

# First Aid Policy

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**Ellesmere College**

## **First Aid and pupil illness/injury policy**

The College currently provides term time twenty-four hour, seven days a week, medical cover by qualified nurses or healthcare assistant based in the College Medical Centre.

(Tuesday to Sunday 21.30 - 09.30 HCA cover. Sister telephone cover only not based on site)

At any time, a number of qualified 'first aiders' are on the staff – the list of those holding a current qualification (see appendix 1) is posted upon the 'Health and Safety' notice board in the Common Room.

First Aid boxes are provided by the Medical Centre and are located around the campus. The boxes are checked and replenished where necessary by the medical staff on a regular basis.

The Medical Centre may be contacted as follows:

Internal phone system: 229

External phone system: 01691 626529

Mobile phone: 07531 801558

The Medical Centre provides In Service Training to all College staff regarding the use of 'Epipens' and offers advice at teaching staff briefings should a particular pupil present a condition that may require specific action on the part of staff.

College staff are expected to administer basic first aid where possible, should they be present at an incident. The Medical Centre should be contacted immediately except in the case of a very minor injury.

Except in the case of serious injury, such as head, neck, spine or broken limbs, it is good practice to ensure that injured pupils attend the Medical Centre to be checked out. An injury form **MUST** be fully completed by the member of staff at attendance of the injury. In the case of serious injury, pupils should not be moved and medical staff should be called to the incident to assess the pupil. It may be necessary for a member of staff to accompany them, send them with another pupil or check by phone that they have been seen. College staff are asked to use their discretion but please err on the side of caution if not sure of the severity of the situation. If a pupil is sent to the Medical Centre during lesson times (because of injury or illness) they should take a note from the teacher explaining the situation. Access to the Medical Centre for a non-urgent reason is possible through an appointment system for either the nursing team or a doctor. They are able to make an appointment via House staff or by themselves.

In the case of injury, the pupil's HsM should be informed of what has taken place. If the pupil is admitted to the Medical Centre it is at the discretion of the duty sister whether to inform the pupil's parents. In the unlikely event of the sister not being in a position to do so she will contact the HsM who may then contact the parents directly.



However, if the pupil returns to school the HsM will need to be in possession of a summary of events, if they wish to contact the parents that evening. This applies whether the pupil has day or boarding status.

<b>Authorised by</b>	The DHP
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<b>Date</b>	September 2024
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<b>Reviewed by</b>	ED (Senior Sister)
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<b>Date</b>	September 2024
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<b>Effective date of the policy</b>	September 2024
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**Ellesmere College First Aid Trained Staff**

Academic /Boarding staff

The following staff are qualified to administer First Aid:

<b>NAME</b>	<b>Position</b>	<b>EXPIRY DATE</b>
Marcus Atherton	Teacher	26 <sup>th</sup> Apr 2026
James Baggaley	Teacher	26 <sup>th</sup> Apr 2026
Nicola Bowers	Lab Tech	26 <sup>th</sup> Apr 2026
Dale Crawford	Teacher	04 <sup>th</sup> Sept 2027
Helen Davenport	Teacher	21 <sup>st</sup> Nov 2025
Kirsty Davies	Lab Tech	26 <sup>th</sup> Apr 2026
Charlotte Dilks	Teacher	15 <sup>th</sup> April 2027
James Dilks	Teacher	15 <sup>th</sup> April 2027
James Donaghy	Tennis Coach	4 <sup>th</sup> Sept 2027
Jessica Evans	Teacher	4 <sup>th</sup> Sept 2027
Tom Gareh	Teacher	15 <sup>th</sup> April 2027
Emma Laing	LS Teaching Assistant	4 <sup>th</sup> Sept 2027
Zoe Fisher	Teacher	4 <sup>th</sup> Sept 2027
Vickie Furlong-Hart	Housemother	26 <sup>th</sup> Apr 2026
Rodney Jones	Cricket Coach	15 <sup>th</sup> April 2027
Liz Killen	Teacher	15 <sup>th</sup> April 2027
Julie Kirk	Teacher	21 <sup>st</sup> Nov 2025
Jonny Morgan	Teacher	26 <sup>th</sup> April 2026
Alex Murphy	Teacher	15 <sup>th</sup> April 2027
Gareth Owen	Teacher	15 <sup>th</sup> April 2027
Sharon Owen	Teacher	15 <sup>th</sup> April 2027
Stephen Prescott	Teacher	15 <sup>th</sup> April 2027
Matthew Horton	Teacher	4 <sup>th</sup> Sept 2027
Edgar Ravenscroft	Lab Tech	26 <sup>th</sup> Apr 2026
Thomas Rylands	Shooting Coach	15 <sup>th</sup> April 2027
Elaine Staples	Housemother	21 <sup>st</sup> Nov 2025
Simon Taylor	Hockey Coach	21 <sup>st</sup> Nov 2025
James Underhill	Teacher	15 <sup>th</sup> April 2027
Jenna Underhill	Teacher	15 <sup>th</sup> April 2027
Angela Slack	Housemother	4 <sup>th</sup> Sept 2027
Stephen Welte	Tennis Coach	4 <sup>th</sup> Sept 2027
Nicky Welte	Teacher	4 <sup>th</sup> Sept 2027
Eifion Jones	Tennis Coach	25 <sup>th</sup> Oct 2025
Sarah Hutchon	Teacher	21 <sup>st</sup> Nov 2025



First and Mountaineering Trained staff (3 Day course):

	<b>Mountaineering instructor's First aid including First Aid at Work and F*</b>	<b>CCF</b>	<b>EXPIRY DATE</b>
Ranjit Chatterjee	YES	YES	21 <sup>st</sup> Jan 2026
Martin Clewlow	YES	YES	21 <sup>st</sup> Jan 2026
Kate Curzon	YES	YES	21 <sup>st</sup> Jan 2026
Jonathon Haycock	YES	YES	21 <sup>st</sup> Jan 2026
Nicky Welti	YES	YES	21 <sup>st</sup> Jan 2026
Martin Digby	YES	YES	21 <sup>st</sup> Jan 2026

F\* = Forestry

Support Staff

The following staff are qualified to administer First Aid:

<b>Name:</b>	<b>Position</b>	<b>FA</b>	<b>EXPIRY DATE:</b>
Aaron Avis	Caretaker		21 <sup>st</sup> Nov 2025
Eliza Badham-Moore	Art Centre		6 <sup>th</sup> Sept 2027
Jason Caisley	Chef		6 <sup>th</sup> Sept 2027
Emma Cooper	Cleaner		6 <sup>th</sup> Sept 2027
Eiry Davies	Senior Nurse (RGN)	Paediatric	25 <sup>th</sup> Sept 2027
Katie Frazer	HCA		17 <sup>th</sup> July 2027
Suzanne Foulkes	Reception		4 <sup>th</sup> Sept 2027
Chrissie Hinton	Nurse (RGN)	FA Instructor	22 <sup>nd</sup> Dec 2026
Jenny Howard	Nurse (RGN)		21 <sup>st</sup> Nov 2025
Jane Jackson	Cleaner		21 <sup>st</sup> Nov 2025
Denise Jones	Laundry		21 <sup>st</sup> Nov 2025
Melissa Jones	Admissions		4 <sup>th</sup> Sept 2027
Bryony Lainton	Marketing		4 <sup>th</sup> Sept 2027
Sharon Magrath	Nurse (RGN)		26 <sup>th</sup> Apr 2026
Karen Pearson	HCA		30 <sup>th</sup> Sept 2025
Kirsty Randall	Admissions		6 <sup>th</sup> Sept 2027
Susan Richardson	Driver/Sickbay		21 <sup>st</sup> Nov 2025
Gemma Richards	HCA		6 <sup>th</sup> Sept 2027
Susan Richardson	Driver/Sickbay		21 <sup>st</sup> Nov 2025
Neil Roberts	Grounds		21 <sup>st</sup> Nov 2025
Katherine Tan	Admissions		6 <sup>th</sup> Sept 2027
Janet Williams	Catering		6 <sup>th</sup> Sept 2027
Stuart Wynn	Chef		26 <sup>th</sup> Apr 2026