously ill and in need of immediate emergency care.

Ask yourself the following questions:

- Is the casualty's illness or injury life threatening? E.g. See illness below*
- Could the illness or injury become worse, or even become life threatening on the way to hospital?
- Could moving the casualty cause further injury and severe pain?
- Does the casualty need the skills or equipment of the ambulance service and its personnel?
- Would distance or traffic conditions cause a harmful delay in getting the person to the hospital?

If the answer to any of the questions above is "yes" then call an ambulance.

If you have any doubts about your ability to decide whether or not an ambulance is required, err on the side of caution and call for one.

*Diabetic crisis- not responding to treatment i.e. Hypo/Hyper

*Cardiac Arrest

*Asthmatic – not responding to treatment

*Concussion

*Fractures

*Severe Blood loss/shock

*When you have administered an EpiPen for Anaphylactic shock

*General road traffic accident.