



## **QUEEN ETHELBURGA'S COLLEGIATE**

### **FIRST AID POLICY to be read in conjunction with the MEDICAL POLICY**

Reviewed April 2016 JHa/PPreedy  
Due for review April 2017

## Introduction

- This policy applies to Queen Ethelburga's Collegiate - which includes Queen's Kindergarten, Chapter House Preparatory School, King's Magna Middle School and Queen Ethelburga's College and The Faculty of Queen Ethelburga's - hereafter referred to as "the **Collegiate**".

This policy applies to all the schools and should be read in conjunction with the Medical Policy and Emergency Medical Protocol and Procedure for Reporting Accidents.

## Aim

The aim of this policy is to provide timely and competent administration of first aid and the aim of the Collegiate is effective implementation of the policy.

## First Aid arrangements

- All boarding staff, and a representative proportion of academic staff (depending on department) at the schools are offered, and encouraged to take up, the opportunity of training in first aid.
- All staff in some departments, where risk is considered to be higher, will be trained e.g. PE, Home Economics, Science.
- Queen's Kindergarten and Chapter House will have appropriate staff trained in paediatric first aid.
- Training will be renewed every three years. Records of dates will be kept centrally, in the office and/or by the Senior Teacher responsible for CPD.
- There will always be at least one qualified person on the school site when students/young children are present, including a paediatric first aider whenever young children are on site. A suitably qualified first aider will also accompany students on offsite visits.
- The main duties of first aiders are to give immediate first aid and to ensure that an ambulance or other professional medical help is called when necessary.
- First aid should only be administered by those qualified to do so. A list of First-aiders is posted on notice boards around the schools, including the Staff Room. Current lists of first-aiders are to be circulated and available in staff rooms. They will be updated at least once a year. The lists are available with this policy.
- Teaching staff should familiarize themselves with the location of the nearest first-aider in their teaching area.

## First aid boxes and emergency medical bags

- First Aid kits are provided in zones of the schools set out below.
- First-aiders should familiarize themselves with the location of these kits. Practical subjects not based near the central office complex should have first aid kits within the departments.

### Locations of FIRST AID KITS:

Boarding houses	Home Economics Room	Pastoral Welfare Office
Branwell (office)	Insurance Office	Science areas (CH + QE)
CCF office	Joiners' Workshop	Sports office
CH Foundation Stage	Kindergarten	Staff Rooms

DT and Art rooms	Laundry	Swimming Pool
Estates Office	Main School Kitchens	Theatre
Facilities Manager's office	Main School Office	Wimbledon
Head of Chapter House Office	Medical Centre	Woodlands
Head of King's Magna Office	PA to the Principal's Office	
Kindergarten (with oral syringe)		

- Emergency Medical bags are distributed around the school, as per the list issued by the Medical Centre – currently Medical Centre and Main School office.
- Qualified staff should familiarize themselves with this list, which includes:
  - Emergency Red bag
  - Entonox Blue bag
  - Nebuliser
  - Defibrillator. Extra defibrillators in Genesis main duty office, gym reception, sports hall, and car park shelter.
- Bio-hazard kits are in each boarding house and in the Medical Centre, and Miss Ginger has one in her office which can be accessed by any staff in an emergency.
- Any use of contents should be reported to the nurses, so that replacements can be provided. There will be a designated member of staff to check contents in Chapter House.
- Members of staff on duty and out on the field, or further afield, during games lessons, cross country running, athletics clubs etc, involving children in Chapter House or Kindergarten, must take a first aid kit with them. A kit must always be taken on school trips (see EDUCATIONAL VISITS POLICY).
- No member of the teaching staff should provide medication unless authorized to do so by medical staff, following all required procedures for the distribution and recording of medication as set out in the Medical Policy.

### **Arrangements for students with particular medical conditions**

- A summary list of students with particular medical conditions will be provided by the Medical Centre.
- **All staff** should familiarize themselves with the names of students with particular medical conditions e.g. asthma, epilepsy, diabetes, and with any emergency procedures relevant for students with whom they come into contact.
- This includes:

#### ***Allergies***

The School Nurse produces an up-to-date illness and allergy list, containing the name and form of those students who may need immediate medical treatment e.g for diabetes or epilepsy, so that staff know which students are at risk. This is distributed to relevant departments. Arrangements will be made for students with relevant allergies to visit the chef daily at 10.15am to discuss the menu for the day

#### ***Epi-pens***

All students who have a severe allergy are to carry their own Epi-Pen and have a spare in the Medical Centre. The School Sister is to check regularly that the Epi-Pen is in date and order a replacement as required for boarders.

#### ***Asthma***

The School Sister is to compile a list of students who suffer with Asthma and distribute to the relevant departments. ALL such students are to carry their own inhalers and to ensure they have a spare in the Medical Centre.

## Procedure in the event of an accident or injury

- In the event of a minor injury requiring first aid, a qualified person should be summoned, this being a qualified paediatric first-aider for young children.
- In Chapter House/Kindergarten, staff should inform the nurse directly, if more than immediate first aid is needed.
- Where appropriate a QE/KM casualty may be sent to the main office, for referral to the Medical Centre. If the casualty cannot walk, medical assistance should be summoned via the school office. In the case of a medical emergency or if the first aider cannot deal with the presenting complaint he or she should consider whether it is appropriate to contact the nurse and/or immediately call an ambulance, usually an ambulance will be summoned in consultation with the nurse.
- Examples of medical emergencies include:
  1. a significant head injury
  2. fitting, unconsciousness or concussion
  3. difficulty in breathing and / or chest pains
  4. exhaustion, collapse and/or other signs of an asthma attack
  5. a severe allergic reaction
  6. a severe loss of blood
  7. severe burns or scalds
  8. the possibility of a serious fracture
- An ambulance should also be called where it is best practice for there to be a precautionary visit to a hospital e.g. in cases of head injury.
- Should an ambulance be called, a member of staff, preferably one familiar to the student (especially in the case of a very young child), will go with the child in the ambulance.
- In the event of a student feeling unwell, the student should be taken (or sent, if not in danger of feeling faint and in KS3 and above) to the main school office, where medical assistance can be summoned. Students should not normally be sent directly to the Medical Centre.
- For medical emergency procedures, see the relevant documents on Medical Policy and Emergency Procedures.
- Staff should not attempt to deal with bodily fluids without taking advice from medical staff and using appropriate personal protective equipment, e.g. the wearing of latex gloves, eye protection or resuscitation mask. They should avoid contact with any potentially hazardous substances or risk of skin penetration injuries. Any necessary cleaning should be done using appropriate bio-hazard precautions and appropriate disposal. The area should be cordoned off until cleaned and appropriate disposal precautions observed. See above for location of Bio-hazard kits.

## Reporting and recording

For any accident, on or off site, an Accident report form should be filled in by the member of staff responsible for the child/student at the time of the injury. Forms are held in the Medical Centre, and an electronic blank version is available on the intranet. Any witness statements and follow-up details must be recorded. (See also **Emergency Medical Protocol** and **Procedure for Reporting Accidents**.)

First aiders and medical staff will add their details for any child/student treated by them.

- In cases of illness or accident other than involving a child in the EYFS setting (see below), a judgement will be made by an appropriate person re the need to contact parents e.g. medical personnel, senior boarding staff, Senior Teacher Pastoral.

- Accident records will be forwarded to the Health and Safety Co-ordinator who will assess the need for a follow up investigation or RIDDOR reporting, where appropriate.

### **Chapter House/Kindergarten**

- Staff should use the specific form for their age group.
- For all EYFS children, parents will be informed of any accident, injury to or first aid treatment provided on the same day or as soon as reasonably practicable
- Otherwise in Chapter House and Kindergarten, if there is any doubt about the seriousness of an injury, parents are informed by the school secretary.
- In Queen's Kindergarten, staff should refer the incident to the Nursery Manager or senior member of staff. Parents are shown the form on collection of their child and asked to sign it. This is then to be kept in the Kindergarten office.
- Forms for Chapter House are emailed to the Chapter House school secretary with the Headteacher cc'd in. The secretary then emails a copy of the form to parents, with a read request to ensure parents have seen it. A note is made on the overview sheet and a copy is attached to the child's ISAMS file. For Foundation Stage children a sticker will be placed in the planner to inform parents that first aid has been given so that they know they will have received an email.
- The Collegiate must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any EYFS child whilst in their care and act on any advice given .

### **School trips**

- There should be a first-aider on every trip out of school.
- A first aid box must be borrowed for every trip.
- On trips including children from EYFS, at least one person must have a paediatric first aid certificate.

### **Staff using medication**

Staff taking medication must be aware of possible side-effects, and, where relevant to their ability to carry out their duties or to adhere to the Staff Code of Conduct, must report this to their line manager. In cases of strong medication, a risk assessment will be made, to ensure that the safety of students/children/staff is not compromised. Where there is any doubt, staff may be asked to obtain confirmation of fitness to work from a medical practitioner. Any personal medication must be securely stored, away from access by students or young children, and must be separate from medication to be dispensed to children in their care. As with storage instructions in the **Medical Policy**, medication must be in its original packaging, clearly labelled.

The Collegiate policy on **Smoking, Alcohol and Misuse of drugs** indicates the Collegiate stance on abuse of substances, and, as indicated in the **Disciplinary Procedure**, staff found to be abusing substances may constitute gross misconduct and may also include, where appropriate, notifying the police.

### **Related Policies**

Medical Policy

Health and Safety policies and procedures, including emergency procedures, School Visits and Accident Reporting

Smoking, Alcohol and Misuse of Drugs  
Disciplinary Procedure

Revised 24.9.12 JHa

Reviewed 23.9.13. Reviewed June 2014. JHa/SJ Review by June 2015

Reviewed June 2015 JHa and August 2015 VWV

Reviewed with Professor Preedy May 2016



## King's Magna and Queen Ethelburga's Academic Staff First Aiders

SURNAME	FORENAME	DEPT	COURSE	ACCREDITED BY	DATE TAKEN	EXPIRY
Allaway	Richard	Art	Emergency First Aid at Work & AED Awareness		Jun-16	Jun-19
Bradley	Elina	Art	Emergency First Aid at Work & AED Awareness		Jun-16	Jun-19
Jefferson-Hallett	Louise	Art	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Philpot	Alison	Art	Emergency First Aid at Work & AED Awareness		Jun-16	Jun-19
Ralph	Liz	Art	Emergency First Aid at Work & AED Awareness		Jun-16	Jun-19
Wellington-Barratt	Megan	Art	Emergency First Aid at Work & AED Awareness		Jun-16	Jun-19
Hayhurst	Joseph	BS	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Lees	Jonathan	BS	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Neesam	Emma	BS	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Purdie	Rachel	BS	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Purdie	Rachel	BS	Far From Help (2 days)	WMT	Nov-15	Nov-17
Arnold	Fiona	Careers	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Holmes	Alexandra	Careers	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Preston	Daniel	Community Assistant	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Zakopoulou	Christina	Community Assistant	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Duff	Rory	Cover Supervisor	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Gosling	Timothy	DT	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Harrison	Ed	DT	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Wilson	Suzanne	DT	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Brohier	Julia	EAL	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Duran-Walker	Elizabeth	EAL	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Milner	Nicholas	EAL	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Kennedy	Sarah	English	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
LeHavre	Annabelle	English	Emergency First Aid at Work	TM Training	Oct-15	Oct-18
Mayhew	Deborah	English	Emergency First Aid at Work	AHE	Nov-14	Nov-17
Taylor	Peter	English	Activity First Aid	St John's Ambulance	Nov-15	Nov-18
Woffenden	Mark	English	Emergency First Aid at Work	TM Training	Oct-15	Oct-18



Wood	Rachel	English	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Moss	Teresa	HE	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Moss	Teresa	HE	Far From Help (2 days)	WMT	Nov-15	Nov-17
Allinson	Elizabeth	Hums	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Colville	Natasha	Hums	8hr Outdoor First Aid	ITC First Aid Ltd	Nov-13	Nov-16
Colville	Natasha	Hums	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Levitt	Jennifer	Hums	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Walton	Joanne	Hums	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Welborn	Sarah	Hums	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Filon	Anya	Int Liaison	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Clemmence	Sarah	KM	Emergency First Aid at Work	TM Training	Oct-15	Oct-18
Davies	Helen	Law	QA Level 3 Award in First Aid at Work (QCF)	Sparsholt College Hampshire	Sep-14	Sep-17
Chappell	Joanne	LD	Paediatric (2 day)	Tm Training	Jun-16	Jun-19
Melton	Ruth	Library - Genesis	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Simpson	Chris	Leisure Assistant	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Tober	Natalia	Leisure Assistant	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Watson	Peter	Leisure Assistant	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Samylicheva	Galiya	Liaison Officer	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Ginty	Andrew	Maths	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Glasby	Julia	Maths	Outdoor First Aid	Annie's Aiders	Mar-14	Feb-17
Herd	Nigel	Maths	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Ingham	Deborah	Maths	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Pritchard	Lisa	Maths	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Rofail	Eileen	Maths	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Sellars	Louise	Maths	16 hour Outdoor First Aid	ITC First Aid Ltd	Jul-15	Jul-18
Waring	Chris	Maths	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Wheable	David	Maths	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Wylde	James	Maths	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Cook	Amanda	Mentors	Emergency First Aid at Work	TM Training	Oct-15	Oct-18
Spence	Kelly	Mentors	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Baldry	Zoe	MFL	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Cuartero	Lourdes	MFL	Emergency First Aid at Work	Total Leisure Training	Nov-14	Nov-17

Duncan	Gary	MFL	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Knowles	Jenny	MFL	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
O'Hanlon	Josie	MFL	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
White	Jessica	MFL	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Wilson	Paula	MFL	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Box	Kevin	Music	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Cook	Michael	Music	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Linfoot	Elizabeth	Music	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Longbottom	Alice	Music	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Cook	Ed	Pastoral	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Thackray	Rebecca	Pastoral	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Allen	Victoria	PD	Emergency First Aid at Work	First Instance	Aug-13	Aug-16
Gallacher Hay	Catherine	PD	Far From Help (2 days)	WMT	Nov-15	Nov-17
Barron	Martin	PE	Safety Award for Teachers (Swim)	TM Training	Sep-15	Sep-17
Barron	Martin	PE	Emergency First Aid at Work	TM Training	Sep-15	Sep-18
Bates	Christopher	PE	Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Bates	Christopher	PE	Emergency First Aid	TM Training	Jun-15	Jun-18
Birchall	Joseph	PE	Emergency First Aid at Work & NRASTC	TM Training	Jun-16	Jun-19
Brown	Emma	PE	Emergency First Aid at Work	Leeds Met Uni	Oct-13	Oct-16
Brown	Emma	PE	Far From Help (2 days)	WMT	Nov-15	Nov-17
Doody	Michael	PE	Emergency First Aid at Work	Total Leisure Training	Jun-15	Jun-18
Edgar	Hayley	PE	Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Edgar	Hayley	PE	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Fields	Elizabeth	PE	Safety Award for Teachers (Swim)	TM Training	Sep-15	Sep-17
Fields	Elizabeth	PE	Emergency First Aid at Work	TM Training	Sep-15	Sep-18
Gregson	Lisa	PE	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Mason	Ed	PE	Safety Award for Teachers (Swim)	TM Training	Sep-15	Sep-17
Mason	Ed	PE	Emergency First Aid at Work	TM Training	Sep-15	Sep-18
McCully	Chris	PE	Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
McCully	Chris	PE	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Muir	Rachel	PE	Safety Award for Teachers (Swim)	TM Training	Sep-15	Sep-17
Muir	Rachel	PE	Emergency First Aid at Work	TM Training	Sep-15	Sep-18
Papaglimis	Erica	PE	Emergency First Aid at Work	TM Training	Oct-15	Oct-18

Porteous	Scott	PE	Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Porteous	Scott	PE	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Sargent	Tania	PE	Emergency First Aid at Work & Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-18
Walsh	Louise	PE	Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Walsh	Louise	PE	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Watkins	Rachel	PE	Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Watkins	Rachel	PE	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Bolland	Paul	Performance Sport	Emergency First Aid at Work & Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Bolland	Paul	Performance Sport	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Butcher	Lewis	Performance Sport	Emergency First Aid at Work & Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Butcher	Lewis	Performance Sport	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Corkill	Louise	Performance Sport	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Dawood	Ismail	Performance Sport	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Hyndman	Melissa	Performance Sport	Emergency First Aid at Work & Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Hyndman	Melissa	Performance Sport	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Kirk	Ben	Performance Sport	Emergency First Aid at Work & Safety Award for Teachers (Swim)	TM Training	Jun-15	Jun-17
Kirk	Ben	Performance Sport	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Mayhew	Richard	Performance Sport	Emergency First Aid at Work & NRASTC	TM Training	Jun-16	Jun-19
Metcalf	Josh	Performance Sport	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Rawlinson	Rob	Performance Sport	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Smith	Kenneth	Performance Sport	Emergency First Aid at Work & NRASTC	TM Training	Jun-16	Jun-19
Hudson	Mary	Performing Arts	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Neaves	Johnathan	Performing Arts	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Rofail-McCall	Annemarie	Performing Arts	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Slapp	Jennifer	Performing Arts	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Alderson	Rebecca	Science	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Ali	Sue	Science	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Apiah	Alex	Science	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Baig	Rauf	Science	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19

Booth	Jodie	Science	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Braiden	Katie	Science	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Carrick	Christopher	Science	Emergency First Aid at Work	TM Training	Oct-15	Oct-18
Clarkson	Elaine	Science	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Fletcher	Victoria	Science	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Green-Harding	Jessica	Science	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Green-Harding	Jessica	Science	16 hour Outdoor First Aid	ITC First Aid Ltd	Jul-15	Jul-18
Hajjawi	Eleanor	Science	Emergency First Aid at Work	AHE	Nov-14	Nov-17
Hardcastle	Faye	Science	Emergency First Aid at Work	AHE	Nov-14	Nov-17
Holroyd	Jemma	Science	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Locke	Anna	Science	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Matthews	Eleanor	Science	Wilderness First Aid (2 days)	High Peak First Aid Training	Jul-15	Jul-18
Monk	Alex	Science	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Risi	Charlotte	Science	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Smithson	Shaun	Science	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Speck	Claire	Science	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Stythe	Philip	Science	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Vickers	Elizabeth	Science	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Walsh	Rebecca	Science	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Zeki	Gaynor	Science	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Flaherty	Kath	Science / DofE	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Kaye	Wendy	Science Technician	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Askin	Nicola	Social Sciences	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Cox	Tara	Social Sciences	Basic First Aid	Pro Trainings	Jun-15	May-18
Heaton	David	Social Sciences	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Lund	Katie	Social Sciences	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Newton	Luke	Social Sciences	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Walker	Alison	Social Sciences	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Toft-Erikson	Jennifer	Technician	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Clarke	Susan	Y6	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Hunter-White	Sarah	Y6	Emergency First Aid at Work	TM Training	Jun-15	Jun-18

## Chapter House First Aiders

SURNAME	FIRST NAME	COURSE	ACCREDITED BY	DATE TAKEN	EXPIRY
Campbell	Damian	Emergency First Aid at Work	Total Leisure Training	Jun-14	Jun-17
Catton	Charlotte	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Clayton	Matthew	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Durston	Joanne	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Kilkenny	Karen	Nat Rescue Award for Swimming Teachers & Coaches	Total Leisure Training	Jun-16	Jun-18
Kilkenny	Karen	3 day First Aid at Work	Leeds Met	Nov-14	Nov-17
O'Reilly	Jennifer	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Schofield	Louise	Paediatric First Aid	St Johns Ambulance	May-16	May-19
Sigsworth	Sarah	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Smith	Justine	2 Day Early Years First Aid	Leeds Met	Nov-13	Nov-16
Soames	Heather	2 Day Early Years First Aid	St Johns Ambulance	Nov-13	Nov-16
Walker	Richard	Nat Rescue Award for Swimming Teachers & Coaches	TM Training	Jun-16	Jun-18
Walker	Richard	Emergency First Aid at Work	Total Leisure Training	Sep-14	Sep-17
Wise	Samantha	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Young	Joanna	Nat Rescue Award for Swimming Teachers & Coaches	Total Leisure Training	Jun-16	Jun-18
Young	Joanna	Emergency First Aid at Work	Total Leisure Training	Sep-14	Sep-17

## Kindergarten First Aiders

SURNAME	FIRST NAME	COURSE	ACCREDITED BY	DATE TAKEN	EXPIRY
Bennington	Philippa	Paediatric first aid	St John's Ambulance	May-16	May-19
Bennington	Phillipa	Nat Rescue Award for Swimming Teachers & Coaches	Total Leisure Training	Jun-16	Jun-18
Corfield	Sadie	Paediatric first aid	St John's Ambulance	May-16	May-19
Hodgkinson	Nadia	Paediatric first aid	St John's Ambulance	Nov-15	Nov-18
Lever	Heidi	Paediatric first aid	St John Ambulance	Dec-15	Dec-18
Rose	Nicky	Paediatric first aid	St John's Ambulance	Mar-14	Mar-17

## Boarding Staff First Aiders

<b>SURNAME</b>	<b>FORENAME</b>	<b>COURSE</b>	<b>ACCREDITED BY</b>	<b>DATE TAKEN</b>	<b>EXPIRY</b>
Alvey-Ball	Sharon	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Bai	Lucy	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Banks	Bethany	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18
Barnett	Lois	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Bridges	Charlotte	Far From Help	WMT	Nov-15	Nov-17
Burke	Samantha	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Burnett-Wayne	Jessica	Paediatric (2 day)	Tm Training	Jun-16	Jun-19
Castillo Adan	Beatriz	Emergency First Aid at Work	Tm Training	Jan-16	Jan-19
Condor	Jake	Emergency First Aid at Work	Tm Training	Jan-16	Jan-19
Cook	Jacky	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
D'Amore	Daniele	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18
Dawson	Michael	First Aid at Work	Leeds Metro Uni	Feb-15	Feb-18
Day	Julie	Emergency First Aid at Work	Lifespan	Jun-14	Jun-17
Dower	Jordan	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Fairclough	Barbara	Paediatric (2 day)	Tm Training	Jun-16	Jun-19
Fisher	Amy	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Gayton	Sophie	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Gibson	Lizzie	Emergency First Aid at Work	Tm Training	Jun-15	Jun-18
Graddon	Alex	Emergency First Aid at Work	First Instance	Nov-14	Nov-17
Hahipene	Orini	Emergency First Aid at Work	Tm Training	Jan-16	Jan-19
Hay	Reece	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Holt	Betty	Emergency First Aid at Work	Lifespan	Nov-14	Nov-17
Holt	Tracy	Far From Help	WMT	Nov-15	Nov-17
Hong	Ruth	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Howard	Michael	Emergency First Aid at Work	First Instance	Jun-14	Jun-17
Hunt	Oliver	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Ibbetson (Driver)	Amanda	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Innocent	Olivia	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Kalijaric	Igor	Emergency First Aid at Work	Tm Training	Jun-15	Jun-18
Karpenko	Marina	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18

Kerr (Driver)	Annette	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Kuzniar	Elzbieta	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18
Ledson	Darren	First Aid at Work	First on Scene	Sep-14	Sep-17
Letova	Marina	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Lezajic	Dragan	Emergency First Aid at Work	Tm Training	Jan-16	Jan-19
Lofthouse	Kevin	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18
Lynn	Lynda	Emergency First Aid at Work	First Instance	Jun-14	Jun-17
Lyon	Jo	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Marculewicz	Pawel	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18
Mauricaite	Lina	Paediatric (2 day)	Tm Training	Jun-16	Jun-19
Mills	Deborah	Emergency First Aid at Work	Lifespan	Jun-14	Jun-17
Mirczik	Balint	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18
Nicholls	Yuliia	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Oatway	Charlotte	Emergency First Aid at Work	Lifespan	Jun-14	Jun-17
Reynolds	Catherine	Emergency First Aid at Work			Aug-17
Richards	Katrina	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Richards	Katrina	Paediatric (2 day)	Tm Training	Jun-16	Jun-19
Roffe	Tom	Emergency First Aid at Work	TM Training	Jun-15	Jun-18
Russell (Driver)	Sandra	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Sandford	Colin	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Sandford	Colin	Far From Help	WMT	Nov-15	Nov-17
Sousa	Petra	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Stothard	Sara	Emergency First Aid at Work	Lifespan	Jun-14	Jun-17
Vida	Attila	Emergency First Aid at Work	Amie Henderson	Oct-15	Oct-16
Ward	Nicola	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18
Wighton	Emma	Emergency First Aid at Work & AED Awareness	Tm Training	Jun-16	Jun-19
Yao	Yingchao	Emergency First Aid at Work	Tm Training	Nov-15	Nov-18

## Domestic Staff First Aiders

SURNAME	FORENAME	COURSE	ACCREDITED BY	DATE TAKEN	EXPIRY
Hayhurst	Karen	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Mauricaite	Lina	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
McIlwaine	Maureen	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Polkowska	Marta	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Webb	Kelly	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Webster	Susan	Emergency First Aid at Work	TM Training	Jan-16	Jan-19

## Estate Staff First Aiders

SURNAME	FORENAME	COURSE	ACCREDITED BY	DATE TAKEN	EXPIRY
Allen	Daniel	Emergency First Aid at Work	St John's Ambulance	Nov-15	Nov-18
Beskaby	Paul	Emergency First Aid at Work	St John's Ambulance	Nov-15	Nov-18
Blackhurst	Paul	Emergency First Aid at Work	St John's Ambulance	Apr-15	Apr-18
Bottley	Charlee	Emergency First Aid at Work	St John's Ambulance	Nov-15	Nov-18
Buckley	Phil	Emergency First Aid at Work	St John's Ambulance	Jan-15	Jan-18
Fawcett	Andrew	Emergency First Aid at Work	St John's Ambulance	Nov-15	Nov-18
Hardcastle	Simon	Emergency First Aid at Work	St John's Ambulance	Aug-13	Aug-16
Moore	Tim	Emergency First Aid at Work	St John's Ambulance	Jun-14	Jun-17
Moorehouse	Nick	Emergency First Aid at Work	St John's Ambulance	Jan-15	Jan-18
Morris	Mark	Emergency First Aid at Work	St John's Ambulance	Jan-15	Jan-18
Rogerson	Kevin	Emergency First Aid at Work	St John's Ambulance	Mar-15	Mar-18
Turner	Giles	Emergency First Aid at Work	St John's Ambulance	Nov-15	Nov-18
Wherry	Steve	Emergency First Aid at Work	St John's Ambulance	Nov-15	Nov-18
Vaicikauskas	Ed	Emergency First Aid at Work	St John's Ambulance	Nov-15	Nov-18

## Catering Staff First Aiders

SURNAME	FORENAME	COURSE	ACCREDITED BY	DATE TAKEN	EXPIRY
Apostolou	Georgia	First Aid at Work with AED	Leeds Beckett Uni	Feb-15	Feb-18



Barr	Sarah	First Aid at Work with AED	Leeds Beckett Uni	Feb-15	Feb-18
Borowski	Mariusz	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Bradshaw	Lynda	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Briggs	Simon	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Dougherty	Leanne	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Handzlik	Artur	First Aid at Work with AED	Leeds Beckett Uni	Nov-15	Nov-18
Iske	Jody	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Janik	Piotr	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Krawczyk	Magdalena	First Aid at Work with AED	Leeds Beckett Uni	Nov-15	Nov-18
Lavine	Craig	First Aid at Work with AED	Leeds Metropolitan Uni	Feb-14	Feb-17
Maddison	Philip	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Mendel	Larry	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Middlemiss	Sarah	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Moorhouse	Helen	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Nicholson	Ian	Emergency First Aid at Work	Lifespan	Jun-16	Jun-19
Passman	Davey	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Percival	Louise	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Smith	Rachel	First Aid at Work with AED	Leeds Metropolitan Uni	Feb-14	Feb-17
Smith	Mark	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Stafford	Kim	First Aid at Work with AED	Leeds Beckett Uni	Feb-15	Feb-18
Szewczyk	Szymon	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Turton	John	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Welburn	Justin	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
White	Kelly	Emergency First Aid at Work with AED Awareness		Jun-16	Jun-19
Zurawski	Lukasz	Emergency First Aid at Work	TM Training	Oct-15	Oct-18

## Administration Staff First Aiders

SURNAME	FORENAME	COURSE	ACCREDITED BY	DATE TAKEN	EXPIRY
Bailey	Amy	Emergency First Aid at Work	TM Training	Jan-16	Jan-19

Rofail	Carola	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19
Clayton	Jane	Emergency First Aid at Work	TM Training	Jan-16	Jan-19
Fitzell	Tanja	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Hume	Tam	Emergency First Aid at Work	Total Leisure Training	Nov-14	Nov-17
Oldershaw	Angela	Emergency First Aid at Work	Lifespan	Aug-13	Aug-16
Smith-Dodsworth	Elizabeth	Emergency First Aid at Work	TM Training	Nov-15	Nov-18
Stanton	Jo	Three Day First Aid at Work	Harrogate College	Jan-14	Jan-17
Theakston	Nichola	Emergency First Aid at Work & AED Awareness	TM Training	Jun-16	Jun-19

## School Nurses

SURNAME	FORENAME	QUALIFICATION	DATE AWARDED	ACCREDITATION ORGANISATION	EXPIRY
Baboolal	Joanne	Registered Nurse - Adult	08.02.01	NMC	28.02.17
Caffrey	Valerie	Registered Nurse - Adult	26.01.81	NMC	31.01.17
Cubley	Samantha	Registered Nurse - Children	19.09.94	Newcastle and Northumbria Uni	30.09.16
Kettlewell	Julie	Registered Nurse - Adult	21.07.83	NMC	31.08.16
Kettlewell	Julie	Registered Nurse - Children	21.07.83	NMC	31.08.16
Murray	Susanna	Registered Nurse - Adult	20.02.92	NMC	28.02.17
Murray	Susanna	Resuscitation 2010 Anaphylaxis	10.03.10	Airedale NHS Trust	
Parker	Sarah	Registered Nurse - Adult	10.03.91	NMC	30.04.17
Sawyer	Kirstie	Registered Nurse - Adult	31.07.91	NMC	31.07.16
Sawyer	Kirstie	General Nursing - Level 1	30.07.91	ENB	
Sawyer	Kirstie	Resuscitation 2010 Anaphylaxis	10.03.10	Airedale NHS Trust	
Sawyer	Kirstie	Paediatric First Aid - 12 hours	21.05.15	St John's Ambulance	20.02.18
Sawyer	Kirstie	Respiratory Disease Management in Primary Car	23.02.10	Teeside University	

First Aiders updated August 2016