

### **Equipment**

Comprehensive first aid equipment is located in the Medical Room on the wall next to the medicine cabinet at the Coventon Road site. There is a first aid kit in the kitchen area of the Anniversary Building at and in the Laundry/ Medical Room in the Weston Building at the Wendover Road site.

First aid kits for off-site activities are located in each Medical Room and **must** be taken when pupils go off-site and be returned to the medical room when you return from the trip. The school nurse will be responsible for ensuring that the first aid kits are kept stocked.

First aid kits contain the following items:

- (a) A printed card listing the contents and a leaflet giving general guidance on first aid.
- (b) Individually wrapped sterile dressings.
- (c) Sterile eye pads with attachment.
- (d) Triangular bandages (sterile or, if not, with suitable sterile coverings for serious wounds).
- (e) Safety pins.
- (f) Selection of medium, large and extra large sterile un-medicated dressings.
- (g) Where mains tap water is not immediately available at least 900ml of sterile water, or sterile normal saline solution, should be provided.

The contents of the first aid boxes must be clean and dry.

Disposable plastic gloves are also available.

### **Procedure**

In the event of an accident requiring first aid, one of the staff holding current first aid certificates or nursing qualifications should be called.

A list of the persons holding current certificates can be found next to the first aid box in the medical Room and on the attached list.

In the event of an accident or medical emergency, an ambulance will be called, or with parental consent, the child will be conveyed to the Accident and Emergency Department at Stoke Mandeville Hospital, accompanied by a qualified first aider.

In all instances of medical emergency, parents will be informed and consulted immediately.

**Current First Aid Certificate at Work**

Coventon Road site:

Amy Bennett  
Natalie Harris  
Les Griffin  
Becca Merrick  
Tracy Baker  
Sarah Goodyear  
Jan Hunt  
Anca Eremia

Wendover Road site:

Julia Metcalf  
Victoria Robertson  
Les Griffin  
Szilvia Kopor  
Chandni Upadhyay  
Kelly Houghton

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**Current Paediatric First Aid**

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Coventon Road site:

Jenny Regan (maternity leave) – to Oct 18  
Amy Bennett  
Petula Lunt (to Oct 18)  
Polly Kempson (to Oct 18)  
Shleena Lee  
Leslie Griffin  
Sarah Hyde  
Gemma Bone  
Katy Read  
Charlie Moran  
Rachel Murrill  
Sarah Davidge  
Julia King  
Anca Eremia  
Becca Merrick  
Jo McCarthy

Wendover Road site:

Chandni Upadhyay  
Szilvia Kopor  
Les Griffin  
Anna Kocsis  
Caroline Collins  
Ali Mountfield (maternity leave)  
Laurel Allen  
Louise Gardner  
Claudine Sharples  
Sarah McLellan

Trained Nurses Karen Wood, Sam Gomm

Date: October 2018

Review Date: October 2019

To be reviewed by: Head teacher and school nurse.

*We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.*

*This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.*