



# First Aid and Accident Reporting Policy

## Introduction

The policy outlines the support provided by Haileybury to ensure that the First Aid needs of pupils, staff and visitors are met. This policy, along with relevant Health Centre policies and procedures provide a framework to facilitate the care of a sick or injured pupil whilst in the care of the College as a day pupil or a boarder or a sick or injured member of staff.

The aim of First Aid is to reduce the effects of an injury or illness. This may or may not have been caused by a situation within the College itself. What is 'adequate and appropriate' will depend on the circumstances and the College is required to assess what its First Aid needs are.

The Health and Safety (First Aid) Regulations 1981 require the College as an employer to provide adequate and appropriate First Aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. The Independent School Regulatory Requirements demand that the College ensures that First Aid is administered in a timely and competent manner by the drawing and effective implementation of a written First Aid policy.

This policy outlines the procedures that are to be adopted when any employee or contractor experiences an accident, near miss or dangerous occurrence on the school's premises. This policy will also apply to visitors and pupils who are not at work. Procedures are also included for our employees or pupils who may be injured at other sites during external visits.

## Objective

First Aid provision needs to be available at all times.

## Definitions and clarifications

- A First Aider is someone who has completed the training course in 'First Aid at Work' (three day). First Aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.
- An appointed person (one day course) is typically someone who would be in charge of looking after First Aid equipment and be responsible for calling the emergency services in the event of a serious injury or illness. An appointed person should not attempt to administer any First Aid techniques they have not been trained in.
- There is no mandatory list of items to put in a First Aid box.
- The "First Aid at Work" qualification does not include giving tablets or medicines to treat illness. Within Haileybury, this falls within the remit of the Health Centre and only if required.
- Accidents are defined by the school as a unplanned event that has caused:
  - Injury to a person and/or damage to property; or
  - Occupational disease to a person; or
  - A dangerous occurrence, defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Incidents are defined by the school as events that have caused:
  - A near miss, that could have resulted in an accident as defined above.
  - Contamination of an individual or a workplace by a substance that does not result in immediate harm but could have long term health consequences.
  - An environmental incident

## Legal indemnity of First Aiders

It is unlikely that First Aid personnel giving assistance to a pupil, colleague or visitor will become subject to legal action as a result of the deterioration in the individual's condition. However, the College will guard against this possibility through its insurance policies. These provide indemnification for any trained member of staff who assists an individual on the College site or in a College activity who becomes ill or is injured.

## Responsibilities

- All employees must ensure they are aware of the First Aid arrangements at Haileybury.
- Heads of Department/Line Managers should ensure they have informed their members of staff of the arrangements for First Aid.
- First Aiders and appointed persons (including staff that have completed the 1 day EFAW course) must ensure their nearest First Aid kit is easily accessible and well stocked.
- The Health and Safety Manager is to ensure the written process for First Aid is kept up to date and made available to all members of staff. The Health and Safety Manager will ensure First Aid training records are kept up to date and accessible.
- In conjunction with the Health Centre, the Health and Safety Manager will make an assessment of First Aid needs appropriate to the circumstances of Haileybury.
- The teacher/supervisor/line manager should ensure that all internal accident reporting procedures are completed.
- Event organisers are responsible for ensuring that sufficient provision of First Aid during the event is assessed and that suitable arrangements are in place. This should be done by liaising with the Health and Safety Manager. The event organiser must report all incidents/accident on the Haileybury report form.

- Reporting of pupil injuries – the member of staff that a pupil first approaches to inform of an injury is responsible for completing the online accident report form. Even if the pupil attends the Health Centre the member of staff first approached is required to complete the accident report form.
- Line Managers must keep records of any developments to the injured person's health, up to and including a return to normal duties. The Manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- Any non-employee who is involved in an accident or near-miss incident whilst on the school's premises they must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the Visitor/Contractor must obtain the assistance of a responsible person to ensure that this procedure is adhered to.
- If an injury occurs to a pupil or a member of the public on the school's premises that results in their removal from site for hospital treatment, this must be immediately reported to the Health & Safety Manger via the accident report form.

### **Pupil welfare and the Haileybury Health Centre**

Haileybury has a resident Medical Officer, (College Doctor) together with a skilled nursing staff who all provide access to medical care for pupils 24 hours a day, seven days per week in term time.

Day pupils may be registered with the doctor of their choice. The School will carry out all first aid measures in the event of an accident or emergency. Parents, or the pupil's family doctor, will then take whatever further action is required.

Where a day pupil has a medical condition which may suddenly surface in class, in games, in an activity at school or on a school trip, relevant staff are made alert to this before the problem arises. Obvious examples are epilepsy, severe asthma and severe allergies. Parents are required to provide this information on joining the College. This is especially important where the pupil has to have special medicine close at hand or administered by the Health Centre.

The Health Centre fulfils many roles including:

1. An NHS GP practice, where pupils can book appointments with either a male or female GP or nurse. It is a dispensing practice so all medication is dispensed to pupils without the need to visit a pharmacy. There are daily surgeries for routine appointments.
2. Pupils are cared for at the Health Centre if they are unwell and unable to attend lessons. Six nurses provide 24-hour care in term time. If boarders are unwell, they will be nursed in the Health Centre until they have recovered sufficiently to return to school.

The Health Centre has in place a policy for the 'Care of Boarders who are unwell', which links to this general First Aid Policy. Key points covered by the policy are:

- Haileybury Medical Care
- Protocol For Administering Medication to Boarders
- Medicines and Treatments Brought to School for Pupils
- Emergency medical treatment
- Pupils with particular medical conditions

### **Infection Control**

Body fluids include blood, urine, vomit and faecal matter. All must be regarded as potentially infectious. The Health Centre also have in place a 'Procedure for Managing Spills of Blood and Bodily Fluids', which covers the equipment required and process to follow. This procedure has also been shared with the Domestic department for cleaning staff to follow if required. If the Health Centre treats a number of pupils from the same boarding house for sickness, for example, they will contact the Domestic Services department to request a deep clean of the house and more regular general cleaning, in an effort to prevent the spread of infection.

## First Aid arrangements at Haileybury

### WHAT TO DO IF FIRST AID IS REQUIRED

#### In a life threatening emergency

Call an ambulance on 999. Haileybury's postcode is SG13 7NU

Term time: Then call the Health Centre on 6494 or 01992 706494

Every time: Then please inform the Porters on 6225 or 07827 344184

#### If First Aid is required

Contact the nearest qualified first aider.

If there is no First Aider in the immediate vicinity, ring the emergency First Aid number, operational 24 hours a day: **Externally: 01992 706494 or Internally: 6494.**

Please note: this number is only to be used when emergency First Aid is required, i.e. a pupil, colleague or visitor is significantly injured. If they need a plaster or very basic First Aid please contact the nearest First Aider, the list is displayed in each office, department, and with HMs in each boarding house.

#### During Term Time

The above emergency first aid number will go directly to the nurses in the Health Centre. The nurses undertake a triage to decide on the best course of action. The Health Centre operates 24 hours a day during term time.

If the injured person cannot move or walk then the nurse will attempt to attend to such First Aid requests. If the injured person can move or walk then a member of staff should escort them to the Health Centre. If helpful, a member of staff can drive a pupil to the Health Centre in their car as this is covered by the insurance policies held by Haileybury.

If the nurse is unable to leave the Health Centre to attend the injured person the member of staff should try to find a First Aider or use their own First Aid skills. If necessary the member of staff should contact the ambulance service on 999 and then advise the Porters Lodge and Health Centre of the situation.

The Health Centre, HM or an appropriate member of staff are responsible for escorting a pupil to hospital, depending who is overseeing the situation. All staff are advised in their induction training that if the Health Centre is unavailable, they should summon an ambulance themselves. A member of staff will always stay with a pupil in hospital as appropriate, and until further arrangements are implemented.

Within the Health Centre there are six nurses and one resident doctor, all nurses are qualified to a minimum of the three day 'First Aid at Work' certificate; many have previously worked in Accident and Emergency departments. A minimum of one nurse is always present in the Health Centre, 24 hours a day when pupils are onsite.

#### During School Holidays

The above emergency first aid number will go directly to the Duty Porter.

The Duty Porter will contact the First Aider nearest to the injured person and arrange for the First Aider to attend the incident. Although the Duty Porter is not required to attend the incident s/he will liaise with the First Aider and be responsible directing the ambulance to the location of the injured person.

#### Access to First Aid Kits

There are a number of First Aid kits around the College; a full list is available in Appendix 4. Each appointed First Aider will also have easy access to a First Aid kit. Each department should maintain their First Aid kit, however, please contact the Health and Safety Manager ([f.russell@haileybury.com](mailto:f.russell@haileybury.com)) if additional First Aid kits or stock is required.

#### First Aid on school trips

Planning and arrangements for all school trips require a risk assessment to be completed via the Evolve system, this must include first aid provision; either from Haileybury staff or identify the provision at the site being visited. There must be a minimum of one teacher on each trip that has completed first aid training.

The teacher responsible for the trip must liaise with the Health Centre to ensure that, before departure, pupils identified as requiring special medical items have got them (e.g. asthma inhalers, allergy epipens). Tablets or medicine is likely to be kept in First Aid kits whilst on school excursions. Details of pupil medical needs are also found on the EVOLVE system for planning trips.

A supply of rucksacks specifically for use on general school trips is kept in the Porters Lodge, which contain a general first aid kit. All College minibuses carry a small First Aid kit, all College minibus drivers (who operate the transport routes for day pupils), have completed basic First Aid training.

### **First Aid on overnight or adventurous activity trips**

Overseas trips, overnight trips, trips involving adventure training and any trip involving swimming in open water or boating must have specific Risk Assessments completed and submitted to the EVC for approval. As part of the above Risk Assessment process, the teacher must ensure sufficient trained First Aiders are attending the trip or are there is provision to cover the pupils at the activity centre/venue. The teacher should ensure basic First Aid equipment is taken on the trip.

The Health Centre will provide First Aid kits for school trips; the trip leader must:

- give the Health Centre 2 weeks' notice of when a specific First Aid kit is required
- include a pupil list for the excursion to ensure specific medical needs for individuals can be catered for

### **First Aid during outdoor sporting events organised by the College**

First Aid for sports during the school day will be covered by the Health Centre staff, sports teaching staff and qualified First Aiders. Indoor sports taking place in the sports complex will have First Aid provided by the Sports Complex Staff, all of whom are fully qualified First Aiders (3 Day FAW).

The emergency First Aid number, 01992 706494 should be used to directly contact the nurses or the Health Centre. The Health Centre, where possible, will attend the incident and if required use the school ambulance to transport the casualty to the Health Centre. If the College Doctor is not present during a sports event, she will be on call and serious injuries are communicated immediately by a member of staff via a phone/radio. The Emergency Services will be contacted by the Health Centre if required.

### **Arrangements for home weekend sports fixtures**

First Aid cover for weekend sports fixtures is overseen and arranged by the College Doctor. The Health Centre will be open during fixtures to receive injured pupils if required and for administration purposes; however immediate First Aid treatment will be given pitch side. The First Aiders use a golf buggy for access and radios for communication. If a serious injury occurs the pitch side First Aider will contact the School Doctor directly.

The First Aid cover provided pitch side:

- Rugby matches (all ages) – the College Doctor is present, along with a Health Centre nurse, one member of staff with a Pitch side First Aid qualification and up to three “spotters” to report incidents/injuries to the College Doctor.
- Hockey, netball, lacrosse, football - one member of staff with a Pitch side First Aid qualification and clearly identified members of staff who are in a position to contact the College Doctor immediately if required.
- Lower School Rugby Matches – College Doctor is pitch side

### **First Aid provision at Haileybury Social Events**

The person organising a large scale event (50+ people) on College premises will ensure that First Aid provision (i.e. appropriate trained first aiders and equipment) is considered as part of the overall event Risk Assessment. The organiser will be responsible for ensuring sufficient provision is available during the event, it is recommended that the Health Centre is advised of such events and requirements. If any support or guidance is required please contact the Health and Safety Manager.

### **First Aid in the Science Department**

The College is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and schools

The HSE also recommends that “Special additional training may be necessary to cover less common risks so that First Aiders can cope with particular problems.” (The HSE Approved Code of Practice Regulation 3 paragraphs 50 and 51). There will be good liaison between the Science Department and the First Aiders to help avoid confusion arising from differing advice. Science staff will be able to hand over relevant science-specific information to any First Aider who is called to attend a casualty in the Science Department.

The Head of Science must ensure that all staff in the department are trained to provide immediate remedial measures and that risk assessments for activities include the need to ensure that any emergency materials are provided as appropriate. This training should comprise part of induction for all new members of the department and brief drills held regularly to remind staff of them. Hazardous operations should never be carried out unless there is a second person present, or someone knowledgeable and able to respond appropriately who can be contacted quickly in an emergency. Please see the Science Department for full details of the Haileybury Science Department First Aid arrangements, including a list of immediate remedial actions and liaison with First Aiders.

### **First Aid Training**

Haileybury will ensure that school specific First Aid training is provided for key personnel in high risk departments, for example outdoor adventure activities, contact sports and the Science Department. All House Masters and Mistresses (HMs) and House Matrons will complete a minimum of the 'Emergency First Aid at Work' (one day course) course, in order to equip them with the skills and knowledge to deal with an emergency situation in their boarding house.

Haileybury provides in-house approved 'First Aid at Work' training (three day course) for First Aiders and an 'Emergency First Aid at Work' (one day course) for appointed persons and for sports coaches using an external trainer. Staff successfully completing these courses receive a certificate. Support staff will receive a small remuneration for their role as a First Aider at Haileybury. As a central point of contact, the Porter/Security team will complete a minimum of the one day 'Emergency First Aid at Work' course and defibrillation training.

### **List of trained First Aiders (see Appendix 3)**

There are currently 48 members of staff that have undertaken the three day 'First Aid at Work' course and are appointed First Aiders at Haileybury, each First Aider should have an easily accessible First Aid kit. The list of staff can be found in Appendix 3 and 4. The 'First Aid at Work' Certificate is valid for 3 years, after this time First Aiders will undergo the 2 day requalification course.

The First Aid assessment of need, made in line with HSE's recommendations to include pupils and public in the equation, suggests that there should be a minimum of 18 First Aiders during term time. However this does not take into account additional First Aiders to cover annual leave/absences, therefore it is recommended that a minimum of 36 First Aiders are in place.

### **Defibrillators**

Automated defibrillators are located in the Post Room, Sports Complex, Music School Atrium and in the Health Centre. Although a number of staff have received the appropriate training in using the defibrillator, automated defibrillators are designed to be used by anyone (trained or not), therefore all staff are encouraged to use the defibrillator if it is required. Haileybury will provide staff training in the use of defibrillators, to ensure all staff are confident to use the Automated External Defibrillators (AED) around the school campus.

### **Accident Records: legal requirements and informing parents**

All accidents must be recorded via the Haileybury Accident/Incident Report Form. This contains information that must be recorded under law (see Appendix 2).

All members of staff must:

- Ensure that any accidents/incidents involving pupils, colleagues or visitors are recorded on a College Accident/Incident Report Form (see Appendix 2) as soon as possible. The Accident/Incident Report Form should be accessed via the intranet.
- Report all accidents, dangerous occurrences, near misses (and where appropriate incidences of disease) to their line manager. When the injured person is unable to complete an Accident/Incident Report Form, the First Aider or witness (where relevant) should do so. The injured person's account can be entered after the event.
- Ensure that contractors report accidents and incidents both to the person in control of their work at the College and their own employer.
- Ensure that non-employees (e.g. visitors) report accidents and incidents to the person hosting them and that these are recorded on the Haileybury Accident/Incident Report Form.
- Report, in the same way, injuries which occur whilst on a school trip to pupils or colleagues and ensure the occupier of the site where the accident happened is advised accordingly.
- Report, in the same way, injuries which occur whilst carrying out College duties off-site and ensure that the occupier of the site where the accident happened is advised accordingly.
- If a pupil becomes unwell ensure they are escorted by an adult or another pupil to the Health Centre.
- If they discover an injured person, take responsibility for their care.

The Haileybury electronic Accident/Incident Report Form will automatically email a copy of the report to the Health and Safety Manager, the Health Centre, appropriate Head of Department and HM (if the form is being completed for an injured pupil).

For all pupil injuries encountered at the Health Centre, the nurses will complete an electronic form that notifies the pupil's HM and the Health and Safety Manager of the injury. The HM and Health & Safety Manager will establish the cause of the injury and if further reporting and investigation is required.

Upon receipt of an Accident/Incident Report Form relating to a pupil, the HM should, where appropriate, consult with the Health Centre, inform the pupil's parents and make a note in CPOMS of action taken.

It is a legal requirement that certain information about accidents is recorded and kept by Haileybury to ensure that they are reviewed regularly and to minimise the likelihood of recurrence. All accidents or incidents will be logged by the Health and Safety Manager so as to identify trends and areas of high risk. The Health and Safety Manager will carry out an investigation for significant accidents or incidents. SLT are made aware of accident statistics and trends, as are Governors via the Finance & General Purpose Committee.

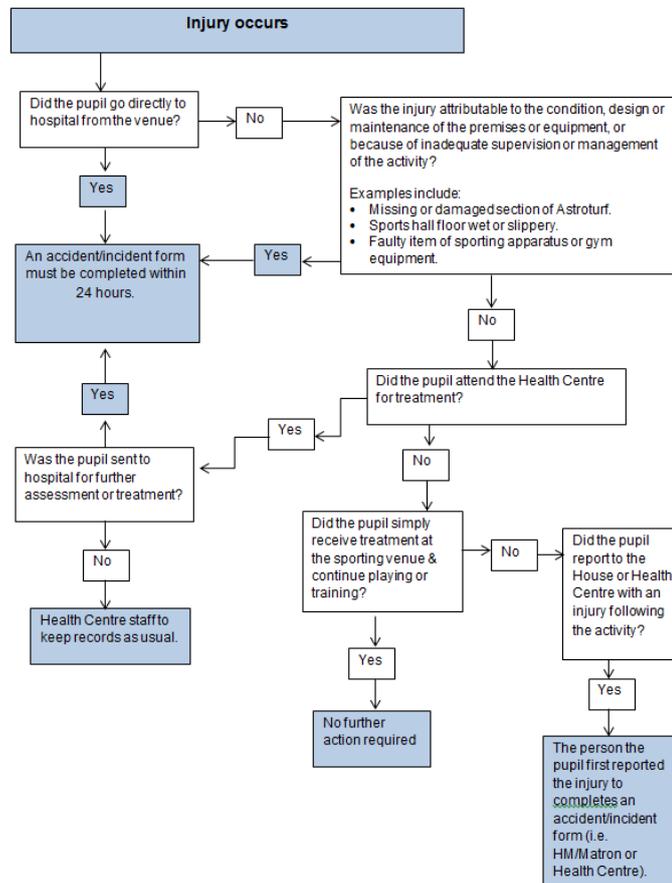
### Recording & Reporting of injuries sustained during sporting activities

Health and safety law recognises that organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. The essential test is whether the accident was caused by the condition, design or maintenance of the

premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Please use the flow chart below for guidance.

The responsibility to report and record an incident rests with the member of staff in control of the activity. However, it is recognised that they may not be aware of the actions taken once a pupil has left the venue following an injury.

The requirements detailed below apply to injuries sustained by pupils during any school organised sporting activity.



## Reporting of Injuries, Disease & Dangerous Occurrence Regulations (RIDDOR)

If the accident falls within the reporting requirements of the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR), the Health and Safety Manager will notify the Bursary and complete the report for the HSE. The accidents detailed below are those which are reportable under the RIDDOR Regulations:

- The death of any person: all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- Specified injuries to workers or pupils (regulation 4):
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
  - any scalping requiring hospital treatment
  - any loss of consciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
- Over-seven-day incapacitation of a worker: Accidents must be reported where they result in a pupil, employee or self-employed person being away from work or the College, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.
- Occupational diseases: As an employer, Haileybury must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by work: These diseases include:
  - carpal tunnel syndrome
  - severe cramp of the hand or forearm
  - occupational dermatitis
  - hand-arm vibration syndrome
  - occupational asthma
  - tendonitis or tenosynovitis of the hand or forearm
  - any occupational cancer
  - any disease attributed to an occupational exposure to a biological agent.

### Dangerous occurrences reporting: Gas incidents

The Maintenance Department is responsible for the gas boilers throughout the College; such equipment is serviced and maintained by an employed Gas Safe registered gas engineer. The gas engineer must provide details to the HSE of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas
- incomplete combustion of gas or
- inadequate removal of products of the combustion of gas

Unsafe gas appliances and fittings will be reported using the HSE's online form (F2508 G1).

### Staff taking medication

Staff should notify their line manager or Head of Department if they are required to take medication that may affect their ability to do their job safely, for example if taking medication which may cause drowsiness the member of staff should not operate machinery or be driving. Teaching staff should also consider their duty of care for pupils and ensure their ability to fulfil this duty is not effected by medication. The College Codes of Conduct provide further guidance on sick leave arrangements and alcohol consumption whilst at work.

### Policies and forms associated with this procedure

- Haileybury Accident/Incident Report Form
- Haileybury Accident Investigation Policy (inc Investigation form).
- Health and Safety (First Aid) Regulations information notice
- First Aid what to do flowchart
- Procedures for managing spills of blood and bodily fluids

- Health Centre infection prevention and control policy
- Policy for care of pupils with specific health needs

### **References and Bibliography**

- Health and Safety (First Aid) Regulations
- Approved Code of Practice for the Health and Safety (First Aid) Regulations
- Health and Safety at Work etc Act 1974
- Department for Education – Guidance on First Aid for Schools: A Good Practice Guide.
- Contents of a First Aid Kit: <http://www.hse.gov.uk/firstaid/faqs.htm#First Aid-box>
- ISI Handbook for the Inspection of Schools: The Regulatory Requirements (Effective January 2010)
- MOSA Guidance: "First Aid Provision and Training in Schools" October 2006.
- HSE's leaflet "Incident-reporting in schools - accidents, diseases and dangerous occurrences,"
- MOSA "Protocol for the Administration of Medication, including OTC, in Schools February 2007"

### **Appendices**

Appendix 1 – First Aid what to do flow chart

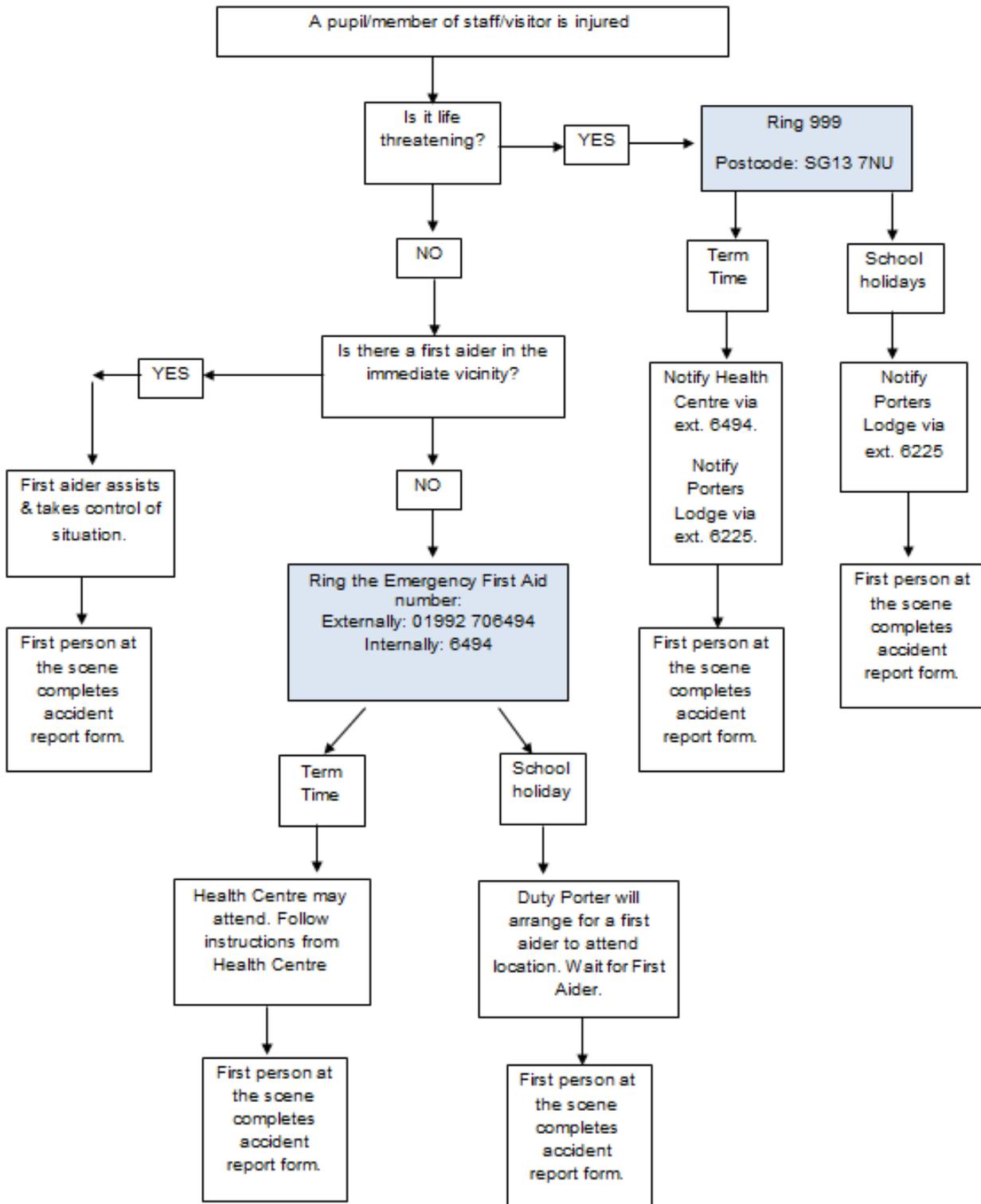
Appendix 2 – Copy of the Haileybury Accident/Incident Report Form

Appendix 3 – Haileybury First Aiders Poster

Appendix 4 – First Aid Kit locations

Appendix 1: First Aid “What to do” Flow Chart

## First Aid “What To Do” Flow Chart



**Appendix 2: Accident/Incident Report Form**

1. Every accident must be recorded on this form.
2. Forms should be completed by the first person at the scene, listing others as “witnesses”
3. Please complete all boxes as this will enable the form to be automatically emailed to the Health Centre/HM/Health and Safety Manager.

**Part A: Accident / Incident details**

Incident type:  ▼  
 Date:  Time:  ▼  
 Location:   
 Address:   
 Precise location on site:

**Part B: Details of injured person (IP)**

Status:  Staff  Pupil  Contractor  Other  
 Name:   
 Occupation:   
 Employer:   
 Address:   
 Tel:

**Part C: About you, the person filling this record**

Name:   
 Occupation:   
 Address:

Date of completion:

What was IP doing at time of incident:

Say how the accident happened. Give the cause if you can:

Where was the injured person sent after incident:

**Part D: Nature of injuries: State left/right, etc. If possible check with hospital / first aid (do not make assumptions)**

**Part E: Witnesses: Enter 'none' if no witnesses** [+ Add a witness](#)

None

**Part F: For an injured employee or other adult**

By ticking this box I am signing to give consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the Health & Safety functions given to them by law.  Date:

**You are not the injured person, please ask for their consent and record their answer here:**

**Part G: For Health & Safety Manager:**

Is this accident form approved for distribution?   
 Is this accident RIDDOR reportable?  Yes  No

[Save form as draft](#) Tick when final:

Appendix 3: List of qualified First Aiders ('First Aid at Work')

Haileybury



## QUALIFIED FIRST AIDERS

**EMERGENCY FIRST AID NUMBER: 6494 / 01992 706494**



Lynn Aldrich  
Library



John Taylor  
Porters



Mel Carrigan  
Porters



Graham Trundell  
Maintenance



Peter Edmonds  
Maintenance



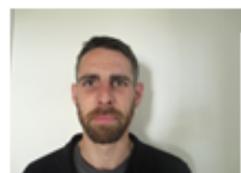
John Beck  
Maintenance



Christian Bath  
Grounds & Gardens



Ian Mackay  
Grounds & Gardens



Geoff Caslake  
Grounds & Gardens



Michael Hughes  
Sports Complex/  
Domestics



Barry Osman  
Domestics/  
CCF



Stephane Fiorentino  
Domestics  
Manager



Gemma White  
Nurse



Donna Sartain  
Nurse



Rebekah Scott  
Sports  
Complex

# Haileybury



Neil  
Whitman

Sports  
Complex



Sarah  
Samuels

Sports  
Complex



Harry  
Claridge

Sports  
Complex



Jack  
Ward

Sports  
Complex



Lauren  
Comben

Sports  
Complex



Brian  
Eales

CCF



Sue  
Roomans

Science



Gwen  
Norris

Science



Richard  
Blunt

Science



Alex Sadler

Head of  
Spanish



William  
Irving

Trevelyan  
HM



Graham  
Mitchell

Technology



Katie  
Parkinson

School  
Doctor



Cara Sear

Nurse



Gillian  
Brook

Nurse



Sam  
Chaloner

Edmon-  
stone Hse  
Matron



Jennifer  
Feather-  
stone

Trevelyan  
Hse  
Matron



Hayley  
Rason

Highfield  
Hse  
Matron



Sarah  
Banks  
Thomason  
Hse  
Matron



Roxanne  
Giles  
Albans Hse  
Matron



Amanda  
King  
Lawrence  
Hse  
Matron



Anita Moy  
Hailey  
House  
Matron



Roger  
Lapidge  
D&T  
Technician



Anthony  
Durkan  
Transport



Amanda  
Ruggeri  
Nurse



Diane  
Davidson  
Nurse



Carmella  
Scibetta  
Catering



Roy  
Batten  
Domestics



Chris  
Larke  
Computer  
Support



Denise  
Barnett  
Melvill Hse  
Matron



Jackie  
Ponton  
Domestics



Mandy  
Burrows-  
Spooner  
Colvin Hse  
Matron



Valerie  
Allen  
Kipling Hse  
Matron

#### Appendix 4: Location of First Aid kits

Department/Location	Contact
Boarding House – HM Study	HM
Boarding House – Cleaners Cupboard	House Domestics Team
Health Centre	Health Centre Reception ext:6288
Dining Hall – Tray Clearing Area	Catering Mgr ext: 6322
Grubber	Grubber staff ext: 6469
Catering Office	Catering Mgr ext: 6322
Chefs Office	Catering Mgr ext: 6322
Sports Complex – Reception desk	Sports Reception ext: 6299
Porters Lodge	Porters Lodge ext: 6225
Old Studies/SLT corridor	Helen Speller ext: 6205
Ayckbourn Dressing Room (inc eyewash)	Toby Everett ext: 6421
Ayckbourn lighting bay	Toby Everett ext: 6421
Bradby Hall - Drama Classroom 6	Toby Everett ext: 6421
Bradby Hall - Drama classroom 7	Toby Everett ext: 6421
Drama Office – for theatre trips	Toby Everett ext: 6421
Art School	Gina Davidson ext: 6274
Science Block – each prep room	Gwen Norris ext: 6207
Chemistry Labs	Gwen Norris ext: 6207
Biology Building – Each Lab	Gwen Norris ext: 6207
Design and Technology – Staff office	Rodger Lapidge ext: 6268
CCF Store – Office area	Brian Eales ext: 6256
Maintenance Dept – work vans	John Williams ext: 6214
Grounds and Gardens Dept – mess room	Richard Rooke ext: 6436
Grounds and Gardens Dept – all work vehicles	Richard Rooke ext: 6436
Health and Safety Office (Summer Palace)	Fiona Russell ext: 6324
Computer Support Dept	Duncan Spooner Wells ext: 6296
Domestics Dept – main office	Stephane Fiorentino ext: 6330