



Author:	The Head of Operations / Lead School Nurse	Checked by: The Head
Date of most recent review:		September 2026
Date of next review:		September 2027

This Policy applies to all sections of the School, including Early Years Foundation Stage (EYFS)

Aims:

Duke of Kent School places the highest priority on all matters of Health and Safety. All members of the community – pupils, staff or visitors - who feel unwell or who require First Aid will be treated in a timely and competent manner. This policy sets out the arrangements for First Aid at Duke of Kent School and has been written with reference to DfE *Guidance First aid in schools, early years and further education (Updated 14 February 2022)* 'Supporting pupils at school with medical conditions' (last updated 2017), and the 'Statutory Framework for the Early Years Foundation Stage' (2026)

Definition:

First Aid is basic medical treatment administered as soon as possible after someone becomes unwell or has an accident. The First Aid procedures detailed in this policy exist to ensure that pupils, staff and visitors to Duke of Kent School will be well looked after in the event of illness or accident - major or minor. First Aid can save lives and can stop a minor incident from becoming a major one.

I. First Aid Arrangements:

- I.1 It is emphasised that the Duke of Kent School First Aid team is generally composed of a School Nurse (RGN) and First Aiders. The term 'First Aider' refers to members of staff who are in possession of a valid First Aid certificate or equivalent qualification.
- I.2 In the event of an accident all members of staff should be aware of the support and the procedures available. Staff should do their best to secure the welfare of an injured person in the way that a parent might be expected to act towards their own children.

- I.3 The provision of First Aid must be available at all times, including all off-site activities. In the case of pupils in the Early Years Foundation Stage, at least one member of staff with training in paediatric first aid will be present on all outings and at “Little Dukes” wrap around care. First Aid kits are available as required from designated locations or the Medical Room.
- I.4 The School will provide training for those staff who volunteer to be First Aiders, including refresher courses (certificates are valid for three years). A list of First Aid trained members of staff is maintained by the School Nurse and is available in reception, in the medical room and in the staff room on the medical noticeboard.
- I.5 The School Medical Room is located between the Old Hall and the Dining Hall. When it is not in use, a key is available from the key safe by the door to the cellar. Teaching staff can ring the medical room on 213 to ask the School Nurse to attend to a pupil, and pupils (Year 3 and above - Pre Prep pupils to be accompanied by a member of staff) are also welcome to attend the Medical Room when needed (they are encouraged to wait until break time if possible to avoid disruption to learning and to build resilience).
- I.6 The Medical Room Team alerts teaching staff to pupils with medical conditions (for example asthma, epilepsy, diabetes, allergies) at the beginning of term at INSET. It is also the responsibility of staff to keep up to date with pupil’s medical conditions by checking the School’s “Pupil Medical Conditions” files on the Staff Google Drive. (Staff are reminded by the Lead School Nurse, that medical information is shared on a “needs to know basis” and that medical confidentiality should be maintained). The School Nurses also maintain a record of pupil medical conditions on the “Medical Centre” section of iSAMS, accessible primarily by them, and hard copies of medical documentation specific to students are kept in named files within the locked filing cabinets in the Medical Room. Photographic notices identifying pupils with significant health conditions are displayed within the staff room away from public view. The kitchen staff hold a file recording students with known allergies and dietary requirements (as advised by the Lead School Nurse). This is stored in the Catering Manager’s office away from public view.
- ** See separate Allergy and Anaphylaxis Policy** for full information on how allergies are managed at Duke of Kent School.

2. Named First Aiders and Qualifications/Locations of First Aid supplies:

Please see **Appendix A** at the end of this policy for the up to date list of first aid qualified members of staff. A list can also be found in the Staff room, on the Medical Room door, and in Reception.

2.1 Where to Find First Aid

If the Medical Room is unmanned, pupils, visitors or staff can summon assistance by using the walkie-talkie outside the room during School Nurse hours. In an emergency situation, or out of School Nurse hours, pupils, visitors, or staff should report to Reception or the Main School Office.

2.2 Location of First Aid Boxes

A first aid box is accessible at all times and there is a first aid box close to all EYFS classrooms and boxes can be found in the following locations; Medical Room, Sports Hall, Staff Room, Performing Arts Hall, Music Department Staff Room, DT Room, Art Room, Science Labs, Minibuses, Grounds Office, Grounds vehicle, Pre-Prep corridor, Prep Corridor, Kitchen and Swimming Pool. Mobile kits are to be taken for all off-site activities along with individual pupil emergency medication usually stored in “red bags” such as adrenaline pens and inhalers (these should be collected from the Medical Room along with mobile First Aid kits). Pupils attending the Duke of Edinburgh Award Bronze and Silver Expeditions (usually in Year 10) are given their own red waterproof first aid kit (one per group) for each expedition further to basic first aid training from the Lead School Nurse.

2.3 There are two Automated External Defibrillator units (AED) available. The first is situated in the Reception Office of the School, and the second in the foyer of Ness Hall (sports hall). The Medical Room Team will be responsible for the weekly check and maintenance of all the equipment during term time. During School holidays, the Operations/Office staff will be responsible for the checks. For further information, please see AED Guidance and checklist held by the Medical Room Team.

3. Protocol for Sick/Injured Child/Adult

3.1 If a child or adult is hurt or feels ill he or she should attend the Medical Room. If a member of the Medical Room Team is not present then assistance can be summoned by using the walkie-talkie on channel 1 (located outside the Medical Room), or out of School Nurse hours, help should be sought at Reception/Front Office or the Main School Office.

SCHOOL NURSE HOURS:

08.00-15.30 Monday to Wednesday

08.00-16.30 Thursday

08.30-16.30 Friday

- 3.2 Except in the case of a very minor injury, a child should not be sent to the Medical Room unaccompanied. The sick child should usually be accompanied by another child who should be instructed to report back to the relevant teacher to confirm that the Medical Room Team has been found. EYFS and Pre-Prep pupils are not sent, but taken, to the Medical Room, by a member of staff.
- 3.3 There is a telephone just inside the door to the Senior Boys' Changing Rooms which may be used to contact the Medical Room Team quickly (213). There is also a telephone in the PE staff office within Ness Hall (Sports Hall).
- 3.4 An injured child or adult who is fit to be moved should be taken to the Medical Room. If the casualty is not fit to be moved, then the Medical Room Team or First Aider on duty must be summoned to attend as soon as possible. A member of games staff should carry a walkie talkie on match days in order to be able to contact the School Nurse on channel 1 if they are required to attend an injured pupil pitch-side.
- 3.5 Accidents which require a first aid response should primarily be referred to the Medical Room Team, unless assessed to be minor in severity, and so able to be dealt with by a First Aid trained member of staff if they are already at the scene. Accidents which are caused by problems with the school environment (i.e. trip hazard) need to be reported in the relevant Accident Book within the Medical Record and drawn to the attention of the Head of Operations/Facilities so that Health & Safety implications may be considered, and reports be made by the Head of Operations/Facilities under RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) as necessary (see 3.15).
- 3.6 Injuries and illnesses are recorded by the Medical Room Team in the "Daily Record Book" and digitally in the Medical Centre section of iSAMS. If the child is sufficiently unwell to return to normal activities, parents should be contacted and they may collect the child.

MEDICAL/HEALTH EMERGENCIES (3.7 to 3.11)

- 3.7 In cases of serious injury the Medical Room Team will inform the Head, or in her absence the Deputy Head in the first instance (or may delegate this task to a member of office staff). Parents/Guardians should be informed as soon as possible.
- 3.8 If this is obviously an emergency, send a runner to the Reception Office/Main School Office/Bursary to call 999/112 for an ambulance; make sure the runner knows the age of the person and exact injury and where they are. The runner should report back to let staff know that the ambulance is on its way. The casualty should be kept still and warm. The runner may be asked to collect the AED and Prep Kit as well as

the Emergency/Spare Adrenaline pens from the Emergency Medication Cupboard in the front office, and bring these items back to the casualty and first aider as a matter of urgency.

- 3.9 Grounds or Operational staff will wait at the school entrance to meet the ambulance on arrival at school and direct to the location of the casualty.
- 3.10 If there is a suspicion that a pupil needs an x-ray to rule out a fracture, but the pupil is not deemed in need of an ambulance, parents will be informed as soon as possible and asked to attend A & E with their child as required.
- 3.11 If an ambulance is called and parents are not present, a member of staff should go with the pupil and take their medical notes, mobile phone and cash for taxi back to school; parents should be informed as soon as possible.
- 3.12 If the child is subsequently to be looked after at School, instructions given by Accident and Emergency staff should be followed and communicated to parents on collection. Progress should be recorded in the Daily Record Book/Pupil Notes on iSAMS Medical Centre and parents kept informed of the pupil's progress.
- 3.13 All notes of visits to the medical room are recorded in the Daily Record book and on iSAMS Medical Centre (every pupil visit to the medical room is documented; teaching or office staff providing the first aid should add their name/initials to ensure the school nurse can follow up with the correct member of staff as needed). Significant medical updates are stored in the student files in the locked filing cabinets in the medical room.
- 3.14 For more serious incidents, an entry in the Accident Book should also be considered in cases where a pupil, visitor or member of staff has sustained an injury at school or in a school activity off site, or where significant lessons can be learned from a specific scenario. In case of doubt, seek the advice of the Head of Operations.
- 3.15 It is the responsibility of the Medical Room Team to exercise judgment and to inform parents in cases of illness or accidents as appropriate. It is of note that significant head injuries should always be reported to parents whether by phone, email, or the child being sent home with Surrey's "Head Injury in Children and Young People" leaflet (2015).
The School follows the advice set out by the governments "If In Doubt, Sit Them Out" UK Concussion Guidelines for Non-Elite (Grassroots) Sport November 2024. RFU's Headcase is also a reference point for concussion awareness training and continued professional development by staff.
- 3.16 The Head of Operations/Facilities will inform the Health & Safety Executive of serious injuries, communicable illnesses and 'near misses' which warrant reporting under RIDDOR

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). In the event of a serious injury, any member of staff should act without hesitation to call for an ambulance. An emergency call may be made from any of the school telephones by pressing '999' or '112'.

4. Off-Site Activities

- 4.1 A mobile first aid kit is taken on school trips and sporting activities.
- 4.2 Trip organisers for overnight residential trips are responsible for the health and safety of pupils on their trip. They will liaise with the Lead School Nurse to arrange a Medical Questionnaire as part of the risk assessment. Completed questionnaires should then be reviewed by the Medical Room Team. Lists of students going on day trips, matches and residential trips should be given to the Medical Room Team in good time to allow them to review medical conditions based on their medical information (as given on admission at school and updated notes thereafter). Staff in charge of residential and day trips are then advised of any medications that may need to be taken, pupils' medical conditions (including allergies), relevant precautions, background information and up to date medical information. A list of medical conditions is attached to risk assessments for school day and residential trips. **The trip leader should familiarise themselves with this document prior to departure.**
- 4.3 Trip organisers are responsible for ensuring that any injury or illness on an educational visit is reported to parents and the Medical Room Team. A record of the incident should be documented on an Incident/Accident form at the time and recorded and signed in the Daily Record Book located in the Medical Room. A note must also be entered in the pupil's medical record on iSAMS Medical Centre by the School Nurse.

5. Record Keeping:

5.1 Accident Records

Accidents, illnesses and medicines dispensed (see notes below) are recorded in the Daily Record Book in the Medical Room and/or in iSAMS Medical Centre. The Pre-prep Department also has a Daily Record Book which is reviewed by the Medical Room Team. Pre Prep Staff are encouraged to report significant first aid events directly to the School Nurses (phone 213 or email nurse@dokschoo.org), so that notes can be added to iSAMS Medical centre.

Medical Room staff are responsible for the daily upkeep of the Record Book and Pupil Notes on iSAMS Medical Centre. If accidents are deemed serious and/or have involved the fabric of the school these accidents must be reported to the Head of Operations/Facilities and entered into the Accident Book in the Medical Room. The Head of Operations/Facilities will take further Health and Safety action as required which may involve reporting incidents under the provisions of RIDDOR.

5.2 Entries in the Daily Record Book/Pupil Notes on iSAMS Medical Centre require the full name of pupil, time of injury/illness, how it happened, nature of injury/illness and any treatment given; this must be initialled by the writer. Relevant staff will be informed as necessary, especially if a child may miss lessons. For EYFS pupils, parents will be informed by telephone or email of any significant (as judged by the School Nurse) accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given. A "Record of Medical Room Attendance" form will also be completed and sent home with the pupil when appropriate to notify parents of medication administered, or of significant injury. Pupils are encouraged to ensure they pass this note on to parents as soon as they are at home.

5.3 **Pupil Medical Records**

All parents are asked to complete a medical Form on admission to the School and are asked to update the Medical Room Team as relevant depending on new medical/health developments. Long term medical conditions and allergies are communicated to staff as per 1.6.

A separate Asthma register is in place including a list of children with parental consent to access the School's 3 spare/emergency salbutamol inhalers (stored in the Medical Room, Staff Room and Ness Hall).

A separate Allergy register is in place listing all pupils with an allergy (see Allergy and Anaphylaxis policy).

Pupils with specific medical conditions will have an Individual Health Care Plan providing full details, and the School's separate policy on *Supporting Pupils at School with Medical Conditions* refers.

6. **Long Term Conditions**

The School aims to enable pupils with long-term conditions to participate fully in all school activities and ensure they are not disadvantaged by their condition. Pupils are encouraged to take responsibility for managing their medication and condition. Where possible, pupils are expected to carry life-saving medication with them at all times.

Parents are encouraged to provide the School with spare medication which is located in the Reception/Medical Room. The Medical Room Team monitors expiry dates of medication and sends reminders home – it is the overall responsibility of the parent to provide and ensure all medication is in date.

6.1 **Allergies and Adrenaline Auto Injectors (AAI's)**

Pupils who require an AAI are encouraged to carry two with them at all times. For more information, **see the separate Allergy and Anaphylaxis Policy (13e)**

6.2 **Asthma**

An Asthma Register, listing all pupils diagnosed with Asthma, is in place and available for staff to view on the staff google drive (MEDICAL folder) as per 1.6, including

consent for access to the spare/emergency salbutamol inhalers for those who meet the criteria.

Pupils with a prescribed inhaler are expected to carry one named, working, in-date inhaler with them at all times (unless parents request otherwise and make a different agreement with the Medical Room Team). Spare named inhalers are located in the Medical Room in red bags (these are packed in the first aid bag for any trip the pupil attends). The School Nurses monitor the expiry dates of spare inhalers and request replacements from parents as needed. It is the responsibility of the parents to ensure their child has working/in-date inhalers available to them at school.

Games staff and School Trip staff are advised to check that pupils with asthma have their inhalers with them at the start of games sessions and before they depart for their school trip.

Pupils are encouraged to attend annual Asthma Reviews via their GP surgery, and parents are encouraged to complete a School Asthma card for their child each year to form the basis of their child's Individual Health Care Plan.

School staff with first aid qualifications are trained in basic first aid for pupils with asthma. Qualifications are monitored by the Lead School Nurse, and updates/training booked as needed (usually every three years)

Please see the School's guidance on Asthma available via the School Nurse in The Medical Room.

6.3 Diabetes

Please see the School's guidance on Diabetes available via the School Nurse in The Medical Room.

6.4 Epilepsy

Please see the School's guidance on Epilepsy available via the School Nurse in The Medical Room.

7. Protocol for the Storage/Dispensing of Medication:

7.1 Over the Counter Medicines (OTCM)

All OTCM are given to Pupils at the discretion of the Medical Room Team. The School holds consent forms for each pupil for the consent to administer OTCM (limited to paracetamol, ibuprofen, and cetirizine, all in tablet and liquid form, anthisan bite and sting cream, throat lozenges, sun cream), although it is good practice to seek parental permission prior to administration if possible and to confirm whether the child has had any medication prior to attending school. These medicines are recorded in the Daily Record Book, iSAMS medical centre, and Medication Log stating time, dosage and reason for administration; this must be signed by the person giving the medication and parents informed either by phone,

email, or “Notice of Medical Room attendance” given to the child to take home and give to parents.

These medicines are locked in the medicine cupboard at all times.

Note (Aspirin is not kept on the premises as it is not to be dispensed to children under the age of 18 years).

7.2 **Named/Prescribed Medication**

When a pupil is prescribed medicine such as antibiotics, and it is deemed appropriate by parents for the child to attend school, the medication is administered by the Medical Room Team at a time agreed between the parents and the School Nurse. **It may be deemed reasonable for medication administration to be scheduled to fit during school break times if minor regime adjustments can be made to allow this in order to avoid disruption to the child’s learning, whilst still bearing in mind the prescription advice from the relevant doctor.**

(For example, “flucloxacillin” or “phenoxymethylpenicillin” is prescribed to be given “on an empty stomach”. These antibiotics are normally administered by the school nurses at morning break time and afternoon break time for the second and third dose of the day, with the first and fourth doses to be administered at home).

These medicines must be in the containers used by the pharmacy with the child’s name, dosage and frequency on it, or with patient information leaflet enclosed. A Medical Administration Parental Consent Form must be completed by parents advising the School Nurse for the need and frequency of the medication. (Forms are held in Reception or are available from the School Nurse and can also be found in “The Medical Room” area of the School website).

Named medication is kept locked in a separate cupboard with the name of the pupil clearly labeled on the medication.

7.3 **Controlled Drugs**

Where a controlled drug is prescribed for a child, the School may administer the drug in accordance with the prescriber’s instructions.

Any prescribed controlled drug will be stored in a locked non portable container. Only the Medical Room Team will have access to the CD cupboard in the medical room, or first aid trained staff on residential trips when necessary (a full handover is given by the medical room team to trip staff if this applies).

A second CD cupboard is located in the Pre Prep department for storage of CD medications for pupils in EYFS and Pre Prep. Pre Prep staff with relevant training are given access to this cupboard to allow administration of controlled drugs to pupils in EYFS and Pre Prep by Pre Prep staff at a time agreed with parents.

A controlled drugs book is used to record quantity and administration of such drugs for audit and safety purposes. Two staff members must check and sign for controlled medication upon receipt and when administering. If Gillick competence/Fraser Guidelines are met, a senior school child may counter sign the controlled drug book for their medication with the School Nurse. See this link for more information:

<https://learning.nspcc.org.uk/child-protection-system/gillick-competence-fraser->

7.4 Staff Medication

Staff must seek medical advice if they are taking medication which may affect their ability to care for children and any staff medication must be securely stored at all times. The School's Smoking Alcohol and Drugs Policy and the Staff Code of Conduct contained in the School's Employment Manual refers.

8. Infection Control

The School implements such measures that are deemed necessary to prevent the spread of infections within the School community.

- 8.1 In the event that a pupil(s) become infected, the School reserves the right to exclude the pupil(s) for a period considered appropriate for that particular infection, as recommended by UK Health Security Agency (previously Public Health England) in their publication *'Health Protection for Schools, Nurseries and other childcare facilities.'*

A copy of this publication is available in the Medical Room and at Reception.

The exclusion period recommended by UKHSA is a guide and the School reserves the right to extend this period if considered appropriate.

Pupils with a temperature of 37.8 or higher are asked to stay at home until their temperature drops below this threshold (without the aid of medication). Pupils with vomiting and/or diarrhoea are asked to stay at home until 48 hours after the last episode of either vomit or diarrhoea.

- 8.2 Single use disposable gloves are available in First Aid kits. Staff are reminded of the importance of observing good hygiene: all staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Small yellow clinical waste bags, located in classrooms/mobile First Aid kits, should be used to dispose of clinical waste. The bags should then be placed in the large clinical waste bin located in the Medical Room. Body fluid spillages should be reported to the domestic staff for cleaning and hygiene purposes. Staff or student toilets that have been contaminated by reported incidents of vomiting and/or diarrhoea will be closed (a "closed" for cleaning sign or similar notice will be left outside the toilet as soon as possible after the incident occurs) until sanitised by the domestic/cleaning staff to reduce risk of cross-infection. As per UKHSA Guidelines, staff and students with vomiting and/or diarrhoea are asked to adhere to the 48 hour school exclusion rule. (They are not to return to school until at least 48 hours after the last episode of either vomiting or diarrhoea).

8.3 Infection Control during the Coronavirus/Covid-19 Pandemic

Covid 19 first emerged at the end of 2019, and subsequently Duke of Kent School adhered to emerging government guidance, which adapted frequently as the

pandemic developed through 2020 to 2022. Extra measures included school closure and remote learning, Covid 19 mass testing of senior pupils and staff, enhanced hygiene procedures, immunisations were delivered to relevant school-aged children, and isolation rules and test and trace rules adhered to. In April 2022, however, the UKHSA published its latest guidance entitled “Living safely with respiratory infections, including COVID-19”. This brought an end to free public access to Covid 19 testing (whether lateral flow or PCR) and the need to track confirmed positive cases.

It is acknowledged that Covid 19 continues to circulate in the UK community, but the government currently advises that it should be managed as any other respiratory infection. This is possible because the roll out of the Covid 19 immunisation programme has raised levels of immunity across the UK population; meaning Covid 19 infection causes less cases of hospitalisation and death than when the pandemic first emerged. We therefore are no longer tracking cases or advising specific isolation times at Duke of Kent School. We do not require pupils with symptoms of respiratory illness to test for Covid 19 or to report results to school if they choose to test at home. Remote learning for pupils in Covid 19 isolation is no longer a government requirement. The school continues to encourage the school community to take advantage of the Covid 19 Immunisation programme as relevant.

Infection Control Measures with regards to all Respiratory Infections (including Covid 19) at Duke of Kent School include:

8.3.1 Minimising contact with individuals who are unwell by ensuring that those who are unwell with a fever of 37.8 or higher do not attend school. Staff and pupils who are feeling unwell with respiratory symptoms (frequent sneezing, cough, runny nose, fatigue, aches) are similarly encouraged to rest at home until symptoms improve enough to be able to tolerate a day at school.

8.3.2 Cleaning hands often and thoroughly - students and staff are asked to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or to use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered at frequent intervals throughout the day (arrival, before and after eating, after exercise, using toilets, after sneezing/coughing).

8.3.3 Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach, or asking people to cough/sneeze into the inside of their elbow if a tissue is unavailable. Bins will be emptied regularly. Pupils and staff will also be encouraged not to touch their nose, mouth or eyes. Where possible, doors and windows will

be left open to improve ventilation and opportunities will be taken for outdoors learning and breaks.

8.3.4 Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

8.3.5. Ventilation reduces the risk of transmission of respiratory illness. As such, classroom windows will be opened at Duke of Kent School when this does not risk the discomfort of pupils and staff by unreasonably lowering the ambient temperature of a classroom.

8.3.6. Immunisation Nasal Flu immunisations are to be offered to pupils with parental consent from years Reception through to Year 11 in September 2026 at Duke of Kent School in accordance with the school age immunisation service programme. Covid 19 immunisations are not planned to be delivered through schools this academic year.

9. Special Arrangements for EYFS and Pre-Prep

All arrangements apply as above, however:

EYFS and Pre-Prep pupils are not sent, but taken, to the First Aid Room, by a member of staff, if deemed necessary, (see 1.5) otherwise will be looked after by First Aid qualified EYFS/Pre-Prep staff and a suitable note will be made in the Daily Record Book held in the Pre Prep Department.

Staff in the EYFS and Pre-Prep are asked to complete a two day (blended online/classroom) Paediatric First Aid Course. This has been completed April 2025 and qualification lasts for three years. We plan to renew this qualification in April 2028. The Lead School Nurse monitors first aid training certificates and liaises with staff regarding necessary updates (usually every three years).

Michele Ragless and Penny Henry also hold Outdoor First aid qualifications with regards to the care of Pre Prep children in the event of injury/illness at Forest School. Qualifications to be renewed in spring/summer 2027.



LIST OF STAFF WITH
FIRST AID
QUALIFICATIONS
AUTUMN TERM 2026

Staff First Aid Qualifications **As of 1st September 2026**

1 Chloe Sarjant, **Lead School Nurse** BSc RGN, **Paediatric First Aid** (Blended) Expires 21st Apr 2028
2 Maya Garside, **School Nurse** RGN, **Emergency First Aid at Work** Expires 21st Apr 2027

The following members of staff hold: **First Aid at Work** (3 day)

3 Graham Herbert **Expires 22 Sept 2027**
4 Benjamin Monk **Expires 25th April 2027**

The following staff member holds: **Emergency First Aid at Work** (1 day)

5 Paul Aves **Expires 29th Sept 2027**
6 Tanya Emmett **Expires 15th Apr 2028**

The following staff member holds: **Emergency First Aid at Work** (1 day)

7 Melanie Lee **Expires 3rd September 2027**

The following staff hold: **Emergency First Aid for Work** (1 day) **EXP 6th July 2029**

8 Don Booker
9 Richard Hearn
10 Robert Davis

The following members of staff hold: **Paediatric First Aid (Blended)**

11 Rebecca Green **Expires 23rd September 2028**

The following members of staff hold: **Paediatric First Aid (Blended)** Exp 21/04/2028

12 Gill Crabtree
13 Polly Nicholson
14 Samantha Plumbridge
15 Becky Salley (**maternity leave later this year**)
16 Lisa Watkins
17 Chris Wright

The following members of staff hold: **Paediatric First Aid (Blended)** Exp 16/04/2027

Melanie Lee (2nd qualification)

The following member of staff will hold: **Paediatric First Aid (Blended)** Exp 21/06/2029

18 Emma Parkington
19 Belinda Rigby

The following member of staff will hold: **Paediatric First Aid (Blended)** Exp 16/07/2029

20 Sarah Gritton

The following members of staff hold: **Paediatric First Aid (Blended)** Expires 17th Oct 2027

21 Fabia De Caprio

The following member of staff holds: **Paediatric and Forest School/Outdoor First Aid (Surrey First Aid)**

22 Michele Ragless Trained 8th & 9th May 2024 **EXP 7th May 2027**

The following members of staff hold: **Paediatric First Aid/Emergency First Aid at Work/Outdoor First Aid (ELST)**

23 Penny Henry Trained 5th & 6th June 2024 **EXP 4th June 2027**

24 Sam Gritton Trained 5th & 6th March 2025 **EXP 4th March 2028**

The following staff hold: **Schools First Aid (including AAI administration) Expires 7th January 2029**

25 Jacqui Browning

26 Sally Waterman (bus driver)

Schools First Aid (including AAI administration) Exp 2nd Sept 2027 (RETRAINING SCHEDULED for APRIL INSET 2027)

27 Caitlin Allsop

28 Emily Ashcroft (maternity leave later this year)

29 Helena Everill

30 Laura Fellous

31 Rachel Dann

Fabia De Caprio (2nd qualification)

32 Mariette Douglas

33 Kelly Gourlay

34 Matt Green (also poolside/lifeguard first aid)

Sarah Gritton (2nd qualification)

35 Sam Honey

36 Charlie Kulcyk

37 Dale Lodge

38 Caroline Nicholson

Polly Nicholson (2nd qualification)

39 Fiona Punter

Belinda Rigby (2nd qualification)

40 Nick Rye

41 Alex Seeley

42 Peach Southee

43 Tom Southee

44 Gillian Tattan-Robb

45 Pippa Tuite

46 Frankie Turnbull

47 Ellen Vermeulen

48 Mike Watson

49 Jenni Wilkinson

50 John Wilson

51 Adam Wyllie

The following staff holds: **Schools First Aid (including AAI administration)** Expires 22nd Apr 2027

52 Graeme East (bus driver)

The following staff holds: **Schools First Aid (including AAI administration)** Expires 14th Jan 2028

53 Roger Brecke (bus driver)

The following staff attended Swimming Pool LifeGuard training 29th August 2025 (**Expires 28th Aug 2027**)

Rachel Dann (additional qualification)

Matt Green (additional qualification)

Graham Herbert (additional qualification)

Josie Monk (maternity leave currently)

The following staff will attend Swimming Pool LifeGuard training 27th August 2026 (**Expires 26th Aug 2028**)

54 Kieran Cruttenden

55 Lauren Savage

The following staff are **Youth Mental Health First Aiders**:

1. Tom Southee
2. Sue Knox (June 2019)
3. John Wilson (June 2019)
4. Rebecca Green (June 2019)
5. Alex Seeley (June 2019)
6. Caroline Instone (June 2019)
7. Chloe Sarjant (June 2019)
8. Chris Wright (June 2019)
9. Emily Ashcroft (January 2023)
10. Matt Green (January 2023)
11. Frankie Turnbull (January 2023)
12. Adam Wyllie (January 2023)
13. Peach Southee (January 2023)
14. Laura Fellous (January 2023)
15. Ellen Vermeulen (January 2023)
16. Fiona Punter (January 2023)
17. Dale Lodge (January 2023)
18. Mike Watson (January 2023)
19. Emma Coackley (January 2023)
20. Gillian Tattan-Robb (January 2023)
21. Mariette Douglas (January 2023)

The following staff have completed the “Care of Children and young people with Type 1 Diabetes” competency workbook January 16th 2020 (trainer: Diabetes Nurse Specialist Cheryl Hall):

- Chloe Sarjant
- Graham Herbert
- Emily Ashcroft
- Dale Lodge
- Adam Wyllie
- Ellen Vermeulen
- Sam Honey

Total number of DoK First Aiders: 55

Registered Nurses: 2,

First Aid at Work (3 day) Qualified: 2

Emergency First Aid at Work (1 day): 4

Paediatric First Aid Qualified: 15 Forest School/Outdoor First Aid Qualified: 3

Youth Mental Health First Aid: 21

Paediatric First Aid Trained (as of 1st September 2026):

1. Gill Crabtree
2. Fabia Dicaprio
3. Becky Green
4. Sam Gritton (part of forest school course)
5. Sarah Gritton
6. Penny Henry (part of forest school course) **RENEW JUNE 2027**
7. Melanie Lee
8. Polly Nicholson
9. Emma Parkington
10. Samantha Plumbridge
11. Michele Ragless (part of forest school course) **RENEW MAY 2027**
12. Belinda Rigby
13. **Becky Salley (maternity leave soon)**
14. Chloe Sarjant
15. Lisa Watkins
16. Chris Wright

To be trained:

Andy Charlton for bus driving?

April Inset update of Schools First Aid

Ben Monk FAW due April

Melanie Lee PFA due April

Graeme East due April 2027

Michele Ragless & Penny Henry - Forest School and PFA May/June 2027

Josie Monk to re-qualify upon return

TRAIL ACADEMY COACHES QUALIFICATIONS:

Matt Crilly: 16 hour remote outdoor first aid. **Expires 2nd May 2028**

Oliver Poulter: 16 hour remote outdoor first aid. **Expires 2nd May 2028**