



OUR SCHOOL MOTTO IS:

*Growing in Faith and Knowledge*

### OUR SCHOOL MISSION STATEMENT

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extracurricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children".

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.
- St. Joseph's Preparatory School has achieved International School Status and is an Eco School.
- We are a Dyslexia Friendly School.

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# FIRST AID POLICY

**Co-ordinator: Mrs S Hutchinson**

**Updated: October 2011**

**Review Date: October 2012**

## POLICY FOR FIRST AID POLICY

**This Policy is applicable to all pupils, including those in the E.Y.F.S.**

### **Aim**

The aim of our school is to create an atmosphere of carefulness both in and out of school; this is for all users of the school, children, school staff, parents and the community.

This Policy has been written in conjunction with all staff. This Policy comes within the remit of the Governors Finance and Premises Sub-Committee. Mr Stephen Hulme oversees matters of Health and Safety. Mrs Susan Hutchinson and Mr Peter Denson oversee the Health and Safety within the school and grounds. All Staff are expected to report Health and Safety to Mrs Hutchinson or Mr Denson. The named body for First Aid is Miss Ruth Harper.

The Health and Safety Risk and Fire Risk are assessed, monitored and reviewed annually in the Autumn Term by Mrs Hutchinson and Mr Denson. First Aid is regularly monitored and updated by Miss Harper and the School Nurse, Mrs Carmel Smith. This is reported to the Governing Body and an Action Plan drawn up.

Regular training in Health and Safety and First Aid take place for all staff in-line with recommendations from the Action Plan and current legislation e.g. Fire Marshall Training, Risk Assessments and St. John Ambulance.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer and the school nurse etc.

It might also be through a health related topic such as smoking.

At St Joseph's Preparatory School, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

### **Policy on First Aid in school**

All incidents requiring first aid are dealt with by the school's first aiders as below. All First Aiders are trained every three years by St. John's Ambulance (First Aid in the Workplace). All Staff undertake St. John Ambulance 'First Aid Training in Schools' bi-annually.

If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher, Early Years Practitioner or NTA as appropriate. At lunchtimes first aid is administered by the First Aiders.

Minor instances of First Aid are dealt with if appropriate on the school playground. Staff on duty has access to a small first aid kit; the accident is recorded and then transferred in the main accident file after their duty.

During school hours and on trips a qualified first aider or pediatric first aider is always present.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

***The qualified first aiders are: Mr D Hood, Miss Harper and Mrs H Pickford.  
The Pediatric First Aiders are: Mrs A Taylor, Mrs I. Barlow***

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### **Recording Accidents**

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept centrally in the school office. All details need to be filled in, including any treatment given.

### **First Aid Boxes**

First aid boxes are kept in the First Aid Area staff room, Nursery and Prep 6 class.

#### Contents

- Scissors
- Bandages
- Plasters, single
- Antiseptic wipes
- Gauze and tape
- Disposable gloves

### **Person Responsible for Supplies**

The first aiders are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the first aiders if the supplies in any of the first aid boxes are running low.

### **Allergies/Long Term Illness**

A record is kept in the General Office of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern. All staff are notified.

Pupils with specific medical needs have a Care Plan in place which has been written in conjunction with parents, Miss Harper and the School Nurse.

All staff receives training e.g. Asthma, Epilepsy and Use of Epi-Pen and Diabetes (Annually or as required).

Inhalers for Asthma sufferers are kept in names sealed containers in the child's classroom with their form teacher and are always taken on educational or sporting visits / swimming.

#### Storage of Epi-Pens

- Nursery Manager keeps any Nursery Epi-Pens in Store Cupboard
- Reception and Pre Prep Epi-Pens are kept in Medical Room in Locked cupboard
- Prep Epi-Pens are kept in Medical cabinet in Prep Corridor

Diabetic – (current and only child carries his own glucose pack, additional glucose pack is taken on education / sporting visits. All staff are trained and aware of procedure).

### **Courses**

Staff receive regular information on courses and are welcome to attend. Please see courses as above and Appendix A for qualifications and updates.

### **Bodily Fluids**

#### How to Clean Up Bodily Fluid Spills

A protocol for the proper cleanup of bodily fluids has been universally established to ensure the safety of all those who are potentially exposed. Blood and other bodily fluids should be immediately cleaned up to lessen the danger of spreading HIV and Hepatitis B and C. Here is how to clean up a body fluids spill and sanitize the area to avoid any possible contamination.

### **Instructions**

1. Cover the spill with absorbent paper towels to avoid stepping in it.
2. Block off the area of the body fluids spill to prevent further spread.
3. Put on latex free gloves and face mask if required. Carefully wipe up the spill with the paper towels and carefully place the mess in a plastic bag.
4. Sprinkle 'Body Spill Granules' carefully on the area of the spill and leave for twenty minutes.
5. Carefully wipe up the area with paper towels and avoiding dripping and then spray the area with

Non-toxic antibacterial cleaner.

6. Double-bag all towels from the body fluids spill along with the gloves used to clean the mess and tie the bags closed.
7. Dispose of the double-bagged materials in the clinical waste bin and wash your hands thoroughly with soap and warm water. Dry hands thoroughly and finish by applying antibacterial hand cleanser / gel.

**Sharps Box** The school's sharp box is located in the lockable cabinet in first aid room. This is emptied by Staffordshire Ambulance Service as required.

### Accidents

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive on 0845 300 9923 or e-mail [rididir@natbrit.com](mailto:rididir@natbrit.com) or post to Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 399

The accident should be reported by telephone immediately, and then confirmed in writing on form F2508. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days on form F2508.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Deputy Headteacher who will send for an ambulance if needed and contact parents. When in doubt, contact parents/guardians.

### Other accidents

These are the accidents, which more commonly occur in school.

Procedure to follow:

Recording First Aid

All first aid incidents are recorded in the First Aid File which is held in the First Aid Room:

Name of person completing form and whether school first aider

Details of Injured Person

Name, Sex & Form

Nature of Injury or condition and parts of body affected

Details of accident or occurrence / treatment given

Date, time and location of accident

Any further action required i.e. if the accident should be referred to the HSE

Signature of person completing form, time and date.

- Always fill in the accident book for minor injuries. This is found in the First Aid Area.
- If a child has a bump on the head or bump to the mouth, parents should be contacted by phone and letter. The letters are kept in the first aid file, which is located in the First Aid Area.
- Fill in the accident form, copies of which are kept in the first aid file, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Headteacher or the Deputy Head to sign.

Copies will then be taken for:

- Health and Safety Executive (and posted)
- For the school file

### Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand

- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

See *Accident Documentation* for further details.

#### **Accident Documentation**

The following documentation is attached:

- Reporting of school accidents to the Health and Safety Executive
- Guidance notes on completing Form F2508
- Form F2508
- Accident to LEA employees
- Accidents to school children

#### **Reporting School Accidents**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

#### **Employee Accidents**

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

#### **Pupil Accidents**

(Including accidents to any visitors not at work) Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises.
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

#### **Reporting to Parents (Early Years)**

Parents will be notified of any accidents that have occurred or first aid administered. For minor injuries EY staff will speak to the parent. For injuries other than the normal bumps and grazes that occur in EY, written notification and a telephone call will be the procedure followed. All incidents however minor are always recorded.

#### **Advice to Parents (Early Years)**

Parents are informed by letter about any contagious outbreaks e.g. vomiting, chicken pox, swine flu, head lice etc. Where possible parents are given advice about the length of time that a child must be absent from school relating to their illness. Parents are advised that their child must not return to school for 48 hours after the symptoms of vomiting or diarrhea have ceased. The school holds information i.e. DVD about treatment of head lice. The school nurse Mrs Carmel

Smith holds a monthly 'Drop-In Clinic' to offer advice to parents or carers and is also available to be contacted via the school office.

#### **Illness and Injury (Early Years)**

The school will notify Ofsted of any illnesses or injury in connection with medicines and of any serious accident, illness or serious injury to, or death of any child whilst in our care, and of any action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

#### **Food and Drink (Early Years)**

The school will inform Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

#### **Premises (Early Years)**

The school will inform Ofsted of any changes to the premises which may affect the space and quality of child care available.

Where it is reasonably practicable to do so, notification must be made in advance of the event occurring in all other cases, notification must be made as soon as is reasonably practicable and within 14 days of the incident occurring.

#### **Policy on the Administration of Medicines during School Hours**

From time to time, parents in the Early Years, Pre Prep and Prep request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

If it is necessary for a child to take prescribed medicine at School, the parents of the child will be asked to complete a Medication Form giving the school the appropriate details. If a parent is unable to get into school, a letter authorizing a member of staff to administer medicine must be sent in. No medicine can be administered unless a parent's signature is received in either of these ways.

(For casual ailments, it is often not possible for doses of medication to be given outside school hours. The school does not administer un-prescribed medicines for casual ailments).

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of administration. This can be only from a General Practitioner. No un-prescribed medications or creams will be accepted.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

If a child is found to be carrying a medication or lotion of any type, it is confiscated and held in the lockable first aid cabinet, the parent or carer will be informed by telephone and are asked to collect it from the main office.

**REPORT OF AN INJURY OR DANGEROUS OCCURRENCE -  
GUIDANCE NOTES ON COMPLETING FORM F2508 (rev 1/86)**

**1. GENERAL**

Please use this form for making reports to the enforcing authority about events covered by Regulation 3 or 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

If you do not know who the appropriate enforcing authority is, then send the form to the nearest office of the Health and Safety Executive (HSE). They will pass it on if necessary.

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 951 4381.

**2. SUBJECT OF REPORT**

The tick boxes in Section A cover the different kinds of event which must be reported under Regulations 3 and 6.

**BOX 1**

Tick this box if someone has died as a result of an accident arising out of or in connection with work.

**BOX 2**

Tick this box if someone has suffered one of the following major injuries or conditions as a result of an accident arising out of or in connection with work:

- fracture of the skull, spine or pelvis;
- fracture of any bone:
  - in the arm or wrist, but not a bone in the hand; or
  - in the leg or ankle, but not a bone in the foot;
- amputation of:
  - a hand or foot; or
  - a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
- either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;

**4. DATE, TIME AND PLACE**

In addition to entering the date, time and address where the reportable event happened (if different from that of the person making the report), you are asked to state:

- precisely where on the premises or site the event happened, for example foundry, storeroom,

- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

**BOX 3**

Tick this box if an employee of yours, a person to whom you are providing training for employment, or a self-employed person working in premises under your control (or you, if you are a self-employed person in your own premises) received an 'over-3-day' injury at work, ie an injury which was not one of those listed above, but resulted in incapacity for work for more than 3 days.

**BOX 4**

Tick this box if there has been one of the dangerous occurrences listed overleaf. If a reportable injury was caused you should also tick box 1, 2 or 3, whichever is appropriate

**BOX 5**

Tick this box if you are a supplier of flammable gas through a fixed pipe system or a filler, importer or supplier of LPG in a refillable container and you are reporting a fatal injury or one of those listed above, which arose from an incident involving that gas (but not if the incident was connected with a work activity).

**BOX 6**

Tick this box if you are a supplier of flammable gas through a fixed pipe system and you have found out that a connected gas fitting in a user's premises is or has been faulty and dangerous in one of the ways specified by the Regulations.

**3. PERSON OR ORGANISATION MAKING THE REPORT**

Just who must report the events covered by boxes 1-4 in Section A depends upon the circumstances and upon who, if anyone, is killed or injured. The onus to report might be placed on, for example: the employer of an injured person; a self-employed person; someone in control of premises where work is carried on; or someone who provides training for employment. Detailed guidance on this can be found in HSE booklet HS(R)23.

**6. KIND OF ACCIDENT**

If the accident involved a sequence of two or more of the events listed here, then tick the box for the one which happened first (only one box should be ticked in this action).

If the accident did not involve any of these as the

canteen, hospital laundry, grain store, etc and  
– what type of work activity is normally carried out there (or was being carried out at the time) as part of your business or undertaking, if not already clear from your description of the place.

#### 5. THE INJURED PERSON

A few examples may help to show what is needed in the ‘employment status’ and ‘trade, occupation or job title’ parts of this section, if the injured person was:

- (a) a plumber employed by you: then you would tick box 10 and write ‘plumber’ in the space provided for trade, occupation etc;
- (b) a self-employed plumber: then you would tick box 11 and write ‘plumber’;
- (c) an employee of yours receiving formal training in plumbing either as a YTS trainee or as an apprentice: then you would tick box 10 and either box 12 or 13 as appropriate and write ‘plumber’;
- (d) a YTS trainee in joinery: then you would tick box 13 and write ‘joinery’
- (e) a school pupil, college student, patient in hospital or customer in a shop: then you would tick box 14 and write ‘pupil’, ‘student’, ‘patient’ or ‘customer’ in the space provided for trade, occupation etc.

primary event, then tick box 15 and give as much detail about the accident as you can in section H of the form, after you have completed Section F.

#### 7. AGENT(S) INVOLVED

Having classified the kind of accident in Section E of the form, you are asked here to describe just what thing or hazard was actually involved – the principal agent or factor.

You should do this firstly by indicating which of the listed broad categories the agent fits into and secondly, by describing it more precisely in writing – giving its name, type and/or purpose.

You can tick more than one box if more than one of the listed agents was involved – a written description of each should be given. Tick box 17 if none of the other boxes cover the accident which you are reporting.

*Example:* If the reported injury is a burn arising from an accident involving the ignition of a flammable liquid escaping from a fractured pipe in a chemical plant, then you should tick box 11 in Section E and boxes 5 and 6 in Section F and your written description in Section F should refer to the pipe and its use and to the flammable substance involved.

**Health and Safety Executive**  
*Health and Safety at Work etc Act 1974*  
*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985*  
**Report of an injury or dangerous occurrence**

- Full notes to help you complete this form are attached.
- This form is to be used to make a report to the enforcing authority under the requirements of Regulations 3 or 6.
- Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.
- If more than one person was injured as a result of an accident, please complete a separate form for each person.

**A Subject of report (tick appropriate box or boxes) – see note 2**

Fatality  1      Specified major injury or condition  2      ‘Over three day’ injury  3      Dangerous occurrence  4

Flammable gas incident (fatality or major injury or condition)  5      Dangerous gas fitting  6

**B Person or organisation making report (ie person obliged to report under the Regulations) – see note 3**

Name and address

Post code

Nature of trade, business or undertaking

If in construction industry, state the total number of your employees

and indicate the role of your company on site (tick box)

Name and telephone no. of person to contact

Main site contractor  7

Sub contractor  8

Other  9

If in farming, are you reporting an injury to a member of your family? (tick box)      Yes

No

**C Date, time and place of accident, dangerous occurrence or flammable gas incident – see note 4**

Date         Time

Give the name and address if different from above

where on the premises or site

and normal activity carried on there

Complete the following sections D, E, F, & H if you have ticked boxes 1, 2, 3 or 5 in Section A. Otherwise go straight to Sections G and H.

**D The injured person – see note 5**

Full name and address

Age

Sex

Status (tick box)

Employee  10

Self-employed  11

Trainee (YTS)  12

Trainee(other)  13

Any other person  14

Trade, occupation or job title

Nature of injury or condition and the part of the body affected



# Emergency Procedure

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site, the Headteacher at St Joseph's College has agreed that St Joseph's Preparatory School would be able to take all its pupils to St Joseph's College.

In the event of this emergency **not** being due to a fire, the school bell will be rang 10 times in succession.

All staff need to know how to use the bell.

Depending on the nature and location of the incident.....

All children to assemble in the hall for further instructions.

In the event of evacuation, depending on the nature and location of the incident, the children will assemble either.....

- On the Brothers' Lawn
- College Playground
- Rookery Lane

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site.

The following procedure will be followed:

- An Air Horn will be blown 10 times in Succession; this is stored in the Secretary's Office.
- Children will evacuate the school as per the Fire Drill and muster on the Tennis Courts. A register will be taken.
- A member of the Senior Management Team will lead the children away from the school to a place of safety.



# Appendix A

## Trained First Aiders

Name	Type of Qualification	Valid from	Expiry Date
Miss R Harper ❖	First Aid at Work ✚	24/04/2009	23/04/2012
Mrs H Pickford	First Aid at Work ✚	15/01/2010	18/01/2013
Mr D Hood ❖	First Aid at Work ✚	13/01/2010	14/01/2013
Mrs A Taylor ❖	Early Years First Aid ✚	26/03/2010	25/03/2013
Mrs P Clarke ❖	Paediatric First Aid	08/07/2008	07/07/2011
Mrs S Maskery	Emergency Aid in the Work Place for Appointed Persons	22/10/2008	21/10/2011
Miss E Gerrard ❖	Emergency First Aid at Work	06/10/2009	05/10/2012
Mrs I Barlow	Paediatric First Aid	14/10/2008	13/10/2011
Miss A Buttery ❖	Emergency Aid in Schools ✚	07/09/2010	06/09/2012
Mr A Dawes ❖	Emergency Aid in Schools	07/09/2010	06/09/2012
Mrs M Moore ❖	Emergency Aid in Schools ✚	07/09/2010	06/09/2012
Mrs J Podmore ❖	Emergency Aid in Schools ✚	07/09/2010	06/09/2012
Miss K Simpson ❖	Emergency Aid in Schools ✚	07/09/2010	06/09/2012
Miss M Grice ❖	Emergency Aid in Schools	07/09/2010	06/09/2012
Miss S. Tomkinson ❖	Emergency Aid in Schools ✚	07/09/2010	06/09/2012
Miss S Kirk ❖	Emergency Aid in Schools	07/09/2010	06/09/2012
Mrs R MacDonald ❖	Emergency Aid in Schools	07/09/2010	06/09/2012
Mr D Ferris BA ❖	Emergency Aid in Schools	07/09/2010	06/09/2012
Mrs H Short	Emergency Aid in Schools	07/09/2010	06/09/2012

- ✚ Anaphylaxis Training updated 06/09/2011
- ✚ Epilepsy Training updated on 06/09/2011
- ✚ Diabetes Training updated on 06/09/2010
- ✚ PLEASE NOTE THAT SOME STAFF ARE AWAITING RESFRESHER TRAINING COURSES AS HIGHLIGHTED IN YELLOW ABOVE.

