



# GRACE DIEU

## MANOR SCHOOL & NURSERY

### **First Aid Policy**

### **(applicable to EYFS & Nursery)**

**\*read in conjunction with EYFS First Aid & Administering Medicines**

***School Mission Statement:***

***“Learning and growing in  
the light of the gospel”***

### **WITHIN THE POLICY:**

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## 1. The Authority and Circulation

1.1. This Policy has been authorised by the Governors of Grace Dieu Manor School and its status is advisory only. It is available to parents and pupils and to all members of the School staff.

1.2. The arrangements within this Policy (for example the number of First Aiders, First Aid Boxes and the contents of First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the School pertaining to all staff, pupils and visitors.

1.3. This Policy complies with Regulation 14, paragraphs 95 to 98, paragraphs 14 and 23B, subparagraphs (1) (a) and (b) (and having regard to Sections 3.38 – 3.49 EYFS<sup>1</sup> Standard) of the Independent Schools Inspectorate Standards. Regulations 2010, S.I. 2010 No 1997 as in force from January 2013, including the Health and Safety at Work Act 1974 and subsequent regulations and guidance including the Health and Safety (First AID) regulations 1981, and the Approved Code of Practice and Guidance for the Health and Safety (First AID) regulations 1981.

## 2. Definitions:

2.1. **“First Aid”** means the treatment of minor injuries, which do not need treatment by a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being, giving aspirin in accordance with the first aid practice to treat a heart attack.

2.2. **“First Aiders”** are members of staff who have completed an HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) or Paediatric First Aid.

2.3. **“First Aider Guidance”** means the Approved Code of Practice and Guidance for the Health and Safety (First AID) Regulations 1981.

2.4. **“Staff”** means any person employed by the School, and self-employed people working on the premises.

2.5. The **“Sister”** is Kim Alderman who is located in the School’s Sick Bay and she is responsible for First Aid and medical provision in the School.

2.6. The **Esates Manager** position is currently overseen by Mr E. de Lisle and he, along with the Headmistress, is responsible for the Health and Safety of the School Site.

2.7. The **“Registrar”** is Ruth Iley and she is responsible for all Admissions to the School.

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<sup>1</sup> The School has an EYFS Policy which identifies members of staff who are certified in Paediatric First Aid, together with the procedures for the administering of medicine to children in the EYFS setting.

3. The Sick Bay is clearly signposted and is open from 8:15 – 16:15pm. It is used for the provision of medical treatment, including First Aid, when required. The Sick Bay has essential facilities and emergency equipment, including a defibrillator. It comprises a Surgery, with provision for resting/sleeping and toilets with bathroom and shower facilities.

#### 4. Aims of this Policy

4.1. To ensure the School has adequate, safe and effective First Aid provision and medical assistance in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

4.2. To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

4.3. **Nothing in this Policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt staff should dial (9)999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the School site.**

#### 5. Who is Responsible?

5.1. The Governing Body of the School as the employer, has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities, and First Aid personnel and ensuring that the correct First Aid procedures are followed.

5.2 The Headmistress delegates to the Sister the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The Sister, with the Headmistress, will regularly (at least annually) carry out a First Aid Risk Assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

The Headmistress is responsible for ensuring all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this Policy.

The Headmistress delegates to the Registrar responsibilities for collating medical consent forms and important medical information for each pupil. The forms and information are checked by Sister and kept in Sick Bay. Information is made accessible to staff as necessary through Medical Notices in Staff rooms. Medical information deemed to have a higher degree of confidentiality is recorded by Sister and stays within the Sick Bay.

The Headmistress has overall responsibility for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relationship to First Aid. The School Nurse is charged with the management and delivery of First Aid throughout the School. Necessary training will be sourced and carried out where specialised medical or technical knowledge is required.

**5.2. First Aiders:**

The Headmistress is responsible for ensuring that the School has the minimum number of First Aid personnel with reference to the guidance in Appendix Five of the First Aid Guidance. For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>

**5.3.** All staff should read and be aware of this Policy, know who to contact in the event of illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

**5.4. Anyone on School Premises:**

Anyone on School premises is expected to take reasonable care for his/her own and others' safety.

**6. First Aid Boxes, Bags, Defibrillator and Burns Kit**

In addition to the First Aid Boxes, Sick Bay holds a Defibrillator and a Burns Kit. Staff trained in the use of the Defibrillator are listed in Appendix V. First Aid boxes are marked with a white cross on a green background and are National Standard BS8599 compliant. For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>

**6.1.** First Aid boxes are located at these positions around the school site:

<b>AREA</b>	<b>LOCATION</b>	<b>No OF BOXES</b>	<b>No OF BAGS</b>
<b>Science/Maths Block</b>	Staff Room	1	
<b>Arts Hall</b>	At right of main entrance	1	
<b>The Hub</b>	On wall left hand side of door	1	
<b>Post Room</b>	On left wall	1	
<b>Sick Bay</b>	Outside on the wall	1	
<b>Nursery</b>	In the foyer to each room and office	3	
<b>School Kitchen</b>	On the wall by the sink	1	
<b>Support Staff Room</b>	On the wall by the window	1	
<b>Swimming Pool</b>	On left-hand side wall after pool entrance	1	
<b>Sports Hall</b>	Outside the Office on the wall	1	

<b>Gentili Centre</b>	Office Shower room corridor Tiffin Outdoor Learning Trolley	3	1
<b>Rebecca Large</b>	Carried by staff member		1
<b>Amanda Jarratt</b>	Carried by staff member		1
<b>Catherine Curtis</b>	Carried by staff member		1
<b>Work Shop</b>	On right hand side wall after entrance	1	
<b>Sick Bay</b>	In the Surgery		9
<b>School Buses X3</b>	Front passenger seat	1	
<b>Maintenance Van</b>	Side Pocket passenger door	1	
<b>School Car</b>	Boot	1	

## 6.2. Off-site Activities:

First Aid bags for any off-site activities are kept in the Sick Bay. **At least** 24 hours' notice is required when requesting a First Aid bag from the Sick Bay for any offsite activity.

## 7. Information of Pupils

7.1. Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School. This includes the parents of prospective pupils.

Parents are also requested to give full information on any medical conditions in order that the School may be aware of any specific needs in terms of First Aid and emergency medical treatment.

Sister will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses or other medical conditions (e.g. asthma, epilepsy, diabetes, etc.) which may affect a pupil's functioning at the School to the Headmistress, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other member of the School community.

## **7.2. Procedures for students with medical conditions, such as asthma, epilepsy diabetes. (The use of asthma inhalers, EPIPENS and injections.)**

A record is maintained of students who need to have access to asthma inhalers, EPIPENS, injections or similar. The information held by Sick Bay will include a record of the pupils who need to have access to asthma inhalers, EPIPENS, injections or similar and this information should be circulated to teachers and the First Aider. A list of pupils' medical information can be found in the staff room.

Where appropriate, individual pupils will be given responsibility for keeping life-saving equipment with them (e.g. an EPIPEN) and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in Sick Bay.

The First Aider, in keeping with the procedures as set out in this Policy, will attend to and administer First Aid to anyone with a specific medical condition who requires it. (See 9.2)

## **8. Procedure in the event of illness**

8.1. Pupils may visit Sick Bay during break or lunch. However, the procedure requires pupils to report to Reception, should Sister be absent, should they feel unwell. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and, if deemed necessary, send the pupil to Sister in Sick Bay.

If a child feels unwell during lesson time in the Preparatory School a First Aider should be sent for to deal with the child. The First Aider will notify the School Nurse if necessary.

If a child needs to be sent home, the School Nurse is the **only** person to authorise this and she will notify the parents.

8.2. Staff may visit the Sick Bay as and when necessary, but appropriate cover must be arranged.

8.3. Staff must seek medical advice if they are taking medication which may affect their ability to care for children. This applies to all staff and not just for staff within the EYFS setting. All medication must be out of reach of children at all times and securely stored at all times.

## **9. Procedure in the event of accident or Injury**

9.1. If an accident occurs Sister is to be contacted in the first instance. The Headmistress or Deputy Head should be consulted. The First Aider in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance.\* Sister should be called for as soon as possible. First Aiders can also be called for, if necessary, and should be called if Sister is not available immediately. However minor the injury, Sister should always be informed if not called for.

**\*If you are unable to call an ambulance yourself and you send a messenger to the office to do so for you, please ensure that the person sent is instructed to return to confirm that the ambulance has been called.**

9.2. In the event that the First Aider does not consider that she/he can adequately deal with the presenting condition by the administering of First Aid, then she/he should arrange for the injured person to access appropriate medical treatment without delay from Sick Bay or by dialling 999 (Again, see note \* above.)

9.3. After 4:15pm the Supervising Staff/First Aiders in the Preparatory Department/Tiffin are responsible for notifying parents in the event of illness.

9.4. After 4:15pm in the main School the Supervising Prep staff are responsible for notifying parents in the event of illness.

#### **9.5. Ambulances**

Staff should always call an ambulance in the following circumstances:

- a significant head injury;
- fitting, unconsciousness, or concussion;
- difficulty in breathing and/or chest pains;
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture;
- or in the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, or if they are unsure of the correct treatment.

If an ambulance is called then Sister or the First Aider in charge should make arrangements for the ambulance to have access to the incident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to the hospital by a member of staff. Parents will be contacted as soon as possible via pastoral staff. The Headmistress or Head of Pre-Prep will also be informed.

Following an accident or injury, the reporting procedures in Section 12 should be followed.

9.6. If a spillage of blood or other bodily fluids occurs, the Housekeeper must be informed. The Housekeeper will arrange for the proper containment, clear up and cleansing of the spillage site. The Housekeeper, Sick Bay, Gentili Centre and Kitchen all have a body fluid disposal kit with instructions included.

### **10. Procedure in the event of contact with blood or other bodily fluids**

10.1. The First Aider should take the following precautions to avoid risk of infection:

- 10.1.1. Cover any cuts and grazes on their own skin with waterproof dressings;
- 10.1.2. Wear suitable disposable gloves and when dealing with blood or other bodily fluids;
- 10.1.3. Use suitable eye protection and a disposable apron where splashing may occur.
- 10.1.4. Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation.
- 10.1.5. Wash hands after every procedure.

10.2. If the First Aider suspects that they, or any other person, may have been contaminated with blood and any other bodily fluids which are not their own, the following actions should be taken without delay:

- 10.2.1. Wash splashes off the skin with soap and running water;
- 10.2.2. Wash splashes out of eyes with tap water or saline eye wash pods;
- 10.2.3. Wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
- 10.2.4. Record details of the contamination;
- 10.2.5. Report the incident to Sister and take medical advice if appropriate.

## **11. First Aid in the PE Department**

### **11.1 Location of First Aid equipment:**

Sister is responsible for providing first aid boxes and bags for the relevant sporting areas within the school.

### **11.2. Away Fixtures:**

Each member of the P.E. department will collect First Aid kits which should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school first aid staff. If necessary, the pupil should be taken to the nearest casualty by a member of staff. Treatment and after-care should then be followed up by Sister. Any incident of treatment must be reported to Sister on return to School.

## **12. Reporting**

12.1. The First Aider should make a written record of first aid administered and send a copy to Sister.

12.2. All injuries, accidents and illnesses (unless very minor), must be reported to Sister who is responsible for ensuring that the accident report forms and diary are filled in correctly and that parents and HSE (RIDDOR) are kept informed as necessary.

### **12.3. School Accident and Illness book:**

All injuries, accidents, illnesses and any dangerous occurrence (unless very minor in the view of Sister) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured person or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.



#### 12.4. Accident Report Forms:

Sister will fill in an accident form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by Sister. Records should be stored for at least 3 years.

#### 12.5. Reporting to the Parents:

In the event of accident or injury the casualty's parents must be informed in the first instance as soon as it is practicable to do so. After which, and only when all checks have been made to ascertain the wellbeing of the person(s) involved in the accident (this check necessarily extending to parents, immediate family, care giver(s), or next of kin), the Headmistress will assume responsibility for any further dissemination of information as might be required. In the unlikely event of a fatality, it is essential that any and all communication be strictly limited (and kept confidential) between the family (or designated family member) and the Headmistress until such time as it is appropriate to share such news within the School and the wider community. Communication beyond the family will be a decision made at the discretion of the Headmistress in conjunction with, and with the consent of, the family, together with the approval of the School's Governing Body e.g., the Chair of Governors.

#### 12.6. Reporting to the HSE:

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 1995 (RIDDOR) to report the following to the HSE (during term time, this is done by the Health Centre and outside term time this is most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23.

##### 12.6.1. Accidents Involving Staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than 7 days must be reported within 10 days.
- Cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- Certain dangerous occurrences (near misses-reportable examples: bursting of closed pipes; electrical short circuit causing fire, accidental release of any substance that may cause injury to health).
- Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
- Any School activity (on or off the premises);

- The way a School activity has been organised or managed ( eg the supervision of a field trip);
- Equipment, machinery or substances;
- The design or condition of the premises.
- For more information on how and what to report to the HSE please see <http://www.hse.gov.uk/riddor/index.htm> It is also possible to report on line via this link.

### **13. Monitoring**

The General Manager (who reports to the Headmistress) will organise regular reviews (annually) of the Incident/Accident Books in Sick Bay in order to take note of trends and areas of improvement. This will form part of the annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Headmistress will undertake a review of all procedures following a major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Reviewed MK August 2018

First Aid lists updated by KA Sept. 2018

## **APPENDIX I**

**NAME:** ..... **DATE OF BIRTH:** .....

**HOME TELEPHONE:** .....

**MOTHER'S MOBILE PHONE:** .....

**FATHER'S MOBILE PHONE:** .....

### **ALLERGY TO NUTS**

A potential **LIFE THREATENING** allergy causing **ANAPHYLACTIC SHOCK**.

#### **WHAT TO DO**

- 1. CHECK FOR DEFINITE REACTION** - definite reactions include at least ONE of the following:
  - **Difficulty in breathing** and/or swallowing, possibly blue colour to lips.
  - **Feeling of faintness** and/or apprehension.
  - **Loss of consciousness**
  - Nettle rash or hives.
  - Itching and/or sneezing.
  - Flushed face and neck.
  - Swollen lips and tongue.
  - Hoarse voice and/or feeling of a lump in the throat.
  - Cough and/or wheeze.
  - Diarrhoea and vomiting.
  - **Breathing stops, no pulse felt and heart stops beating.**

Life threatening reactions always include one of the underlined items.

#### **IF THERE IS A DEFINITE REACTION**

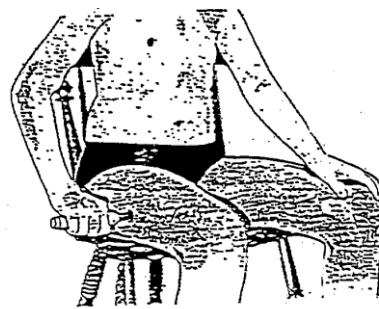
##### **2. GIVE EPIPEN INJECTION**

Clothing should be removed from thigh before injecting EPIPEN if possible.

**NEVER** inject anywhere except **OUTER SIDE OF THIGH**.

##### **POSITION OF INJECTION SITE**

(half way between hip and knee,  
half way between front and back of thigh)



##### **3. COLLEAGUE DIAL 9/999 - PARAMEDICS - INFORM "ANAPHYLACTIC SHOCK"**

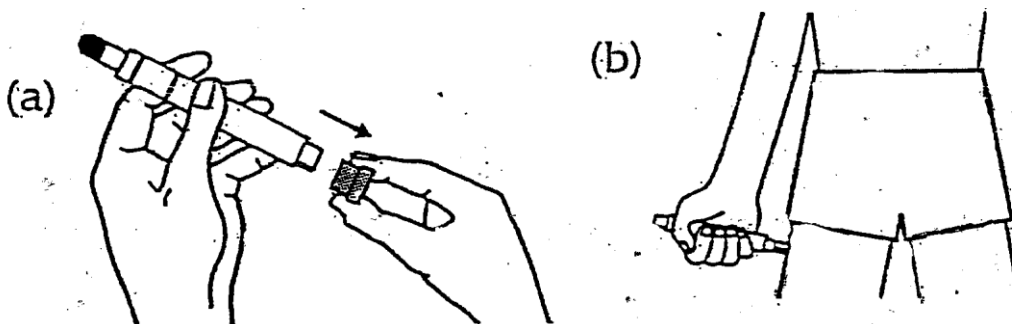
## **APPENDIX II**

### **HOW TO USE EPIPEN AUTO-INJECTOR**

Please read **BEFORE** an emergency happens

#### **DIRECTIONS**

1. Pull off the grey safety cap, as shown in diagram (a).
2. Hold the Auto-injector as shown in diagram (b) and place the black tip on your thigh, at right angles to your leg.  
Always apply to thigh.
3. Press hard into your thigh until the Auto-injector mechanism works and hold the device in place for 10 seconds.  
The EpiPen unit can then be removed.  
Massage the injection site for 10 seconds.



Even though some liquid will remain in the **EPIPEN** after use it cannot be used again. Used EpiPens should be handled carefully and put into tube provided and hand to paramedic.

**PARAMEDIC AMBULANCE TO TAKE TO HOSPITAL IMMEDIATELY AFTER INJECTION.**

**ALWAYS OBSERVE** vital signs: breathing, pulse, colour

Stay **CALM**  
REASSURE child  
Stay **WITH** child  
INFORM parents

## **APPENDIX III**

# Asthma at School - Policy Guide



### **After a minor asthma attack**

- Minor attacks should not interrupt the involvement of a pupil with asthma in school. When the pupil feels better they can return to school activities
- The parents/carers must always be told if their child has had an asthma attack

### **Important things to remember in an asthma attack**

- Never leave a pupil having an asthma attack
- If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent
- Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing
- Send another pupil to get another teacher/adult if an ambulance needs to be called
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives
- Generally staff should not take pupils to hospital in their own car. However in some situations it may be the best course of action. Another adult should always accompany anyone driving a pupil having an asthma attack to emergency services
- **NB: Guidance from devolved education authorities on emergency transport in private vehicles is different in each country. Your school should have a clear emergency procedure policy on if and when this is appropriate**

## WHAT TO DO IN AN ASTHMA ATTACK

### Common signs of an asthma attack

- Coughing
- Shortness of breath
- Wheezing
- Feeling tight in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Tummy ache (sometimes in younger children)

### What to do

- Keep calm
- Encourage the child or young person to sit up and slightly forward - do not hug or lie them down
- Make sure the child or young person takes two puffs of reliever (blue) inhaler immediately (preferably through a spacer)
- Loosen tight clothing
- Reassure the child

### If there is no immediate improvement

Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve

### Call 999 or a doctor urgently if:

- The child or young person's symptoms do not improve in 5-10 minutes
- The child or young person is too breathless or exhausted to talk
- The child or young person's lips are blue
- Or if you are in doubt

Continue to give the child one puff of their reliever inhaler every minute until the ambulance or doctor arrives

# PAEDIATRIC FIRST AIDERS

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Kirsty Adams	Nursery Nurse	2032	Mar 2021
Kim Alderman	Sister	2029	May 2019
Susan Allen	Nursery Nurse		Nov 2019
Olivia Ash	Teaching	2027	May 2019
Leslie Baker	Teaching	2027	Aug 2021
Helen Blencoe	Head of Sports	2012	Sept 2020
Emma Breen	Teaching	2026	Sept 2020
Judith Broadley	Teaching	2027	Sept 2020
Lucy Brown	Nursery Nurse	2007	Aug 2021
Faye Burley	Teaching	2007	Sept 2018
Adele Clarke	Nursery Nurse	2032	Mar 2021
Corinne Clarke	Nursery Nurse		Sept 2020
Nicola Coleman	Nursery Nurse	2026	Sept 2020
Amber Costelow	Nursery Nurse	2032	Aug 2021
Catherine Curtis	Lunchtime Supervisor		Sept 2020
Victoria Darby	Deputy Head	2017	May 2019
Nicola Dexter	Head of Nursery/Pre-Prep	2016	May 2019
Claire Emery	Nursery Nurse	2032	Aug 2021
Georgina Gregory	Nursery Nurse	2027	May 2019
Anna Hill	Director of Music	2014	Aug 2021
Margaret James	Nursery Nurse	2032	Aug 2021
Amanda Jarrett	Lunchtime Supervisor		Sept 2020
Saffron Jelley	PE Teaching	2012	Aug 2021
Laura Kanellis	Teaching	2026	Aug 2021

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PHONE EXT</b>	<b>EXPIRY</b>
<b>Margaret Kewell</b>	Head Mistress	2003	Aug 2021
<b>Andrea Kocsmar</b>	Nursery Nurse	2033	Mar 2019
<b>Rebecca Large</b>	Lunchtime Supervisor		Aug 2021
<b>Amanda Layland</b>	Nursery Nurse	2032	Mar 2021
<b>Tom Markham</b>	Teaching	2007	Sept 2020
<b>Rose McInnes</b>	Teaching	2027	Aug 2021
<b>Sharon Norris</b>	Teaching		Aug 2021
<b>Jeff Oldham</b>	Teaching	2031	Aug 2021
<b>Jenny Page-Faulkner</b>	Nursery Manager	2032	Aug 2021
<b>Kerry-Ann Pickering</b>	Nursery Nurse	2032	Aug 2021
<b>Charlotte Robinson</b>	Nursery Nurse	2032	Aug 2021
<b>Erika Scattergood</b>	Teaching		Sept 2020
<b>Alison Simpson</b>	Nursery Nurse	2026	Sept 2020
<b>Charlotte Stevens</b>	Nursery Nurse	2033	Aug 2021
<b>Claire Tatton</b>	Teaching	2014	Aug 2021
<b>Sara Taylor</b>	Teaching (SENDSCO)	2024	Sept 2020
<b>Panagiota Tuomasouli</b>	Nursery Nurse	2032	Mar 2021
<b>Linda Turner</b>	Tiffin/Nursery Staff	2028	Sept 2020
<b>Heather Turney</b>	Nursery Nurse	2032	Aug 2021
<b>Claire Upson</b>	Nursery Nurse	2032	Mar 2021
<b>Sherry Want</b>	Nursery Nurse	2032	Mar 2021
<b>Rachel Wardle</b>	Tiffin Leader	2028	Nov 2019
<b>Julia Wilks</b>	Tiffin/Nursery Staff	2028	Nov 2019
<b>Jessica Wilson</b>	Nursery Nurse	2032	Aug 2021
<b>Lisa Woolley</b>	Nursery Nurse	2027	May 2019



NAME	DEPARTMENT	PHONE EXT	EXPIRY
Jill Allan	House Keeping		Oct 2019
Paul Bakewell	Grounds		Oct 2018
Rob Blaza	Maintenance	2009	Oct 2018
Andrew Bell	Grounds	2009	Oct 2018
Paul Brown	Maintenance	2009	Oct 2018
Helen Doheny	Nursery Nurse	2027	Oct 2019
Shona Garrod	SEN Support	2024	Oct 2019
Andrew Howe	Maintenance/Grounds		Oct 2018
Huw Lloyd	Graduate	2012	Oct 2019
Philip Nichlinson	Maintenance		Oct 2018
Sharon Norris	Teacher		Oct 2019
Mick Preston	Mini Bus Driver		Oct 2018
Alan Smart	Mini Bus Driver		Oct 2018
Andrew Waldron	House Keeping		Oct 2019

## LIFE SAVING AND RESCUE

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Helen Blencoe	Teaching	2012	Feb 2019
Huw Lloyd	Sports	2012	Feb 2019

## OUTDOOR FIRST AID

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Claire Tatton	Teacher	2014	Nov 2018

## RESCUE EMERGENCY FIRST AID AND AED TRAINING

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Richard Pickersgill	Sports	2012	Dec 2020



## APPENDIX VI

<b>RISK ASSESSMENT</b>			 <p>GRACE DIEU MANOR SCHOOL</p>
<b>Establishment:</b>  <b>GRACE DIEU MANOR SCHOOL</b>	<b>Assessment by:</b>	<b>Date:</b>	
<b>Review Date:</b>	<b>Approved by:</b>	<b>Date:</b>	

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating <b>H/M/L</b>
	Staff Pupils Visitors Contractors	•		
	Staff Pupils Visitors Contractors	•		

	Staff Pupils Visitors Contractors	•		
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	Staff Pupils Visitors Contractors	•		
	Staff Pupils Visitors Contractors	•		
	Staff Pupils Visitors Contractors	•		

***I fully understand the above Risk Assessment and agree to adhere to the control measure***

<b>DATE:</b>	<b>Print name:</b>	<b>Signed</b>

<b>DATE:</b>	<b>Print name:</b>	<b>Signed:</b>
<b>DATE:</b>	<b>Print name:</b>	<b>Signed:</b>