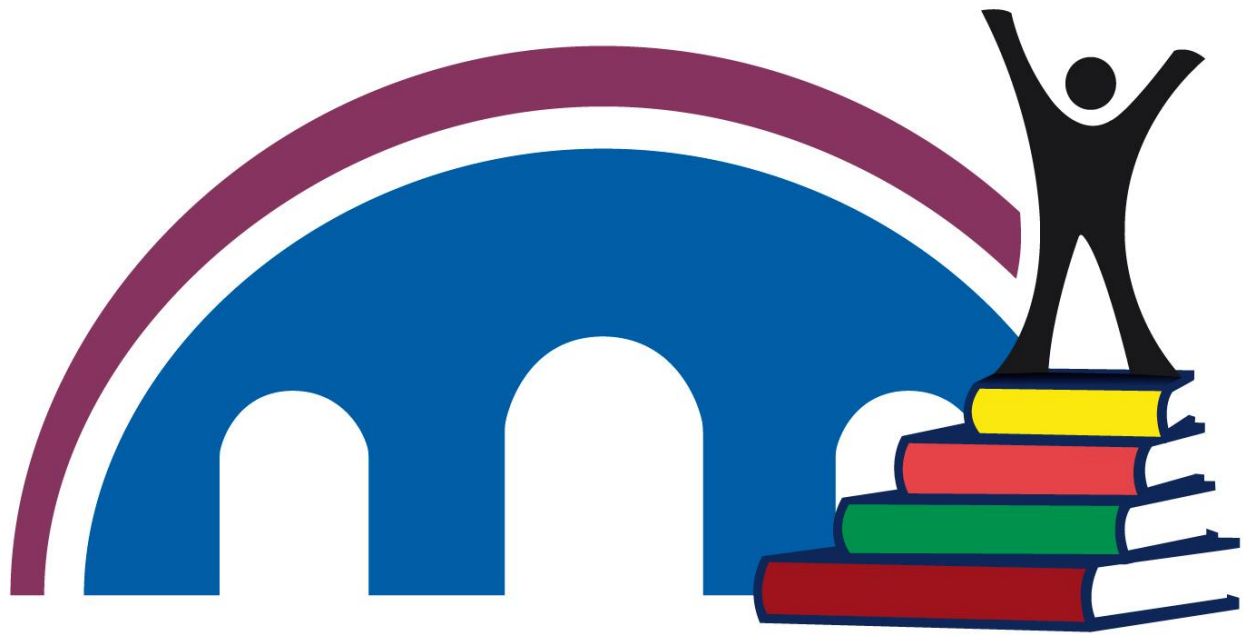




# Bridge Academy Trust

## **FIRST AID POLICY**

September 2026

## Summary of Changes

| Section Number | Current wording                                   | Proposed Amendment                                                    |
|----------------|---------------------------------------------------|-----------------------------------------------------------------------|
| 1              | Currently no Scope                                | Added heading and wording                                             |
| 4              | Currently no Equality Impact Assessment paragraph | Heading and paragraph added                                           |
| 7.3            | Currency                                          | Recurrency                                                            |
| 8.7            | Complete an accident/incident report upon return  | Complete an accident/incident report as soon as possible              |
| 11.4           | Detail on RIDDOR                                  | Added comment on specific 'RIDDOR in Schools' and link to HSE website |
| Appendix A     | Accident/Incident form                            | Updated template                                                      |
| Appendix B     | Incident Accident flowchart                       | Updated template                                                      |
| Appendix C-M   | School Specific Information                       | Added generic form for each school                                    |

|                                                                          |                                                               |                                        |
|--------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------|
| Date of Draft Policy:<br>(this is the month/year the policy was drafted) | March 2026                                                    |                                        |
| Last approved version<br>Frequency of review                             | September 2025<br>Annually                                    |                                        |
| Consultation with Staff Required                                         | Yes <input type="checkbox"/>                                  | No <input checked="" type="checkbox"/> |
| Period of Consultation (if required)                                     | From<br>N/A                                                   | To<br>N/A                              |
| Trustees Committee Reviewing Document                                    | Trustee Policy Review Committee<br>16 <sup>th</sup> June 2026 |                                        |
| Date of Board of Trustees Meeting at which<br>Policy Approved            | 16 <sup>th</sup> June 2026                                    |                                        |
| Date of Adoption of Policy                                               | 1 <sup>st</sup> September 2026                                |                                        |
| Date Policy available on Central Area/www<br>(If appropriate)            | 1 <sup>st</sup> September 2026                                |                                        |
| Reviewer                                                                 | Compliance Director                                           |                                        |
| Advice From                                                              | HSE, DfE, EYFS, DVSA, NEBOSH,<br>IOSH                         |                                        |

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# INTRODUCTION

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- 1.1 The purpose of this First Aid Policy is to ensure that all schools within Bridge Multi-Academy Trust have effective procedures in place for providing prompt and appropriate first aid in the event of illness or injury to staff, students, contractors, or visitors.
- 1.2 The Trust is committed to ensuring the health, safety, and welfare of all individuals on school premises or engaged in school activities off-site. This includes providing sufficient and appropriately trained personnel, adequate facilities, and suitable first aid equipment in accordance with current legal requirements and guidance.
- 1.3 This policy is underpinned by the statutory requirements outlined in the [Health and Safety \(First Aid\) Regulations 1981](#), which place a duty on employers to provide adequate and appropriate equipment, facilities, and personnel to ensure employees and others receive immediate attention if they are injured or become ill at work.
- 1.4 In addition to meeting these statutory obligations, the Trust acknowledges its wider duty of care under the [Health and Safety at Work Act 1974](#) and its responsibilities to students under common law and the [Children Act 1989](#), including safeguarding welfare and promoting well-being.
- 1.5 This policy sets out a consistent standard for first aid provision across all Trust schools, recognising that individual settings may vary in size, risk profile, staffing, and student demographics, including the presence of Early Years Foundation Stage (EYFS) children.

## SCOPE

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- 2.1 This policy applies to all schools and settings within Bridge Academy Trust and to all staff, students, visitors, contractors, and others who may be affected by the Trust's activities. It covers first aid provision on Trust premises and during Trust-organised activities, including educational visits and off-site events

## ROLES AND RESPONSIBILITIES

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### BRIDGE ACADEMY TRUST

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- 3.1 The Trust Board has strategic oversight and ultimate accountability for the health and safety of students, staff, and visitors across all schools within the Trust.
- 3.2 The Board must ensure that appropriate policies, including the First Aid Policy, are in place, regularly reviewed, and compliant with relevant legislation.
- 3.3 The Board delegates day-to-day operational responsibilities to the Executive Leadership Team but retains responsibility for ensuring that schools are adequately resourced to deliver effective first aid provision.
- 3.4 It must receive periodic reports on first aid arrangements, incidents, and compliance assurance from the Compliance & Estates Director or equivalent lead.

## **HEADTEACHER/HEAD OF SCHOOL**

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- 3.5 Headteacher/Head of Schools are responsible for the operational implementation of the First Aid Policy at school level.
- 3.6 They must ensure that enough appropriately trained first aiders and/or appointed persons are on site to meet the needs identified through a local first aid risk assessment.
- 3.7 Headteachers must ensure that staff, students, and visitors are made aware of first aid arrangements, including signage, location of first aid kits, and how to summon help.
- 3.8 They must oversee accurate record-keeping for accidents and incidents, ensure reporting in accordance with Trust policy and RIDDOR where applicable, and follow up on lessons learned.
- 3.9 They are responsible for ensuring appropriate provision of first aid cover during high-risk activities, school trips, and events.

## **APPOINTED PERSON**

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- 3.10 An Appointed Person is someone designated to take charge in the event of a first aid incident where a first aider is not immediately available.
- 3.11 Their responsibilities include calling emergency services when required and ensuring first aid equipment is properly stocked and checked.
- 3.12 They must maintain a clear understanding of the school's emergency procedures and assist with the logging of incidents.
- 3.13 Appointed Persons are not required to hold a first aid qualification, but basic awareness training is strongly encouraged.

## **FIRST AIDER**

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- 3.14 Trained First Aiders have a critical role in providing initial emergency care and ensuring safe outcomes for those who are injured or unwell.
- 3.15 They must administer first aid in accordance with their training and best practice, always maintaining calm and professional conduct.
- 3.16 First Aiders must complete required records for any incident they respond to, including treatment administered and observations.
- 3.17 First Aiders are expected to attend refresher training before certification lapses and keep knowledge current.
- 3.18 First Aiders are not expected to diagnose conditions but must assess and respond appropriately, including escalating to emergency services when necessary.

## **ALL SCHOOL STAFF**

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- 3.19 While not all staff are first aiders, every member of staff has a duty of care and a role in supporting the health and wellbeing of students and colleagues.
- 3.20 All staff should be familiar with the school's first aid arrangements, know how to summon a first aider, and respond appropriately in emergencies.

- 3.21 Staff must report all accidents and incidents, no matter how minor, to the relevant first aider or member of the senior leadership team.
- 3.22 Staff are encouraged to undertake basic first aid awareness training where offered by the Trust.
- 3.23 Staff should also be aware of signs of illness, injury, or distress in children, and take prompt action in line with safeguarding and health protocols.

## **EQUALITY IMPACT ASSESSMENT (EIA)**

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- 4.1 An Equality Impact Assessment has been completed for this policy which identified no significant negative impacts

## **LEGAL FRAMEWORK AND COMPLIANCE**

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- 5.1 The following apply to all Trust schools:
- 5.2 Health and Safety Legislation
  - a) [Health and Safety at Work etc. Act 1974](#)
  - b) [Management of Health and Safety at Work Regulations 1999](#)
  - c) [Health and Safety \(First Aid\) Regulations 1981](#)
  - d) [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
  - e) [Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#)
- 5.3 Education-Specific Statutory Guidance
  - a) [DfE: Guidance on First Aid in Schools \(2014\)](#)
  - b) [DfE: Supporting Students with Medical Conditions \(2015\)](#)
  - c) [Statutory Framework for the Early Years Foundation Stage \(EYFS, 2024\)](#)
- 5.4 Other Relevant Bodies
  - a) [HSE First Aid Needs Assessment](#)
  - b) [DfE SEND Code of Practice \(where applicable\)](#)
  - c) [DVSA/Highway Code – for minibus regulations](#)
- 5.5 This policy applies to all Trust staff (including temporary, peripatetic, and agency workers), students, volunteers, visitors, and contractors. It provides a framework to:
  - a) Define roles and responsibilities
  - b) Outline training expectations.

- c) Ensure appropriate provision of equipment and facilities.
  - d) Clarify incident and accident reporting.
  - e) Set standards for first aid during trips and off-site activities.
  - f) Detail expectations for equipment inspection and maintenance, including the use of AEDs.
- 5.6 This policy is reviewed annually or sooner if significant changes to legislation, guidance, or organisational needs occur. It should be read in conjunction with other relevant Trust and school-level policies ([see section 6: Links to Other Policies](#)).

## LINKS WITH OTHER POLICIES

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- 6.1 This policy should be read in conjunction with the following Trust policies:
- a) [Health and Safety Policy](#)
  - b) [Mental Health & Wellbeing First Aid Policy](#)
  - c) Supporting Students with Medical Conditions
  - d) Educational Visits Policy
  - e) Risk Assessment Policy
  - f) Intimate Care Policy (if applicable)
  - g) Safeguarding and Child Protection Policy
  - h) Infection Control Policy
  - i) [Staff Code of Conduct](#)
  - j) Accident and Incident Reporting Policy (or RIDDOR procedure, if standalone)

## REQUIREMENTS (INCLUDING TRAINING)

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### ALL SCHOOLS (INCLUDING EARLY YEARS SETTING)

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- 7.1 All schools must have sufficient staff trained in:
- a) **Emergency First Aid at Work (EFAW)**
    - i) Emergency First Aid at Work is a one-day (typically 6-hour) training course designed to equip staff with the skills to respond to a range of common workplace emergencies. This includes performing CPR, using an Automated External Defibrillator (AED), responding to choking, managing wounds, and bleeding, and dealing with shock.
    - ii) This level of training is suitable for lower-risk school environments or as supplementary provision to a broader first aid strategy. EFAW-trained staff are competent to act until a more qualified first aider or emergency services arrive.

## **b) First Aid at Work (FAW)**

- i) First Aid at Work is a more comprehensive three-day (18-hour) training course. It includes all aspects of EFAW but goes further to cover a wider range of illnesses and injuries, such as head injuries, fractures, asthma, diabetes, anaphylaxis, and managing an unconscious casualty.
- ii) This training is more suitable for higher-risk areas (e.g., science labs, design technology rooms, or large secondary schools) or for those appointed as lead first aiders.
- iii) The level of provision for each school must be determined based on an individual First Aid Needs Risk Assessment, which considers student numbers, school layout, activities, site risks, and known medical conditions.

## **c) Paediatric First Aid (PFA)**

- i) Paediatric First Aid is mandatory for all staff who work within or support the Early Years Foundation Stage (EYFS), including nurseries and reception classes, in accordance with the Statutory Framework for the Early Years Foundation Stage (DfE 2024).
- ii) This 12-hour training course focuses specifically on providing first aid to infants and children under five, including how to manage choking, seizures, fevers, allergic reactions, and CPR for babies and young children.
- iii) At all times, there must be at least one person with a valid PFA certificate on the school premises when EYFS children are present, and during any EYFS-related off-site visits or trips.

## **7.2 Approved Training Providers**

- a) All first aid training must be delivered by a competent and recognised training provider. This could include organisations approved by:
  - i) The Health and Safety Executive (HSE)
  - ii) A regulated awarding organisation (e.g., Quasafe, First Aid Awards, St John Ambulance, British Red Cross)
  - iii) The Voluntary Aid Societies recognised by the HSE
- b) Providers must issue valid certificates confirming course completion, content, and expiry. Schools must retain training records and monitor renewal dates to ensure compliance.

## **7.3 Training Refreshers and recurrency**

- a) First aid certificates are valid for three years from the date of issue. Refresher training must be completed before the certificate expires for qualifications to remain valid.
- b) While not a legal requirement, it is strongly recommended that first aiders undergo annual refresher training (typically half a day) to maintain their confidence, knowledge, and practical skills.

- c) If there is any doubt about a first aider's competence — due to a long gap since last treatment, lack of confidence, or changes in guidance — earlier re-training should be arranged by the school
- d) Headteacher/Head of Schools and Trust leaders must have systems in place to track qualification expiry dates and schedule refresher training well in advance.

## EDUCATIONAL TRIPS

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- 8.1 All educational visits and off-site activities must include appropriate first aid provision, based on a risk assessment for the planned activity, the location, and the needs of the group.
- 8.2 A qualified first aider must be included in the staffing for all trips where the risk assessment deems it necessary — particularly for trips involving:
  - a) Physical activity (e.g., sports, hiking)
  - b) Remote or rural environments
  - c) High-risk settings (e.g., water-based activities, adventure centres)
  - d) Students with known medical conditions or complex health needs
- 8.3 All Early Years Foundation Stage (EYFS) off-site trips must include at least one member of staff with a valid Paediatric First Aid (PFA) certificate, as required by the EYFS Statutory Framework.
- 8.4 The visit leader must carry a fully stocked portable first aid kit that is:
  - a) Appropriately sized and equipped for the group and activities planned.
  - b) Clearly marked and easily accessible.
  - c) Checked prior to departure and restocked as needed.
- 8.5 The visit leader must also carry a charged mobile phone, which:
  - a) Is switched on and kept with the lead staff member throughout the visit.
  - b) Has been registered with the school and included in the visit plan.
  - c) Can be used to contact the school or emergency services promptly in case of an incident.
- 8.6 The trip organiser must ensure all medical needs of students and staff are considered and addressed in planning. This includes:
  - a) Carrying any required medications (e.g., inhalers, auto-injectors)
  - b) Ensuring staff are briefed on individual health plans.
  - c) Knowing who will administer medication if needed.
- 8.7 In the event of a serious injury or medical emergency during an educational visit, the trip leader must:

- a) Administer first aid as appropriate.
- b) Contact emergency services if necessary.
- c) Notify the school without delay.
- d) Complete an accident/incident report as soon as possible.

## **FIRST AID EQUIPMENT**

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- 9.1 Each school must ensure that sufficient and appropriate first aid equipment is available to meet the needs of the site, its staff, students, and visitors. The quantity and location of equipment should be based on a first aid needs risk assessment.
- 9.2 First aid kits must:
  - a) Be clearly marked with a white cross on a green background.
  - b) Be in easily accessible areas (e.g., reception, staffrooms, science labs, PE departments, kitchens, technology rooms).
  - c) Be made of durable, cleanable material and be appropriately sized.
  - d) Contain contents that meet at least the minimum standard recommended by the Health and Safety Executive (HSE).
- 9.3 As a minimum, a standard school first aid kit should contain:
  - a) A leaflet giving general guidance on first aid (HSE-compliant)
  - b) Individually wrapped sterile adhesive dressings (assorted sizes)
  - c) Sterile eye pads (with attachment)
  - d) Individually wrapped triangular bandages (preferably sterile)
  - e) Safety pins
  - f) Medium and large-sized sterile unmedicated wound dressings
  - g) Disposable gloves (non-latex)
  - h) Alcohol-free cleansing wipes
  - i) A resuscitation face shield
  - j) Scissors
  - k) Adhesive tape
  - l) Sterile water or saline sachets (for eye washing if no eye wash station is nearby)
- 9.4 Responsibilities and maintenance:
  - a) A designated member of staff must be appointed to oversee regular checks of all first aid kits to ensure items are present, in-date, and fit for use.

- b) First aid kits must be restocked immediately after use.
- c) Contents must be replenished from approved sources — personal or improvised replacements must not be used.
- d) Records of kit checks, and stock replenishment must be maintained and reviewed termly.

## **MINIBUS FIRST AID KIT**

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- 9.5 Each school-owned minibus must carry a dedicated vehicle first aid kit, which complies with DVSA (Driver and Vehicle Standards Agency) and HSE requirements.
- 9.6 The minibus kit must:
  - a) Be permanently kept in the vehicle and easily accessible to the driver.
  - b) Be housed in a durable and clearly labelled container.
  - c) Contain supplies suitable for treating injuries that may occur in a road traffic incident or during transportation.
- 9.7 The minibus kit should include, as a minimum:
  - a) At least one large sterile wound dressing
  - b) Two medium sterile wound dressings
  - c) Two triangular bandages
  - d) Six individually wrapped sterile adhesive dressings.
  - e) Individually wrapped moist cleansing wipes
  - f) A pair of disposable gloves
  - g) A resuscitation face shield
  - h) A foil blanket.
  - i) A contents list and usage record
- 9.8 The kit must be checked monthly and before every journey by a designated staff member. Items must be replenished if used or expired.
- 9.9 When transporting students by minibus, staff must ensure they take the school's mobile phone and the relevant student medical information with them, in case of an emergency.

## **RISK OF INFECTION**

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- 10.1 Infection control measures must always be in place to prevent the spread of infectious diseases. This includes managing bodily fluids (e.g., blood, vomit, urine), providing appropriate personal protective equipment (PPE), and ensuring all first aiders and staff are trained in hygiene and infection control practices.

## 10.2 **Personal Protective Equipment (PPE)**

- a) All staff handling bodily fluids must wear appropriate PPE, including:
  - i) Disposable gloves (to be worn when handling any bodily fluid or when in direct contact with a student's injury or contaminated area)
  - ii) Aprons or gowns (when there is a high risk of splashing)
  - iii) Face masks or eye protection (when there is a risk of splashing fluids into the face)

## 10.3 **Handling Bodily Fluids**

- a) In the event of exposure to bodily fluids, staff must:
  - i) Immediately wear PPE as described above.
  - ii) Contain the affected area to prevent the spread of fluids.
  - iii) Dispose of contaminated materials (such as tissues, dressings, and gloves) in a sealed, clinical waste bag for disposal in accordance with the school's waste management procedures
  - iv) Wash hands thoroughly after handling bodily fluids, even if gloves were worn.
  - v) Any individual who may have been exposed to bodily fluids through ingestion, contact with non-intact skin, or via a puncture injury must be promptly assessed by a medical professional to ensure their health and safety, and to evaluate the need for further medical intervention.

## 10.4 **Cleaning Products for Bodily Fluids**

- a) Only approved cleaning products should be used to manage bodily fluids, to ensure effective decontamination. These products should be:
  - i) Suitable for the intended purpose (e.g., disinfectant cleaners)
  - ii) Effective against a broad spectrum of microorganisms, including bacteria and viruses such as Norovirus, Influenza, and Hepatitis B/C

## 10.5 **Approved cleaning products commonly used include:**

- a) Disinfectant Wipes (e.g., Clinell Universal Wipes, which are effective against both bacteria and viruses)
- b) Virucidal Surface Cleaners (e.g., Milton Sterilizing Fluid, Dettol, or Zoflora — these products are effective against a wide range of pathogens)
- c) Bleach-based Cleaning Products (e.g., Domestos or similar hospital-grade bleach products), typically diluted according to the manufacturer's instructions.
- d) Antibacterial Spray (e.g., Lysol or similar products that are effective for general disinfecting)

## 10.6 **Cleaning Procedures**

- a) When cleaning areas contaminated by bodily fluids, the following steps must be taken:

- i) Isolate the area to prevent access until cleaning is complete.
- ii) Use disposable towels or cloths to clean up bodily fluids.
- iii) Disposable materials should be placed directly into clinical waste bins.
- iv) Disinfect the area using a virucidal disinfectant. Follow the manufacturer's instructions for the correct dilution and contact time for the disinfectant to be effective.
- v) Mop or wipe down all surfaces that may have meet bodily fluids, ensuring that disinfectant is applied evenly.
- vi) Ensure the area is thoroughly dried to reduce the risk of cross-contamination and to leave surfaces safe for use.

#### 10.7 **Waste Disposal**

- a) All materials used to clean up bodily fluids, such as:
  - i) Paper towels
  - ii) Disposable gloves
  - iii) Soiled bandages or dressings
  - iv) Contaminated cleaning materials must be disposed of in clinical waste bags, which are then sealed and disposed of in accordance with the school's waste management policy.

#### 10.8 **Hand Hygiene**

- a) After any cleaning procedure involving bodily fluids:
  - i) All staff must wash their hands thoroughly with soap and water for at least 20 seconds.
  - ii) If soap and water are not immediately available, alcohol-based hand sanitisers with at least 60% alcohol may be used as an interim solution.

#### 10.9 **Staff Training**

- a) All relevant staff, including first aiders and cleaning staff, should receive training on infection control practices. This training should include the correct use of PPE, how to clean bodily fluids safely, how to properly dispose of contaminated materials, and how to ensure personal hygiene is maintained.

## **ACCIDENT AND INCIDENT REPORTING**

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- 11.1 It is essential that all accidents, injuries, incidents, and near-misses are recorded, monitored, and reviewed to ensure that any patterns or recurring issues are identified and addressed promptly. This helps maintain the safety and wellbeing of all staff, students, and visitors.

- 11.2 All staff must report accidents, injuries, or incidents involving students or staff to the relevant school staff member (e.g., Headteacher/Head of School, Health & Safety Officer, or First Aid Lead) as soon as possible.
- 11.3 The Accident/Incident Log ([Appendix A](#)) should be used to record details of:
- a) The nature of the injury or incident
  - b) The individuals involved.
  - c) The cause or contributing factors.
  - d) Any first aid or medical treatment provided.
  - e) Any follow-up actions required or taken (e.g., medical referral, review of risk assessments)
  - f) A witness statement, if applicable
- 11.4 RIDDOR Reporting:
- a) Certain types of accidents or incidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These include:
    - i) Work-related accidents resulting in death.
    - ii) Work-related accidents resulting in serious injury (e.g., fractures, amputations, serious burns)
    - iii) Diseases related to the work environment (e.g., respiratory diseases caused by exposure to harmful substances)
    - iv) Dangerous occurrences (e.g., a collapse of scaffolding or equipment failure)
  - b) For more information on RIDDOR and the types of incidents that need to be reported, visit the official HSE website: <https://www.hse.gov.uk/riddor/reporting/index.htm> The following link to Incident Reporting in Schools gives clarity on this matter [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#)
- 11.5 The Accident/Incident Log should be completed by the member of staff managing the incident and must include:
- a) The date and time of the incident
  - b) The name(s) of the injured person(s) and any witnesses
  - c) A description of the accident or incident
  - d) Any immediate actions taken (e.g., administering first aid)
  - e) The outcome or follow-up actions (e.g., further medical treatment or referral)
- 11.6 All completed accident reports must be reviewed by the Headteacher/Head of School or designated Health & Safety Lead to ensure they are accurate and complete. This will allow the Trust to take any corrective actions, review risk assessments, and make any necessary adjustments to prevent future incidents.

- 11.7 Confidentiality and Data Protection: Accident and incident records must be kept in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). These records should be stored securely and only accessible to authorised personnel. The information in the logs should not be shared with third parties unless legally required (e.g., when reporting to the HSE or as part of an investigation).

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

### 12.1 Purpose and Importance of AEDs

- a) An **Automated External Defibrillator (AED)** is a life-saving device used to treat individuals experiencing sudden cardiac arrest (SCA). The AED provides electrical shocks to the heart, which can restore a normal rhythm and significantly improve the chances of survival if used promptly. It is vital that AEDs are available in schools, and staff are trained in their use, especially in high-risk areas such as physical education, sporting events, and after-school activities.

### 12.2 Location of AEDs

- a) AEDs must be easily accessible in all schools within the Trust. Each school should have at least one AED, preferably located in a central, highly visible area, such as:
- i) The school reception area
  - ii) Main hall or sports hall
  - iii) Near the staff room
  - iv) The outdoor sports facilities (where sporting activities take place)
- b) The AED should be clearly marked with signage to indicate its location and ensure that anyone in the school can quickly locate it in an emergency.

### 12.3 AED Accessibility

- a) The AED should always be available during school hours, and during school-organised activities, such as extracurricular events or educational trips. The device should be stored in a locked cabinet with easy access for authorised personnel (e.g., first aiders), but the key or access code should be readily available to all first aid-trained staff in the event of an emergency.

### 12.4 Staff Responsibilities Regarding AEDs

- a) **Designated AED Users:** Schools must identify a group of designated first aid-trained staff who are familiar with the location of the AED and know how to use it in the event of an emergency. This should include all staff members trained in **First Aid at Work (FAW)** and **Emergency First Aid at Work (EFAW)**.
- b) **Training:** All first aiders should be trained on the proper use of the AED as part of their first aid certification. This includes:
- i) When and how to use the AED
  - ii) Understanding the visual and auditory prompts provided by the AED during use
  - iii) Performing CPR while waiting for the AED to be applied

iv) Dealing with any technical issues or alarms the AED may display during use.

## 12.5 Maintenance of AEDs

- a) To ensure that AEDs function correctly in an emergency, the following maintenance steps should be followed:
  - i) Regular checks should be conducted to ensure the AED is in always working order and ready for use. This includes checking the device's battery level, electrode pads, and overall condition.
  - ii) Replacement of Consumables: The AED pads and battery must be replaced according to the manufacturer's recommendations or after each use. Pads may have an expiry date, and the AED may indicate if the pads are outdated
  - iii) Monthly Inspections: Schools must designate a staff member (e.g., the Health & Safety Officer) to perform regular checks of the AED and keep a log of these inspections.
- b) Maintenance Log: A log of all inspections, maintenance, and any usage of the AED should be kept in a designated file. This log should include:
  - i) Date and time of the inspection
  - ii) Details of any maintenance required or performed
  - iii) Status of the AED (e.g., fully functional or requires service)
  - iv) Details of any AED usage in emergencies, including the date and time.

## 12.6 AED Use During School Events and Trips

- a) Event Coverage: For any school event, especially those involving physical activity or large numbers of people (e.g., sports days, school trips, evening events), at least one member of staff who is trained in AED use should be assigned to the event.
- b) Emergency Plan: A clear, communicated emergency plan should be in place for all school trips. This plan must include the location of the nearest AED facility and how to access it in case of an emergency. For remote locations, a portable AED should be considered.

## 12.7 Legal and Regulatory Compliance

- a) The Trust must ensure compliance with relevant laws and regulations regarding the provision and use of AEDs in schools, including:
  - i) Health and Safety at Work Act 1974: Under this act, employers have a duty to ensure the safety of employees and the public. Providing an AED and ensuring staff are trained to use it is part of fulfilling this responsibility
  - ii) The Education (School Premises) Regulations 2012: These regulations require schools to be adequately equipped for health and safety, which can include having medical equipment like AEDs.
  - iii) The Resuscitation Council (UK) Guidelines: The Resuscitation Council recommends that all school staff be trained in emergency procedures, including the use of AEDs.

## 12.8 Review of AED Protocols

- a) The AED protocols and training procedures should be reviewed annually by the school's Health & Safety Lead to ensure they are up to date. The review should consider:
  - i) Any changes to health and safety regulations or best practices
  - ii) Feedback from first aid incidents where the AED was used
  - iii) Whether additional AEDs are needed in the school, based on the size of the campus or specific activities

# EQUIPMENT MAINTENANCE

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## 13.1 Purpose of Equipment Maintenance

- a) Maintaining first aid equipment in good working order is essential to ensure its effectiveness when needed. This includes regular checks and updates to first aid kits, AEDs, and other emergency equipment. Equipment that is damaged, expired, or improperly stored may not function correctly, which can have serious consequences in an emergency.

## 13.2 First Aid Equipment Maintenance

- a) All first aid kits across the Trust's schools must be regularly checked to ensure they are adequately stocked and contain all necessary items in good condition. The equipment in the first aid kits should be clearly labelled and organised for easy access during emergencies.

## 13.3 Inspection Schedule

- a) Regular Inspections: First aid kits should be inspected at least once every term, or more frequently if required, to ensure all items are available and in usable condition. Each school should designate a responsible staff member (such as the Health & Safety Officer or First Aid Lead) to perform these checks.
- b) Inspection Criteria: The following aspects should be checked:
  - i) Stock levels: Ensure that all items are replenished after use, including bandages, plasters, gloves, antiseptic wipes, scissors, etc.
  - ii) Expiry dates: Ensure that items with an expiration date (such as sterile dressings, medications, or saline solution) are replaced before they expire.
- c) Condition of items: Check that the contents are in good condition (e.g., bandages are not torn, ointments are not leaking, etc.) and that no items are missing.
- d) Correct items: Ensure the first aid kit matches the risk profile of the school and its activities (e.g., if the school has a swimming pool or regular outdoor activities, appropriate equipment like waterproof bandages should be included).

## 13.4 Types of First Aid Kits

- a) Standard First Aid Kit: Should be available in all general areas, including classrooms, offices, and corridors.

- b) Outdoor and Sports Kits: Should be available in areas with high physical activity (e.g., sports halls, playgrounds, and gymnasiums).
- c) Specialised Kits: For schools with specific needs (e.g., swimming pools or workshops), specialised kits should be available and regularly checked for completeness.
- d) Portable First Aid Kits: These kits should be available for all school trips, events, or excursions. The kit should be appropriate for the activities planned and the size of the group, and include items like bandages, antiseptic wipes, cold packs, and any personal medications or medical supplies specific to the participants.

### 13.5 Documentation of Maintenance and Inspections

- a) Inspection Log: A record of inspections should be maintained, including:
  - i) Date of inspection
  - ii) Name of the person conducting the inspection
  - iii) Items checked and replaced (if applicable)
  - iv) Any issues identified during the inspection and corrective actions taken
- b) Storage of Records: The inspection log should be kept for a minimum of three years for compliance purposes and should be easily accessible for audit purposes.

### 13.6 AED Maintenance and Inspection

- a) Maintaining AEDs is crucial to ensuring their readiness for emergency use. AEDs must be checked regularly for functionality and for the presence of all necessary components.

### 13.7 Inspection Schedule for AEDs

- a) Monthly Inspections: AEDs should be checked at least once a month by a designated person (e.g., Health & Safety Officer, First Aid Lead) to ensure they are in working order. This check should include:
  - i) Battery Status: Confirm that the AED's battery is fully charged and has not expired. If the device has an indicator light, ensure that it shows "ready" status.
  - ii) Pads Condition: Ensure that the electrode pads are not expired, damaged, or improperly stored. Pads must be replaced regularly and immediately after use.
  - iii) Functionality: Perform a simple self-test or diagnostic check (depending on the AED model) to confirm that the device is operational. The AED should provide a "ready" signal, indicating that it is in working order.
  - iv) Visual Inspection: Check for any physical damage to the device, such as cracks or broken parts.
  - v) Log the Inspection: Maintain an inspection log for each AED, detailing the date, person performing the inspection, and any actions taken.

### 13.8 Maintenance of AEDs After Use

- a) Post-Incident Protocol: After any use of an AED (e.g., in an emergency), the following actions should be taken:
  - i) Replace the pads and battery (if required) and ensure the AED is ready for the next use.
  - ii) Document the use of the AED, including details of the incident, the actions taken, and any maintenance or replacement of equipment.
  - iii) Report any issues or malfunctions to the AED supplier for further inspection or servicing.

### 13.9 Use of First Aid and AED Equipment in Emergency Situations

- a) First Aid Kits: In the event of an injury, the nearest available first aid kit should be used. The first aid kit should be opened promptly, and appropriate first aid should be administered according to the situation. First aiders must follow their training and assess the nature and severity of the injury before acting.
- b) AED Use: In the event of a suspected cardiac arrest, the nearest AED should be accessed immediately. The first aider should assess the situation, call for emergency medical services (999), and begin CPR while preparing the AED. Once the AED is available, the first aider should follow the device's instructions for use. The AED will provide clear, audible prompts to guide the user in delivering a shock if needed.

### 13.10 Refresher Training for AED and First Aid Equipment Use

- a) All staff responsible for first aid or AED use should undergo refresher training at least every three years. This training should cover:
  - i) How to assess the need for first aid or AED intervention
  - ii) The correct use of first aid equipment and AEDs
  - iii) CPR techniques
  - iv) Emergency response protocols for medical incidents
  - v) How to check and maintain first aid kits and AEDs
- b) Additional Training Needs: If there are any significant updates to first aid practices, or new medical equipment is introduced (e.g., specialised AED models), additional training sessions should be organised promptly.

### 13.11 Emergency Supplies and Inventory

- a) Emergency Supply Stock: Schools should keep a reserve stock of commonly used first aid supplies, such as bandages, gloves, and antiseptic wipes, to ensure that first aid kits can be replenished as needed. This stock should be maintained by the designated Health & Safety Officer and checked against inventory records regularly.
- b) Specialised Equipment: If the school offers specialised activities or has students with specific health needs (e.g., asthma inhalers, EpiPens, etc.), ensure that these items are regularly checked, in date, and included in first aid kits or available in designated medical areas.

# SCHOOL SPECIFIC INFORMATION

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14.1 [Appendices C-M](#) show the following information for individual schools:

- a) Additional general procedures in the event of injury.
- b) First aider name and qualifications (including dates).
- c) Where first aid kits and medication can be located on site.
- d) Defibrillator procedures and maintenance.

# APPENDIX A: INCIDENT/ACCIDENT LOG



## APPENDIX A: INCIDENT/ACCIDENT LOG

### INCIDENT/ACCIDENT LOG

Please complete all sections of the form and use a separate form for each incident

|                                                                                                                                                                                                                                                |                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>Injured Person:</b>                                                                                                                                                                                                                         |                                                                         |
| 1. Surname..... Forename(s).....                                                                                                                                                                                                               |                                                                         |
| Address:.....                                                                                                                                                                                                                                  |                                                                         |
| Telephone Number:.....                                                                                                                                                                                                                         | Age ..... Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 2. Date of incident ..... Time (24 hour clock e.g. 14:20).....                                                                                                                                                                                 |                                                                         |
| Precise address and location of incident:.....                                                                                                                                                                                                 |                                                                         |
| 3. Please give a full account of the incident, including acts of violence. Explain what happened and what the injured person was doing. If a fall from height, please state height. If necessary, please provide a sketch on a separate sheet. |                                                                         |
| <br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....                                                                                                                                                                                |                                                                         |
| 4. Details of any injuries sustained (e.g. laceration of the 1 <sup>st</sup> finger on right-hand, scald to left foot, etc...)                                                                                                                 |                                                                         |
| <br>.....<br>.....                                                                                                                                                                                                                             |                                                                         |
| 5. Did the injured person Become unconscious <input type="checkbox"/> Need resuscitation <input type="checkbox"/>                                                                                                                              |                                                                         |
| How would you describe the condition of person at the time of the incident (e.g. rational, shocked, traumatised.)                                                                                                                              |                                                                         |
| <br>.....                                                                                                                                                                                                                                      |                                                                         |
| 6. Was the injured party treated at hospital? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, which hospital? .....                                                                                                           |                                                                         |
| Were they detained in hospital over 24 hours? Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                         |                                                                         |

7. To whom was the incident / injury reported?

Name:..... Position:.....

8. Names and addresses of witnesses:

Name..... Name.....

Address..... Address.....

Tel:..... Tel:.....

Name..... Name.....

Address..... Address.....

Tel:..... Tel:.....

9. Is the injured person: A member of ☐ staff ☐ Contractor ☐ Member of the public ☐ Student ☐

Other ☐ (Please specify) .....

10. If the person involved in the incident is a member of staff/student, please complete the following:

Job title: (for students state 'student').....

School:.....

11. If the person involved in the incident is NOT an employee or student, please complete the following:

Job title:.....

Employer details:.....

Reason for visit to the site of the incident:.....

12. In the event of an injury has the injured person's employer/guardian or other appropriate contact been informed?

Yes ☐ No ☐ If Yes, who was notified? .....

By whom..... Date..... Time.....

13. Did the incident happen at the place where the person was authorised to be?

Yes ☐ No ☐ If NO, why was the individual there?.....

Was the person undertaking duties authorised or permitted as part of their work?

Yes ☐ No ☐ Purpose of the activity.....

14. Was the incident subject to police investigation? Yes ☐ No ☐

If yes, which station? ..... Name/rank/number of the Officer dealing.....

15. If the incident was as a result of a hazard, what immediate action has been taken to remove hazard?

.....

Time / Date of hazard removal..... Removal undertaken by.....

16. Is the accident / injury RIDDOR reportable? Yes ☐ No ☐

17. If faulty equipment / damaged property was found at the scene of the incident has this been reported to the Headteacher? Yes ☐ No ☐

If yes, who was notified? ..... By whom ..... Date and time.....

18. Has a copy of this form been sent to the appointed person at the school/academy?

Yes ☐ No ☐ If yes, who was form sent to?.....

19. Number of days the person involved in the incident is likely to be absent from work, including weekends:

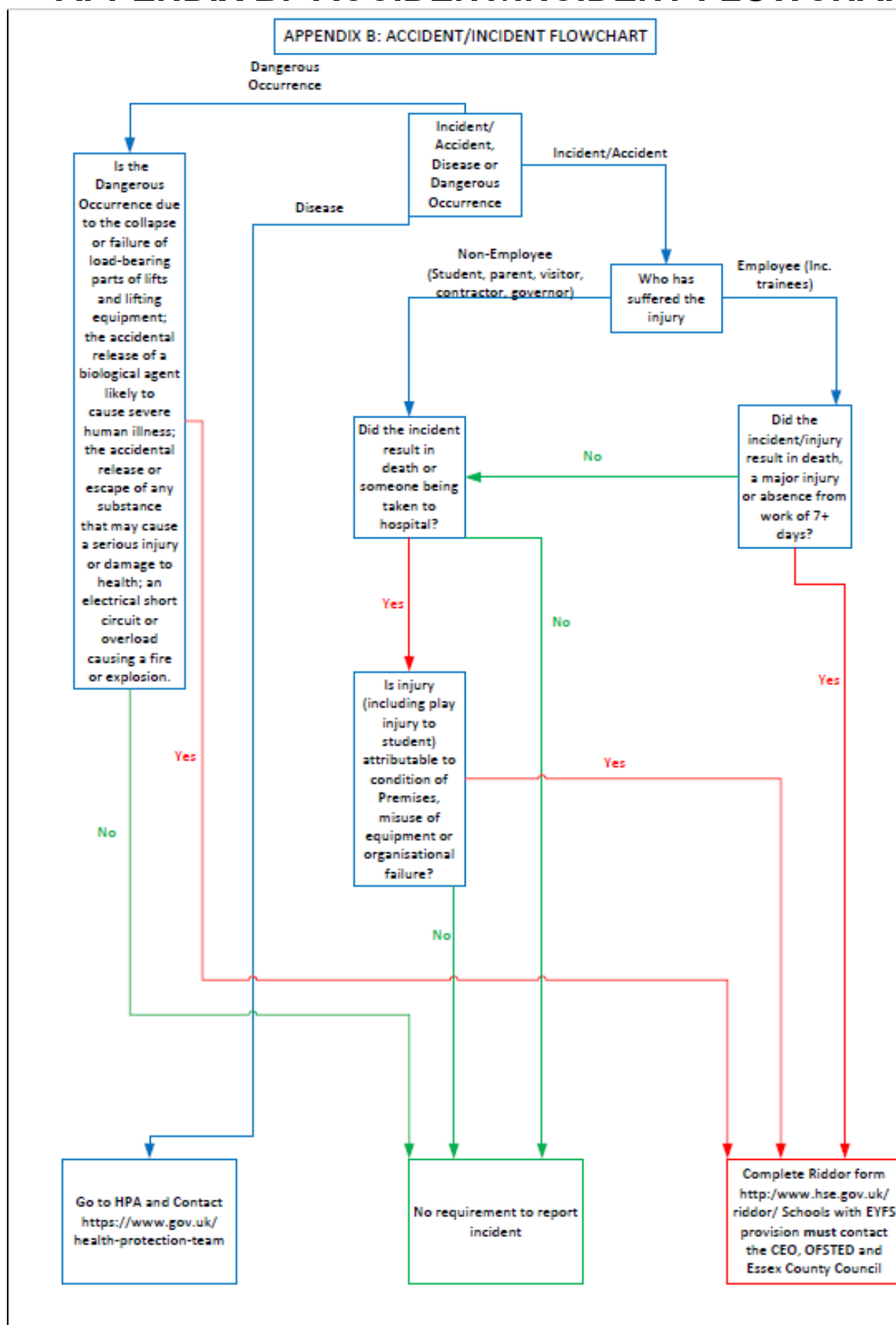
None ☐ 7 days or less ☐ 8 days or more ☐ Return to work date (Official use only):

20. Signature of person completing this form: Signature..... Date.....

Name (BLOCK LETTERS)..... Position.....

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## APPENDIX B: ACCIDENT/INCIDENT FLOWCHART



# APPENDIX C: ACORN ACADEMY

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with my designated supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name                   | Role    | Qualification | Renew      |
|------------------------|---------|---------------|------------|
| • Vikki Matson         | Teacher | PFA           | 01/11/2026 |
| • Nikki James          | Office  | PFA           | 01/11/2026 |
| • Mel Yates            | HLTA    | PFA           | 01/11/2026 |
| • Alex Acquah          | HLTA    | PFA           | 01/11/2026 |
| • Sam Stephenson       | HLTA    | PFA           | 01/11/2026 |
| • Tracey Rainger       | LSA     | PFA           | 01/11/2027 |
| • Donna Succamore      | HLTA    | PFA           | 01/11/2027 |
| • Tiana Snelling-Smith | HLTA    | PFA           | 01/11/2027 |
| • Barry Allen          | LSA     | PFA           | 01/11/2028 |
| • Alison Richardson    | LSA     | PFA           | 01/11/2028 |
| • Louise Taylor        | LSA     | PFA           | 01/11/2028 |
| • Claire Miller        | HLTA    | PFA           | 01/11/2028 |

### Location of First Aid Kits

- Office
- Hall
- Points across school in corridors

### Location of AED

- School Office

## **Responsible Person (s)**

### **Jason Reeve – Site Manager**

- Overseeing the placement and maintenance of AED equipment.
- Informing personnel of the location of AEDs (health and safety induction).
- Coordinating equipment and accessory maintenance.
- Verifying maintenance records and that testing is being conducted.
- Maintaining file of specification/technical information for the AED.
- Revising procedure as required; ensuring the AED has been placed back in service after use/maintenance; and
- Supplying and displaying a list of trained users if applicable.

### **Headteacher**

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

### **Location of Medication (Inhalers, Auto Injectors, antihistamine)**

Inhalers for specific children located in child's classroom.

### **Appointed Person(s)**

#### **1. Nikki James**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

# APPENDIX D: CHIPPING ONGAR PRIMARY SCHOOL

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with my designated supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name                          | Role                            | Qualification | Renew      |
|-------------------------------|---------------------------------|---------------|------------|
| • Martin Craven               | First Aid Administrator         | PFA           | 25/03/2026 |
| • Helena Hamani               | Admin Team                      | PFA           | 18/07/2026 |
| • Lauren McWhan               | Cover Supervisor                | PFA           | 18/07/2026 |
| • Sam Roberts                 | HOS PE                          | PFA           | 18/07/2026 |
| • Nicole Murphy               | HOH / PE Teacher                | PFA           | 29/01/2028 |
| • Alex Reed                   | HOF MFL                         | PFA           | 01/04/2028 |
| • Ed Gamwells                 | Science Teacher                 | PFA           | 01/04/2028 |
| • Rebecca Jessop              | Receptionist / Admin            | PFA           | 03/04/2028 |
| • Kirsty Mulhare              | Site Assistant                  | PFA           | 03/04/2028 |
| • Sarah Banks                 | Site Manager                    | PFA           | 03/04/2028 |
| • Claire Hollingsworth-Turner | Assistant Headteacher           | PFA           | 04/04/2028 |
| • Stacy Saddington            | Pastoral and Learning Assistant | PFA           | 04/04/2028 |
| • Jane Zielinski              | Pastoral and Learning Assistant | EFAAW         | 25/04/2028 |

### Location of First Aid Kits

- First Aid Station – in main school office
- Kitchen, library and studio base
- Portable first aid kits are stored in all classrooms

## **Location of AED**

- In the main school office

## **Responsible Person (s)**

### **Site Manager**

- Overseeing the placement and maintenance of AED equipment
- Informing personnel of the location of AEDs (health and safety induction)
- Coordinating equipment and accessory maintenance
- Verifying maintenance records and that testing is being conducted
- Maintaining file of specification/technical information for the AED
- Revising procedure as required; ensuring the AED has been placed back in service after use/maintenance

### **Office Manager**

- Supplying and displaying a list of trained users if applicable.
- Ensuring the AED has been placed back in service after use.
- Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

## **Location of Medication (Inhalers, Auto Injectors, antihistamine)**

First Aid Stations – Labelled and pinned to the wall in green first aid bags. Additional items stored in main school office labelled box containers or fridge as required.

## **Appointed Person(s)**

1. **Helen Russell**
2. **Claire Hollingsworth-Turner**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

# APPENDIX E: HIGH ONGAR PRIMARY SCHOOL

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with my designated supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name                | Role                | Qualification | Renew      |
|---------------------|---------------------|---------------|------------|
| • Jo Putterford     | Office Manager      | EFAAW         | 18/11/2028 |
| • Sarah Yeoland     | HLTA                | EFAAW         | 03/11/2027 |
| • Stephanie Kilbey  | Head of school      | PFA           | 23/10/2028 |
| • Scharni Hampshire | Class Teacher/SENCO | PFA           | 23/10/2028 |
| • Sasha Hambling    | Class Teacher       | PFA           | 23/10/2028 |
| • Zoe Arnold        | Class Teacher       | PFA           | 23/10/2028 |
| • Danielle Meehan   | Class Teacher       | PFA           | 07/06/2028 |
| • Angela Sharp      | LSA                 | PFA           | 23/10/2028 |
| • Caroline Clark    | LSA                 | PFA           | 13/03/2028 |
| •                   |                     |               |            |

### Location of First Aid Kits

- School Office
- School playground first aid cupboard
- Acorn room first aid cupboard
- 

### Location of AED

- School office
- School hall

### Headteacher

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

**Location of Medication (Inhalers, Auto Injectors, antihistamine)**

School office

**Appointed Person(s)**

1. **Jo Putterford**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

## APPENDIX F: MILD MAY PRIMARY SCHOOL



### IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

#### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with by designated supervising adult if during lunchtime/play.

#### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

#### First Aiders

| Name                           | Role              | Qualification | Renew      |
|--------------------------------|-------------------|---------------|------------|
| <b>Paediatric First Aiders</b> |                   |               |            |
| • Lisa Firth                   | Admin Team        | Paediatric FA | 13/10/2026 |
| • Julia Phillips               | Admin Team        | Paediatric FA | 19/06/2028 |
| • Carrie Jaggs                 | EYFS LSA          | Paediatric FA | 15/05/2028 |
| • Jan King                     | Admin Team        | Paediatric FA | 11/02/2028 |
| • Nicola Hill                  | LSA / MDA         | Paediatric FA | 19/06/2028 |
| • Ashleigh Parry               | Admin Team        | Paediatric FA | 21/06/2027 |
| • Sara Langford                | LSA/Forest School | Paediatric FA | 21/06/2027 |
| • Karen Day                    | LSA               | Paediatric FA | 21/06/2027 |
| • Sharen Porter                | LSA               | Paediatric FA | 11/02/2028 |
| • Tanya Tromans                | LSA               | Paediatric FA | 13/03/2028 |
| • Nicky Hooper                 | LSA               | Paediatric FA | 15/05/2028 |
| • Jenna Wild-Holt              | LSA               | Paediatric FA | 15/05/2028 |
| • Anna Babbs                   | RB LSA            | Paediatric FA | 15/05/2028 |
| • Rachel Willsher              | LSA               | Paediatric FA | 15/05/2028 |
| • Lisa Baines                  | RB LSA            | Paediatric FA | 07/11/2028 |
| • Sue Kendal                   | MDA               | Paediatric FA | 27/11/2027 |
| • Alison Hughes                | LSA               | Paediatric FA | 27/11/2027 |

## Emergency First Aiders

|                     |             |       |            |
|---------------------|-------------|-------|------------|
| • Claire Smith      | KS2 Teacher | EFAAW | 26/02/2029 |
| • Annette Hellewell | KS2 LSA     | EFAAW | 26/02/2029 |
| • Nicky Hooper      | Nursery LSA | EFAAW | 09/11/2026 |
| • Ashleigh Parry    | Admin Team  | EFAAW | 26/02/2029 |
| • Karen Field       | RB LSA      | EFAAW | 09/11/2026 |
| • Michelle Jarvis   | Admin Team  | EFAAW | 26/02/2029 |

## Location of First Aid Kits

- Upper School Office
- Lower School Office
- Portable Kits for Trips and Visits – securely stored in Upper & Lower supply cupboards
- Wraparound Care Hub (Firecrest Room)
- Upper School Staff Room (for MDA use)
- Lower School Staff Room (for MDA use)

## Location of AED

- Lower School Main Corridor (next to photocopiers)
- Upper School Blue Corridor (near to lift)
- Outside (on wall of 2-storey block) facing school field

## Responsible Person (s)

### Philip Hatcher – Site Manager

- Overseeing the placement and maintenance of AED equipment.
- Informing personnel of the location of AEDs (health and safety induction).
- Coordinating equipment and accessory maintenance.
- Verifying maintenance records and that testing is being conducted.
- Maintaining file of specification/technical information for the AED.
- Revising procedure as required; ensuring the AED has been placed back in service after use/maintenance; and
- Supplying and displaying a list of trained users if applicable.

## Headteacher

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

## Location of Medication (Inhalers, Auto Injectors, antihistamine)

- Upper School Office – Secure cupboard – accessible by staff while children on site
- Lower School Office – Secure cupboard – accessible by staff while children on site

### **Appointed Person(s)**

1. **Jan King - Admin**
2. **Karen Hatcher - Admin**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

# APPENDIX G: MOULSHAM HIGH SCHOOL

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[Please also see Moulsham High Schools Emergency Asthma Adrenaline Auto Injector Policy](#)



## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with my designated supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name                    | Role             | Qualification | Renew      |
|-------------------------|------------------|---------------|------------|
| • Abigail Mansfield     | Inclusion Dept.  | FAAW          | 16/11/2026 |
| • Andrew Styan          | PE Dept.         | FAAW          | 01/12/2028 |
| • Angie Peacock         | Science Dept.    | FAAW          | 06/2028    |
| • Belinda Fernandez     | Pastoral Dept.   | FAAW          | 09/2028    |
| • Dean Painter          | Site Team        | FAAW          | 08/2027    |
| • Dik Church            | Site Team        | FAAW          | 08/2027    |
| • Fran Johnson          | PE Dept.         | FAAW          | 10/2027    |
| • Gemma Fordyce         | MFL Dept.        | FAAW          | 06/2028    |
| • Giovanni De Dominicis | Site Manager     | FAAW          | 06/2027    |
| • Harry Mack            | Music Dept.      | FAAW          | 07/2028    |
| • Heidi Williams        | Sixth Form       | FAAW          | 07/2028    |
| • Laura Mansfield       | Medical          | FAAW          | 09/2028    |
| • Lisa Hadlow           | Pastoral Dept.   | FAAW          | 10/2027    |
| • Mariella Renaud       | MFL Dept.        | FAAW          | 01/2029    |
| • Matthew Thain         | Lettings Team    | FAAW          | 02/2028    |
| • Natasha McKenna       | LSA              | FAAW          | 10/2027    |
| • Paul Mason            | Humanities Dept. | FAAW          | 10/2027    |
| • Robert Benson         | Computer Science | FAAW          | 11/2026    |
| • Tina Mayo             | Headteacher PA   | FAAW          | 10/2027    |
| • Teresa Green          | MFL              | FAAW          | 01/2029    |
| • Leon Bashford         | Student Support  | FAAW          | 04/2026    |

|                  |               |      |         |
|------------------|---------------|------|---------|
| • Zoe Hyams      | Senior Admin  | FAAW | 03/2029 |
| • Aimee Kendall  | Lettings Team | FAAW | 03/2029 |
| • Tracey Knevett | Pastoral      | FAAW | 03/2029 |

### **Location of First Aid Kits**

- Physics prep room 60
- Biology prep room 54
- Chemistry prep room 56/57
- Reception
- Student services
- Kitchen
- Food tech
- Miss Williams- Chaucer
- Inclusion room 25
- Isolation room 10
- DT Main 1
- DT Main 2 room 68
- DT Mini room 62
- DT Mini room 63
- DT Mini room 65
- Mrs Hadlow office
- Mrs Fernandez office
- Prep room JB building
- PE
- B Monk/ A Saward
- Room 10 Office
- Student Support
- Site Team
- Student services
- Food tech
- Old school
- Sports hall
- Auditorium

### **Location of AED**

- Reception
- Sports Hall
- Pavillion

### **Responsible Person (s)**

#### **Giovanni De Dominicis – Site Manager**

- Overseeing the placement and maintenance of AED equipment.
- Informing personnel of the location of AEDs (health and safety induction).
- Coordinating equipment and accessory maintenance.

- Verifying maintenance records and that testing is being conducted.
- Maintaining file of specification/technical information for the AED.
- Revising procedure as required; ensuring the AED has been placed back in service after use/maintenance; and
- Supplying and displaying a list of trained users if applicable.

### **Headteacher**

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

### **Location of Medication (Inhalers, Auto Injectors, antihistamine)**

Medical Room

### **Appointed Person(s)**

#### **1. Laura Mansfield**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

# APPENDIX H: NOTLEY HIGH SCHOOL & BRAINTREE SIXTH FORM

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with my designated supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name                                | Role                         | Qualification       | Renew      |
|-------------------------------------|------------------------------|---------------------|------------|
| • Alex Harrington                   | SL: PE                       | Outdoor Pursuits FA | 19/05/2028 |
| • Gemma Holdaway                    | Raising Standards Leader     | FAAW                | 25/10/2028 |
| • Karen Wilcox                      | SL: Geography                | Outdoor Pursuits FA | 19/05/2028 |
| • Charlie Buttle                    | Deputy Head of Sixth Form    | Outdoor Pursuits FA | 19/05/2028 |
| • Julie Simpson                     | Student Services Coordinator | FAAW                | 17/12/2028 |
| • Caroline Watson                   | Pastoral Manager             | FAAW                | 17/12/2028 |
| • Sarah Christian                   | Learning Mentor              | FAAW                | 17/12/2028 |
| • Katherine Moore                   | Senior Science Technician    | FAAW                | 29/06/2028 |
| • Nikki Isak                        | Lead learning Mentor         | Outdoor Pursuits FA | 19/05/2028 |
| • Karen Swann                       | Science Technician           | FAAW                | 29/06/2028 |
| • Claire Green                      | Pastoral Manager             | FAAW                | 29/06/2028 |
| • Anne-Charlotte Marboeuf   RAP MFL |                              | FAAW                | 16/11/2028 |
| • Emila Cobanla                     | Lettings Assistant           | FAAW                | 16/11/2028 |
| • Neil Course                       | Deputy Site Manager          | St. John's FA       | 01/05/2028 |
| • Agata Ostrowska                   | Catering Assistant           | FAAW                | 29/04/2027 |
| • Samantha Sheridan                 | LSA                          | FAAW                | 09/07/2026 |
| • Haley Tokley                      | Science Teacher              | FAAW                | 09/07/2026 |
| • Suzanne Francis                   | ECT Science                  | FAAW                | 09/07/2026 |
| • Vicky Forster                     | RAP Maths                    | FAAW                | 09/07/2026 |
| • Amy Murphy                        | Classroom Teacher            | FAAW                | 09/07/2026 |

|                        |                               |      |            |
|------------------------|-------------------------------|------|------------|
| • Hannah Bird          | RAP KS3 & KS4                 | FAAW | 09/07/2026 |
| • Elizabeth Hutchinson | Cover Supervisor              | FAAW | 09/07/2026 |
| • Michelle Robb        | Head of Faculty: PDT PSHE     | FAAW | 09/07/2026 |
| • Jo Morton-Brown      | Emotional Health Practitioner | FAAW | 09/07/2026 |
| • Sally King           | Pastoral Manager              | FAAW | 08/01/2027 |
| • Joanna White         | SL: Food Textiles Technology  | FAAW | 08/01/2027 |
| • Shannon Wilson       | ADT Technician                | FAAW | 23/10/2027 |
| • Claire Thomas        | Teacher                       | FAAW | 23/10/2027 |
| • Julie Rickards       | MEITT Senior Course Admin.    | FAAW | 28/10/2027 |
| • David Neale          | Site Manager                  | FAAW | 20/01/2027 |
| • Rebecca Hainsworth   | Learning Mentor               | FAAW | 20/01/2027 |

### **Location of First Aid Kits**

- Reception – in blue cupboard
- Pastoral Sixth Form Office – on shelf
- Science – Upstairs technician office
- PE Office – on desk
- Tech – Tech office on wall
- Staffroom – with AED in lobby
- Site Office – on shelf
- Sports Hall – Front office in lobby

### **Location of AED**

- Reception – on outside wall down the side access
- Staff room – lobby next to door
- Fitness Centre – on outside of building
- Sports Hall – Inside on wall main entrance
- 4G Pitch – Attached to gate outside

### **Responsible Person (s)**

#### **David Neale – Site Manager**

- Overseeing the placement and maintenance of AED equipment.
- Informing personnel of the location of AEDs (health and safety induction).
- Coordinating equipment and accessory maintenance.
- Verifying maintenance records and that testing is being conducted.
- Maintaining file of specification/technical information for the AED.
- Revising procedure as required; ensuring the AED has been placed back in service after use/maintenance; and
- Supplying and displaying a list of trained users if applicable.

## **Headteacher**

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

## **Location of Medication (Inhalers, Auto Injectors, antihistamine)**

- Medical Room – adrenaline auto injectors – locked in double cupboard
- Medical Room – inhalers – locked in filing cabinet top drawer

## **Appointed Person(s)**

### **1. Julie Simpson**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

# APPENDIX I: OAKLANDS INFANT SCHOOL



## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with by designated supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name                          | Role             | Qualification  | Renew   |
|-------------------------------|------------------|----------------|---------|
| <b>First Aid at Work:</b>     |                  |                |         |
| • Jo Wlodarczyk               | Catering Manager | FAAW           | 04/2027 |
| • Lisa Felton                 | Office Manager   | FAAW           | 10/2027 |
| <b>Paediatric First Aid:</b>  |                  |                |         |
| • Owen Bannister              | LSA              | PFA            | 02/2026 |
| • Gemma Cranstone             | Class Teacher    | PFA            | 04/2027 |
| • Magdalena Wierzbicka        | LSA              | PFA            | 12/2028 |
| • Claire Palmer               | LSA              | PFA            | 12/2028 |
| • Emily Carpenter             | Class Teacher    | PFA            | 12/2028 |
| <b>Epilepsy First Aid:</b>    |                  |                |         |
| • Catherine Reuben            | LSA              | Epilepsy FA    | 09/2026 |
| • Emily Carpenter             | Class Teacher    | Epilepsy FA    | 09/2026 |
| <b>Anaphylaxis First Aid:</b> |                  |                |         |
| • Claire Palmer               | LSA              | Anaphylaxis FA | 09/2027 |
| • Ruth Turner                 | HLTA/MDA         | Anaphylaxis FA | 09/2027 |
| • Owen Bannister              | LSA              | Anaphylaxis FA | 10/2027 |
| • Julie Worsnop               | Class Teacher    | Anaphylaxis FA | 10/2027 |
| <b>First Aid for Schools:</b> |                  |                |         |
| • Caroline Walker             | LSA              | FA for Schools | 09/2026 |
| • Catherine Cameron           | Admin Assistant  | FA for Schools | 09/2026 |
| • Catherine Reuben            | LSA              | FA for Schools | 09/2026 |

|                        |         |                |         |
|------------------------|---------|----------------|---------|
| • Claire Palmer        | LSA     | FA for Schools | 09/2026 |
| • Emma Ward            | LSA/MDA | FA for Schools | 09/2026 |
| • Lou Poulton          | LSA     | FA for Schools | 09/2026 |
| • Magdalena Wierzbicka | LSA     | FA for Schools | 09/2026 |
| • Sutapa Ghosh         | LSA     | FA for Schools | 09/2026 |

### **Location of First Aid Kits**

- Portable first aid trolley by double doors leading to the playground
- Portable first aid kit in every classroom

### **Location of AED**

- On the wall by the lunch time toilets

### **Headteacher**

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

### **Location of Medication (Inhalers, Auto Injectors, antihistamine)**

Kept in relevant classrooms – cupboard where kept have the FA sign on

### **Appointed Person(s)**

#### **1. Catherine Cameron**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

# APPENDIX J: ONGAR PRIMARY SCHOOL

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be initially monitored in class. If illness is persistent or more serious, they will be escorted to the main office. First aid will be administered by a supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Staff dealing with bodily fluids are advised to wear rubber gloves and protective aprons. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name              | Role             | Qualification | Renew   |
|-------------------|------------------|---------------|---------|
| • Tracey Drabwell | LSA              | PFA           | 12/2028 |
| • Terri Rayment   | LSA              | PFA           | 11/2028 |
| • Amy Torn        | Class Teacher    | PFA           | 11/2027 |
| • Johanna Hough   | LSA              | PFA           | 06/2028 |
| • Jade Ward       | LSA              | PFA           | 10/2026 |
| • Donna Robinson  | Catering Manager | PFA           | 01/2029 |
| • Jessica Cooper  | Office Manager   | PFA           | 01/2029 |

All staff completed First Aid at Work training between February-October 2024

### Location of First Aid Kits

- Portable first aid bags are stored in every classroom
- Additional first aid kits/supplies are stored in the main office

### Location of AED

- School Office

### Headteacher

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

### **Location of Medication (Inhalers, Auto Injectors, antihistamine)**

Children's individual inhalers are kept with the child and are readily available. Auto-injectors are stored in the classroom cupboard.

There are inhalers and spare auto-injectors stored in the medicine cupboard of the main school office

### **Appointed Person(s)**

#### **1. Jessica Cooper**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

# APPENDIX K: RICHARD DE CLARE COMMUNITY ACADEMY

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness including break/lunchtime, they should be dealt with by the first aider with them and if serious, taken to the school office.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name                   | Role   | Qualification | Renew      |
|------------------------|--------|---------------|------------|
| • Lina Gallo           | LSA    | EFAAW         | 28/04/2027 |
| • Anna Kolasinska      | LSA    | EFAAW         | 29/04/2027 |
| • Sasha Aitken         | MDA    | EFAAW         | 29/04/2027 |
| • Stephanie Clementson | LSA    | EFAAW         | 29/04/2027 |
| • Mikala Harrison      | LSA    | EFAAW         | 29/04/2027 |
| • Zoe Peacock          | LSA    | EFAAW         | 03/10/2027 |
| • Kelly Smith          | Office | EFAAW         | 23/10/2027 |
| • Julie Swift          | HLTA   | EFAAW         | 03/10/2027 |
| • Krysia Smith         | LSA    | EFAAW         | 29/06/2028 |
| • Ayfer Albay-Bishop   | LSA    | EFAAW         | 21/07/2028 |
| • Charlie Sutton       | LSA    | EFAAW         | 21/07/2028 |
| • Clair Harrigan       | LSA    | EFAAW         | 21/07/2028 |
| • Donna Richardson     | LSA    | EFAAW         | 21/07/2028 |
| • Julie Root           | HLTA   | EFAAW         | 21/07/2028 |
| • Kate Rugg            | HLTA   | EFAAW         | 21/07/2028 |
| • Laura Lawrence       | LSA    | EFAAW         | 21/07/2028 |
| • Lisa Ali-Cherif      | LSA    | EFAAW         | 21/07/2028 |
| • Lisa May             | LSA    | EFAAW         | 21/07/2028 |
| • Lucy Good            | MDA    | EFAAW         | 21/07/2028 |
| • Nancy Lewis          | HLTA   | EFAAW         | 21/07/2028 |

|                      |                   |          |            |
|----------------------|-------------------|----------|------------|
| • Natalia Bendzalova | Nursery Assistant | EFAAW    | 21/07/2028 |
| • Sue Higgins        | LSA               | EFAAW    | 21/07/2028 |
| • Amy Connell        | LSA               | PFA      | 17/10/2026 |
| • Zoe Ross           | LSA               | PFA      | 13/12/2027 |
| • Amy Philips        | EYRS Practitioner | PFA      | 13/03/2028 |
| • Helen Mayes        | Teacher           | PFA      | 13/03/2028 |
| • Julie Swift        | HLTA              | PFA      | 07/09/2028 |
| • Kyria Smith        | LSA               | PFA      | 06/11/2028 |
| • Lauren Wren        | LSA               | PFA      | 06/11/2028 |
| • Haley Davey        | LSA               | PFA      | 24/11/2028 |
| • Tom Lawrence       | MDA               | PFA/FAAW | 12/08/2028 |
| • Natalia Bendzalova | HLTA              | PFA      | 16/01/2029 |
| • Paige Simons       | Nursery Assistant | PFA      | 16/01/2029 |
| • Layla Kilany       | LSA               | PFA      | 29/01/2029 |

### **Location of First Aid Kits**

- School Office
- Nursery
- Reception Block
- Learning Den

### **Location of AED**

- On the wall outside the school office.

### **Responsible Person (s)**

#### **James Partlo – Site Manager**

- Overseeing the placement and maintenance of AED equipment.
- Informing personnel of the location of AEDs (health and safety induction).
- Coordinating equipment and accessory maintenance.
- Verifying maintenance records and that testing is being conducted.
- Maintaining file of specification/technical information for the AED.
- Revising procedure as required; ensuring the AED has been placed back in service after use/maintenance; and
- Supplying and displaying a list of trained users if applicable.

### **Headteacher**

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

### **Location of Inhalers and Adrenaline Auto Injectors**

All inhalers are kept in the child's classroom; all injectors are kept in a bag that is taken wherever the child goes and any medication that needs refrigeration (e.g. GlucaGen) is kept in the fridge in the School Office.

### **Appointed Person(S)**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill. See attached list
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits. Bridget Easter and Debbie Hill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate. Debbie Hill, Kelly Smith, Melanie Smith, Lucinda Bellett, Flora Shaw, Lucy Freeman
- Ensuring list of first aiders is up to date and displayed around school. Debbie Hill
- Informing head teacher of expiration of certificates and arranging training updates. Debbie Hill

# APPENDIX L: THE RAMSEY ACADEMY

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### General Procedures:

In the event of an injury or illness, the Student should be sent to Student Services where they will be directed to the medical room. If it is deemed to be a serious matter or they are unable to walk to Student Service, staff support should be called.

### Risk of Infection:

Absorbent granules should be dispersed over spillage and left to absorb, the Site Team will be called to clear up, wash the affected area with warm water and disinfectant and dry. All spillages and contaminated equipment must be cleaned or placed into the yellow bin in the medical room. When dealing with spillages, hands must be washed and dried after removal of protective gloves.

### Appointed Persons:

Mrs Sally Fenner (qualification expiry 17 March 2029)

Assess students presenting with illness/injury

Take appropriate action – call ambulance and/or notify parent/carers for collection from school

Record all illnesses. Complete accident form if required, passing to Headteacher if the injury dictates reporting to HSE

Record issuing of all medication and plasters

### Emergency First Aid at Work:

|                       |                        |
|-----------------------|------------------------|
| Mr Aaron Knight       | Expiry December 2026   |
| Mrs Samantha Cardwell | Expiry January 2027    |
| Mrs Nic Berners       | Expiry 30 January 2027 |
| Miss Natasha Danino   | Expiry 30 April 2027   |
| Mrs Alice Perrins     | Expiry 3 October 2027  |
| Mr Graham Gilbert     | Expiry March 2028      |
| Mrs Helen Hudson      | Expiry 29 June 2028    |
| Mrs Hazel Callaghan   | Expiry 29 June 2028    |
| Mr Steve Pittuck      | Expiry 29 June 2028    |
| Mrs Claire Papple     | Expiry 29 June 2028    |
| Mrs Julie Ayres       | Expiry 29 June 2028    |
| Mr Will Farrelly      | Expiry 29 June 2028    |
| Mr Adam Downes        | Expiry 29 June 2028    |
| Mrs Maaïke Jones      | Expiry 29 June 2028    |
| Mr Keith McLelland    | Expiry 29 June 2028    |
| Mrs Alison Ancient    | Expiry 11 March 2029   |

|                    |                      |
|--------------------|----------------------|
| Mrs Lauren Koster  | Expiry 11 March 2029 |
| Miss Ellee Ikeda   | Expiry 16 March 2029 |
| Mrs Andrea Hossack | Expiry 1 June 2029   |
| Mrs Neamh Tween    | Expire 1 June 2029   |

### **First Aid – Outdoor (Ski Trip)**

|                  |                 |
|------------------|-----------------|
| Mrs Kas Blunkell | 4 February 2028 |
| Mr Dan Wheeler   | 4 February 2028 |

### **Anaphylaxis Awareness Level 2 with Asthma Training – all expiry 15 July 2029**

Mrs Michelle Ali  
 Mrs Alison Ancient  
 Mrs Sharon Ashdown  
 Mrs Julie Ayres  
 Mrs Kellie Barrett  
 Mrs Nicola Berners  
 Miss Leigh-Anne Black  
 Mrs Hazel Callaghan  
 Mrs Lisa Damont  
 Miss Jessica Denby  
 Mr Adam Downes  
 Mr Will Farrelly  
 Mr Graham Gilbert  
 Miss Mia Greyson  
 Mrs Andrea (Hossack) Masterson  
 Mrs Maaiké Jones  
 Mr Aaron Knight  
 Mrs Lauren Koster  
 Mr Keith McLelland  
 Mrs Claire Papple  
 Mrs Alice Perrins  
 Mr Steve Pittuck  
 Mrs Caroline Smith  
 Miss Claire Thirkell  
 Mrs Neamh Tween

### **Reporting to the HSE/RIDDOR**

Mr Christian Appleford (Head of School)

### **Location of First Aid Kits:**

First Aid Kit located at Student Services  
 First Aid Kits are also located within each faculty

### **Location of Medication (Inhalers and AAI's):**

Students can choose to carry their personal inhalers and AAI's with them, at all times.  
 The school office will also keep spare inhalers and emergency AAI's. Emergency use AAI's and Inhalers are wall mounted within Student Services. All medication is clearly labelled with the student's name and kept in a secure cupboard.

**Responsible Person (s):**

Mrs Sally Fenner

**Location of Defibrillator:**

Wall mounted at the main reception

New Hall – wall mounted outside the library (field side)

Bois Hall – Humanities Office

# APPENDIX M: THE ONGAR ACADEMY

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## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS / AED / EMERGENCY MEDICATION

### In the event of an Injury or student complaining of illness

In the event of an Injury or student complaining of illness they should be sent to the First Aid station at the office if serious or dealt with my designated supervising adult if during lunchtime/play.

### Risk of Infection

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillage's and is kept in the cleaner's cupboard. Wash the affected area with warm water and detergent and dry. Once spillages are placed into newspaper it must then be placed in a sealed yellow plastic bag and put in the clinical waste disposal. Once spillages have been disposed of, hands must be washed and dried after removal of protective gloves.

### First Aiders

| Name               | Role                            | Qualification | Renew      |
|--------------------|---------------------------------|---------------|------------|
| • Victoria Clarke  | First Aid Administrator         | FAAW/EFAAW    | 02/05/2027 |
| • Vicky Phillipou  | Admin Team                      | EFAAW         | 29/04/2027 |
| • Matthew Thorpe   | Cover Supervisor                | EFAAW         | 29/10/2026 |
| • Gemma Faley      | HOS PE                          | EFAAW         | 29/06/2028 |
| • Craig Hudgell    | HOH / PE Teacher                | EFAAW         | 28/06/2028 |
| • Dai Bourton      | HOF MFL                         | EFAAW         | 28/06/2028 |
| • Harry Huhulski   | Science Teacher                 | EFAAW         | 28/06/2028 |
| • Natalie Collings | Receptionist / Admin            | EFAAW         | 02/09/2027 |
| • Wayne Sames      | Site Assistant                  | EFAAW         | 02/09/2027 |
| • Micheal Hammond  | Site Manager                    | EFAAW         | 02/09/2027 |
| • William Ritchie  | Assistant Headteacher           | EFAAW         | 02/09/2027 |
| • Laura Harwood    | Pastoral and Learning Assistant | EFAAW         | 02/09/2027 |
| • Chris Dorman     | Pastoral and Learning Assistant | EFAAW         | 02/09/2027 |
| • Ellie Dorman     | Pastoral and Learning Assistant | EFAAW         | 02/09/2027 |
| • Nicole Chandler  | Pastoral and Learning Assistant | EFAAW         | 02/09/2027 |
| • Jaime Ann Oates  | Admin – admissions              | EFAAW         | 22/10/2027 |

### Location of First Aid Kits

- PE office x2 (G29)
- DT room (G13)
- DT Food Room (G12)
- Science Dept (S2)
- Main Office (G3)

- Kitchen (G11)
- First Aid Room (G5) – Spare kits for trips and extra supplies for First Aid Kits.

### **Location of AED**

- Opposite the main office door (G3) next to the lift

### **Responsible Person (s)**

#### **Michael Hammond – Site Manager**

- Overseeing the placement and maintenance of AED equipment.
- Informing personnel of the location of AEDs (health and safety induction).
- Coordinating equipment and accessory maintenance.
- Verifying maintenance records and that testing is being conducted.
- Maintaining file of specification/technical information for the AED.
- Revising procedure as required; ensuring the AED has been placed back in service after use/maintenance; and
- Supplying and displaying a list of trained users if applicable.

### **Headteacher**

Ensuring any person who has used the AED has the opportunity for a debrief and feedback.

### **Location of Medication (Inhalers, Auto Injectors, antihistamine)**

First Aid Room – (G5). This medication is locked in a cabinet & cupboard. Only a small number of selected members of staff have the respective codes thus ensuring both security and availability should the need be required.

### **Appointed Person(s)**

1. **Victoria Clarke (Main)**
2. **Vicky Phillipou**
3. **Jaime Ann Oates**

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits (in date) and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring list of first aiders is up to date and displayed around school.
- Informing head teacher of expiration of certificates and arranging training updates

## **SCHOOL SPECIFIC INFORMATION**

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The Trust collects, processes and stores personal data in accordance with the UK GDPR and the Trust's data protection policy. All information is managed securely, accessed only by the authorised individuals, and retained only for as long as necessary and in line with the Trust's retention schedule.