

First Aid Policy Contents

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FIRST AID POLICY

Benenden School is committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting employees, students, visitors and contractors.

1. STATEMENT – FIRST AID

- 1.1 First Aid can save lives and prevent minor injuries becoming major injuries. It is a statutory requirement for Benenden School to provide adequate and appropriate equipment, facilities and qualified first-aid personnel.
- 1.2 The School's First Aid provision is based on the First Aid Risk Assessment of Needs carried out by the Director of Estates, which can be found in Appendix 1.
- 1.3 The Policy & Risk Assessment of First Aid Needs will be reviewed annually by the Director of Estates.
- 1.4 All new staff will receive information with regards to First Aid during their induction. If they have a specific role that requires them to be either a First Aider or an Appointed Person then training will be arranged for them as soon as practically possible after they start.
- 1.5 All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

2. ARRANGEMENTS FOR FIRST AID

- 2.1 The Medical Centre – (ext. 6618) is available for students and staff to receive First Aid treatment during term time.
- 2.2 First Aid trained staff - names of these are displayed at key locations around the School. Their names can be found in Appendix 2.
- 2.3 Emergency Services – in the event of a situation that requires the attention of the Emergency Medical Services do not hesitate to call 999. Please then contact the Medical Centre.
- 2.4 Students with specific medical needs – students will have these detailed on their medical file which can be found on iSAMS. All staff are to check iSAMS when taking pupils out on trips. The Senior Nurse will email House Staff to check iSAMS if any changes are made to a student's medical record. For students with complex medical conditions a welfare plan will be drawn up by the Deputy Head of Boarding and Pastoral Care, in agreement with the student's parents, and communicated to staff.
- 2.5 During school Holidays – contact School Office 6676, the Domestic Bursar's Office 6604 or Facilities 6642 or 6791.

3. LOCATION OF FIRST AID BOXES

- 3.1 First Aid boxes are clearly displayed in key locations around the school as detailed in Appendix 3.

4. CONTENT OF FIRST AID BOXES

- 4.1 All boxes are to be furnished with the following items:
 - 1 x First Aid instructions and contact numbers
 - Record book and replenishment list
 - Resuscitator shield
 - 20 x individually wrapped sterile adhesives dressings (assorted sizes)
 - 2 x sterile eye pads
 - 4 x sterile triangular bandages
 - 6 x safety pins
 - 2 x waste bags

- 1 x scissors
- 6 x alcohol free wipes
- 6 x medium sterile un-medicated dressings (12cm x 12cm)
- 2 x large sterile un-medicated dressings (18cm x 18cm)
- 2 x pairs of disposable non latex, powder free, nitrile gloves

4.2 Each kit is checked each term by the Medical Centre or Estates Department and any missing items replenished. In the interim period it is the responsibility of the designated persons in Appendix 2 to report any requirement for additional materials to the Medical Centre or Estates Department and ensure that they are replaced.

4.3 If any First Aid materials are used, these must be replenished **within 24 hours**. Please make sure that the person responsible for the box is notified of any use and copy in the Medical Centre or Estates Department.

5. REPORTING

5.1 **All accidents must be reported no matter how minor or trivial they may seem.**

5.2 For accidents that happen to a member of staff:

- All accidents must be entered in the Accident Book that is held by the Director of Finance and Operations' PA.
- Resulting investigations are carried out as directed by the Director of Finance and Operations.

5.3 For accidents involving students:

- All accidents must be entered in the Accident Book held in their individual boarding houses.
- All Accident Book entries are passed directly to the Deputy Head of Boarding and Pastoral Care.
- Resulting investigations are carried out as directed by the Deputy Head of Boarding and Pastoral Care.
- All serious accidents will be notified to parents by House staff or the Medical Centre.

5.4 In addition, the Medical Centre hold an accident book which they will complete for all accidents that are reported to them. All student reportable accident entries are sent to the Deputy Head of Boarding and Pastoral Care. All other entries are sent to the Director of Finance and Operations.

5.5 All accidents are recorded on a central database (TABs) held by the Director of Estates.

6. RIDDOR

6.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the HSE. Benenden School must keep a record of any reportable injury, disease or dangerous occurrence.

6.2 This must include:

- The date and method of reporting
- The date, time and place of the event
- Personal details of those involved and a brief description of the nature of the event or disease

6.3 HSE must be notified of fatal and major injuries and dangerous occurrences without delay. Reporting should be completed online at <http://www.hse.gov.uk/riddor/report.htm> or by phone 0845 3009923.

6.4 The list of specified injuries is as follows:

- 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

6.5 Benenden School will keep readily accessible accident records, for a minimum of three years. The School will keep an appropriate record of any first aid treatment given by qualified First Aid personnel and Appointed Persons. Further advice on reportable injuries, occurrence or diseases should be sought from the Director of Estates.

7. AUTOMATED EXTERNAL DEFIBULATOR (AED)

7.1 As a remote location Benenden School provides the best possible response in the event of a cardiac arrest on site by supporting 3 AEDs on site. At some stage you may be called upon to deliver the AED to a location for a trained member of staff to use. You will not be asked to use it yourself.

7.2 The AEDs are located as follows:

- SPLASH next to the main doors

If the main doors to SPLASH are locked you can access SPLASH via the side door, situated under the external stairs to the side of the building. The side door has key pad access. The defibrillator is in a cabinet in a weather proof box, which contains all the necessary equipment. The cabinet key is alarmed and the alarm will go off when you open the key box.

- The Medical Centre
- The School Office

7.3 There is a team of people on site who are trained to use the defibrillator see Appendix 4. In the event of a suspected cardiac arrest in term time, contact Medical Centre (6618). You may need to leave the unconscious person to call for help. State clearly to the nurse on duty where the unconscious person is and what has happened; ask them to call for an ambulance. If there is a second person with you then send them for the defibrillator, ensuring that you tell the Medical Centre that you have done so. Once you have contacted the Medical Centre return to the unconscious person and wait for help. If you are trained in cardio pulmonary resuscitation (CPR), and are happy to do so, then you should commence CPR. Do not put yourself in danger.

7.4 In School holiday contact the following as the Medical Centre will be closed:

- School Office 6676
- Domestic Bursar's Office 6604
- Estates 6642 or 6791

7.5 In order to get Emergency Medical Services in this sort of emergency, staff need access to a phone. PE staff should ensure they carry a mobile, especially on Top Lax.

8. SPILLAGES

8.1 All spillages of body fluids should be dealt with quickly and effectively. Appendix 5 is the recommend guidance to clear up any spillage of body fluids.

References:

- A. The Health & Safety at Work Act 1974
- B. The Health & Safety (First Aid) Regulations 1981.
- C. DfEE Guidance on First Aid for Schools 2014.
- D. The Education (School Premises) Regulation 1996.
- E. Good Practice in Infection Control, Guidance for Nurses Working in General Practice, RCN Mar 2000.
- F. Guidance on Communicable Disease Infection Control in Schools and Nurseries, Kent Health Protection Unit, March 2004.

First Aid Risk Assessment of First Aid Needs

It is a requirement to determine the level of First Aid cover required by the School in its normal day to day business. To do this an assessment of needs is required. This will take into account the size of the School, whether it is on split levels, location of the School in relation to access to Emergency Medical Services, any site specific hazards or risks, specific needs relating to special health needs or disabilities, accident statistics and number of First Aiders.

Area	Detail	Provision
Size of School and Number of Levels	<p>Benenden School is located within 287 acres of countryside and parkland.</p> <p>There are 550 students and 250 approx. teachers and support staff.</p> <p>The School and its buildings occupy around 80 acres of this with its buildings spread. The School currently has 42 buildings made up of boarding houses, teaching blocks, staff accommodation, offices and a medical centre.</p> <p>Many of these buildings are split over more than one level.</p> <p>There are 5 residential properties off site within a 3 mile radius.</p>	<p>Within each boarding house the Matron is trained in First Aid. All of the boarding houses are linked buildings and they are able to split personnel across the houses should they need to cover absences.</p> <p>In addition during term time there is a permanently manned Medical Centre where students and staff can go for First Aid treatment.</p> <p>During term time there is a Doctor on site:</p> <p align="center">Monday PM 4pm – 6pm</p> <p align="center">Wednesday AM</p> <p>There is a Nurse Practitioner on site:</p> <p align="center">Thursday lunch time</p> <p>Given the suitable amount of cover of First Aid qualified staff, it is not deemed necessary or practicable to have individual first aiders on each floor.</p>
Location of School	<p>The School is located in the village of Benenden.</p> <p>The nearest Accident and Emergency departments are:</p>	<p>The School has regular contact with all Emergency Medical Services and they are aware of the location of the School.</p>

Area	Detail	Provision
	<p>Tunbridge Wells – Pembury Hospital Accident & Emergency – 16.2 miles, 35 minutes</p> <p>Hastings – Conquest Hospital – 16.7 miles, 32 minutes</p> <p>Maidstone – 17.2 miles, 40 minutes</p> <p>Ashford – William Harvey – 18.7 miles, 36 minutes</p>	<p>In the event that they are required out of hours when the gates are closed they have been provided with a code (7999) to allow them access.</p> <p>In addition this number is regularly circulated to the House staff so that they can advise this to the emergency services.</p>
Specific Hazards or Risks	<p>Within the School there are three areas of higher risk that need to be considered.</p> <p>These are PE, DT and Science.</p> <p>Additionally buildings and maintenance works are carried out during holiday times, or within secure site compounds.</p> <p>In addition the School has a number of ponds and a lake. These are clearly marked and a number within the immediate site are fenced off, buoyancy aides are available and notices posted around Houses informing the students that these areas are out of bounds.</p>	<p>As a consequence of these areas being designated as having a higher risk a number of key staff are qualified First Aiders.</p> <p>In addition within the PE department all key staff have received Emergency First Aid training and a National Rescue Award.</p> <p>Science has two qualified First Aiders who are technicians.</p> <p>DT benefits from a full time First Aider working within the department.</p> <p>The ponds, within the confines of the immediate site, are all fenced off and have signs warning of the deep water. In addition life rings are in situ by ponds that are not restricted by means of a fence.</p>
Specific Needs	<p>The ages of the pupils who attend the School range from 11-18.</p> <p>A number of students will have special dietary needs and specific medical conditions.</p>	<p>Staff First Aid training teaches methods that can be applied to both adults and children.</p> <p>For students with specific dietary requirements these will be referred to the Domestic Bursar who manages food preparation and will ensure suitable control measures are in place on an individual case by case basis. Students with</p>

Area	Detail	Provision
		known medical conditions will have a medical file that will document the condition and any required emergency treatment. These files are available to all staff and key staff will be made aware of students within their care.
Accident Statistics	<p>The School records all accidents and these are held on a central database.</p> <p>Accidents which have been identified by the Director of Finance & Operations or the Deputy Head Boarding and Pastoral Care are then investigated.</p> <p>The accident statistics are monitored once per term at the Benenden School Health & Safety Committee and Governing Council Estates Meeting.</p>	Whilst considering the statistics of accidents, there is a clear indication that the area with a higher rate of accident than any other is within the PE department. The majority of these are sport related injuries that occur whilst playing sport. It is with this in mind that we have trained all key staff within this department.
Number of First Aiders	<p>As a result of our findings it is safe to consider that Benenden School is a low risk environment.</p> <p>It should be noted that there are areas of higher risk as documented above and suitable First Aid arrangements are in place to reflect this.</p>	<p>Based on a headcount of 550 Students and an average of 200 staff during term time an adequate provision of First Aiders would be 8.</p> <p>The School has 14 qualified First Aid at Work. This allows cover for illness and holidays.</p> <p>In addition the School has 116 members of staff qualified in Emergency First Aid At Work.</p> <p>Out of term time the Director of Estates and the Maintenance Manager are both trained First Aiders and do not take the same holidays to ensure there is sufficient First Aid cover.</p>

QUALIFIED FIRST AIDERS

Name	Qualification	Completion Date	Renewal Date
R Judd	Emergency First Aid at Work	5/12/2017	5/12/2020
E Deverell	Emergency First Aid at Work	5/12/2017	5/12/2020
S Davies	Emergency First Aid at Work	5/12/2017	5/12/2020
P Collard	Emergency First Aid at Work	5/12/2017	5/12/2020
N Seakens	Emergency First Aid at Work	5/12/2017	5/12/2020
A Thorbek	Emergency First Aid at Work	5/12/2017	5/12/2020
C Flanagan	Emergency First Aid at Work	5/12/2017	5/12/2020
Z Mulholland	Emergency First Aid at Work	5/12/2017	5/12/2020
D Cunliffe	Emergency First Aid at Work	5/12/2017	5/12/2020
R Wambeek	Emergency First Aid at Work	5/12/2017	5/12/2020
S Button	Emergency First Aid at Work	5/12/2017	5/12/2020
A Yusuf	Emergency First Aid at Work	16/11/2017	16/11/2020
G Marshall	Emergency First Aid at Work	16/11/2017	16/11/2020
S Griffith	Emergency First Aid at Work	16/11/2017	16/11/2020
L McNally	Emergency First Aid at Work	16/11/2017	16/11/2020
A Morley	Emergency First Aid at Work	16/11/2017	16/11/2020
C Brady	Emergency First Aid at Work	16/11/2017	16/11/2020
A Webb	Emergency First Aid at Work	16/11/2017	16/11/2020
K Dobson	Emergency First Aid at Work	16/11/2017	16/11/2020
G Alonso	Emergency First Aid at Work	16/11/2017	16/11/2020
C Faram	Emergency First Aid at Work	16/11/2017	16/11/2020
A Goulet	Emergency First Aid at Work	16/11/2017	16/11/2020
S Large	Emergency First Aid at Work	16/11/2017	16/11/2020
M Burn	Emergency First Aid at Work	15/11/2017	15/11/2020
E Wheeler	Emergency First Aid at Work	15/11/2017	15/11/2020

Name	Qualification	Completion Date	Renewal Date
A Nicol	Emergency First Aid at Work	15/11/2017	15/11/2020
C Battson	Emergency First Aid at Work	15/11/2017	15/11/2020
D Challoner	Emergency First Aid at Work	15/11/2017	15/11/2020
V Bowden	Emergency First Aid at Work	15/11/2017	15/11/2020
E Lindsay	Emergency First Aid at Work	15/11/2017	15/11/2020
M Mitchell	Emergency First Aid at Work	15/11/2017	15/11/2020
K Jones	Emergency First Aid at Work	15/11/2017	15/11/2020
N Rendall	Emergency First Aid at Work	15/11/2017	15/11/2020
L Ghent	Emergency First Aid at Work	15/11/2017	15/11/2020
H Hobbs	Emergency First Aid at Work	15/11/2017	15/11/2020
A Baker	Emergency First Aid at Work	08/11/2017	08/11/2020
C Collins	Emergency First Aid at Work	08/11/2017	08/11/2020
C Fahy	Emergency First Aid at Work	08/11/2017	08/11/2020
E Ellston	Emergency First Aid at Work	08/11/2017	08/11/2020
K Farmer	Emergency First Aid at Work	08/11/2017	08/11/2020
M Barnett	Emergency First Aid at Work	08/11/2017	08/11/2020
M Elias	Emergency First Aid at Work	08/11/2017	08/11/2020
N Dowrick	Emergency First Aid at Work	08/11/2017	08/11/2020
P Futrell	Emergency First Aid at Work	08/11/2017	08/11/2020
S Barnes	Emergency First Aid at Work	08/11/2017	08/11/2020
V Thorpe	Emergency First Aid at Work	08/11/2017	08/11/2020
Z Bawden	Emergency First Aid at Work	08/11/2017	08/11/2020
B Imms	Emergency First Aid at Work	25/06/2017	25/06/2020
R Johns	Emergency First Aid at Work	25/06/2017	25/06/2020
A Roberts	Emergency First Aid at Work	24/05/2017	24/05/2020
D Wellman	Emergency First Aid at Work	24/05/2017	24/05/2020
F Clent	Emergency First Aid at Work	24/05/2017	24/05/2020

Name	Qualification	Completion Date	Renewal Date
J Calcabrina	Emergency First Aid at Work	24/05/2017	24/05/2020
K Webb	Emergency First Aid at Work	24/05/2017	24/05/2020
L Lynch	Emergency First Aid at Work	24/05/2017	24/05/2020
M Foley	Emergency First Aid at Work	24/05/2017	24/05/2020
S Heckel	Emergency First Aid at Work	24/05/2017	24/05/2020
S Bennie	Emergency First Aid at Work	24/05/2017	24/05/2020
S Sherar	Emergency First Aid at Work	24/05/2017	24/05/2020
W Grosvenor	Emergency First Aid at Work	24/05/2017	24/05/2020
B Freeman	Emergency First Aid at Work	04/11/2016	04/11/2019
D Bradford	Emergency First Aid at Work	04/11/2016	04/11/2019
E Corry	Emergency First Aid at Work	04/11/2016	04/11/2019
E Walsh	Emergency First Aid at Work	04/11/2016	04/11/2019
G Smith	Emergency First Aid at Work	04/11/2016	04/11/2019
K Hickson	Emergency First Aid at Work	04/11/2016	04/11/2019
K Malaugh	Emergency First Aid at Work	04/11/2016	04/11/2019
K McLaren	Emergency First Aid at Work	04/11/2016	04/11/2019
M Nicol	Emergency First Aid at Work	04/11/2016	04/11/2019
G Marshall	Emergency First Aid at Work	02/09/2016	02/09/2019
M Loy	Emergency First Aid at Work	02/09/2016	02/09/2019
S Mansfield	Emergency First Aid at Work	02/09/2016	02/09/2019
M Croysdill	Emergency First Aid at Work	04/02/2016	04/02/2019
J Fenlon	Emergency First Aid at Work	04/02/2016	04/02/2019
G Loftie	Emergency First Aid at Work	04/02/2016	04/02/2019
A McDonald	Emergency First Aid at Work	04/02/2016	04/02/2019
P Murphy	Emergency First Aid at Work	04/02/2016	04/02/2019
H Rea	Emergency First Aid at Work	04/02/2016	04/02/2019
E Warburton	Emergency First Aid at Work	04/02/2016	04/02/2019

Name	Qualification	Completion Date	Renewal Date
J Whitehead	Emergency First Aid at Work	04/02/2016	04/02/2019
C Wilson	Emergency First Aid at Work	04/02/2016	04/02/2019
G Almond	Emergency First Aid at Work	03/02/2016	03/02/2019
K Blackmur	Emergency First Aid at Work	03/02/2016	03/02/2019
L Carnwath	Emergency First Aid at Work	03/02/2016	03/02/2019
A Derham	Emergency First Aid at Work	03/02/2016	03/02/2019
A Dowse	Emergency First Aid at Work	03/02/2016	03/02/2019
B Scopes	Emergency First Aid at Work	03/02/2016	03/02/2019
K Williams	Emergency First Aid at Work	03/02/2016	03/02/2019
D Wodehouse	Emergency First Aid at Work	03/02/2016	03/02/2019
A Befroy	Emergency First Aid at Work	19/11/2015	19/11/2018
M Bishop	Emergency First Aid at Work	19/11/2015	19/11/2018
S Cramp	Emergency First Aid at Work	19/11/2015	19/11/2018
N Davis	Emergency First Aid at Work	19/11/2015	19/11/2018
A Dullaway	Emergency First Aid at Work	19/11/2015	19/11/2018
J Granatt	Emergency First Aid at Work	19/11/2015	19/11/2018
S Northridge	Emergency First Aid at Work	19/11/2015	19/11/2018
L Poole	Emergency First Aid at Work	19/11/2015	19/11/2018
H Rae	Emergency First Aid at Work	19/11/2015	19/11/2018
A Scarfe	Emergency First Aid at Work	19/11/2015	19/11/2018
R de Wet	Emergency First Aid at Work	19/11/2015	19/11/2018
Y Zhao	Emergency First Aid at Work	19/11/2015	19/11/2018
A Bishop	Emergency First Aid at Work	04/09/2015	04/09/2018
S Boshier	Emergency First Aid at Work	04/09/2015	04/09/2018
S Cullen	Emergency First Aid at Work	04/09/2015	04/09/2018
M Dunton	Emergency First Aid at Work	04/09/2015	04/09/2018
M Fleitas Diaz	Emergency First Aid at Work	04/09/2015	04/09/2018

Name	Qualification	Completion Date	Renewal Date
A Fuentes-Mansfield	Emergency First Aid at Work	04/09/2015	04/09/2018
M Gossage	Emergency First Aid at Work	04/09/2015	04/09/2018
B Harding	Emergency First Aid at Work	04/09/2015	04/09/2018
R Johns	Emergency First Aid at Work	04/09/2015	04/09/2018
L Hall	Emergency First Aid at Work	02/07/2015	02/07/2018
D Benson	Emergency First Aid at Work	17/03/2015	17/03/2018
S Carlton	Emergency First Aid at Work	10/02/2015	10/02/2018
R Fullagar	Emergency First Aid at Work	10/02/2015	10/02/2018
S Vant	Emergency First Aid at Work	10/02/2015	10/02/2018

First Aiders

Name	Qualification	Completion Date	Renewal Date
F Davies	First Aid at Work	01.10.16	01.10.19
K Sage	First Aid at Work	06.10.15	06.10.18
J Spicer	First Aid at Work	29.09.15	29.09.18
R de Wet	First Aid at Work	29.09.15	29.09.18
J Giles	First Aid at Work	29.09.15	29.09.18
H Bryant	First Aid at Work	29.09.15	29.09.18
L Ashdown	First Aid at Work	19.07.15	19.07.18
D McNamara	First Aid at Work	19.07.15	19.07.18
Z Crowley	First Aid at Work	19.07.15	19.07.18
A Cantwell-Jones	First Aid at Work	07.07.15	07.07.18
H Vesma	First Aid at Work	07.07.15	07.07.18
K Willdridge	First Aid at Work	07.07.15	07.07.18
K Oaten	First Aid at Work	07.07.15	07.07.18
S Moore	First Aid at Work	07.07.15	07.07.18

LOCATION OF FIRST AID BOXES

If you are called as a first-aider to an incident please use the nearest available first-aid kit. The kits are located throughout the campus. A kit is not allocated to a particular first-aider. The kits are checked once each half-term by a technical officer from Facilities and each check is noted at each first-aid kit. Any items used need to be replaced immediately and that is the responsibility of the designated manager for each area (as indicated below in brackets).

Building	Location	Checked by
Hemsted Main Building	Reception	Estates
Hemsted Main Building	Kitchen+ Burns kit	Estates
Laundry	Main area	Estates
SCN	Admin room	Medical Centre
SCN	Security Office	Estates
Splash	Pool Office	Medical Centre
Science	Chemistry Prep room	Medical Centre
Science	Physics Prep room	Medical Centre
Science	Biology Prep room	Medical Centre
Walled Garden	Carpenter Workshop	Estates
Walled Garden	General Workshop	Estates
Estates office	Reception	Estates
Theatre	Technicians Office	Medical Centre
LASS	Shop	Medical Centre
Hemsted Boarding House	Matron Office	Medical Centre
Norris Boarding House	Matron Office	Medical Centre
Guldeford Boarding house	Matron Office	Medical Centre
Echyngam Boarding House	Matron Office	Medical Centre
Marshall Boarding House	Matron Office	Medical Centre
Medway Boarding House	Matron Office	Medical Centre
Beeches & Elms Boarding House	Matron Office	Medical Centre
Limes & Oaks Boarding House	Matron Office	Medical Centre

TRAINED AED STAFF

Name	Qualification	Completion Date
Fred Davies	AED operator	September 2017
Katherine Willdridge	Nurse	Ongoing part of Nurse duties
Kirsty Oaten	Nurse	Ongoing part of Nurse duties
Jean Spicer	Nurse	Ongoing part of Nurse duties
Zoe Crawley	Nurse	Ongoing part of Nurse duties
Sarah Rushton	Nurse	Ongoing part of Nurse duties
Shelia Moore	Nurse	Ongoing part of Nurse duties
Ailish Cantwell-Jones	Nurse	Ongoing part of Nurse duties
Jane Fahy	Defibrillator Training	Ongoing as part of life guard duties
Helen Vesma	Defibrillator Training	Ongoing as part of life guard duties
Richard de Wet	Defibrillator Training	Ongoing as part of life guard duties
Michelle Fricker	Defibrillator Training	Ongoing as part of life guard duties
Mark Morris	Defibrillator Training	Ongoing as part of life guard duties
Danny Greenwood	Defibrillator Training	Ongoing as part of life guard duties
Gail Manktelow	Defibrillator Training	Ongoing as part of life guard duties
Janet Morris	Defibrillator Training	Ongoing as part of life guard duties

SPILLAGE GUIDANCE

All spillages of body fluid should be dealt with quickly and effectively.

For spillages which are considered high risk such as blood then the following is recommended:

- Make the area safe;
- Wear protective clothing such as gloves and plastic apron;
- Cover spillage with Sanitise granules;
- Leave for at least two minutes;
- Scoop up debris with paper towels and dispose of in clinical waste bin;
- Wash area with detergent and hot water;
- Dry the area thoroughly;
- Dispose of all materials in the clinical waste;
- Clean bucket/bowl with fresh soapy water and dry;
- Discard protective clothing as clinical waste;
- Wash hands.

For spillages which are considered low risk such as excreta and vomit then the following is recommended:

- Wear protective clothing such as gloves and plastic aprons;
- Mop up matter with paper towels or disposable cloths;
- Dispose of as clinical waste;
- Clean area with hot soapy water using paper towels or disposable cloths;
- Rinse the area and dry thoroughly;
- Dispose of all materials in the clinical waste;
- Clean bucket/bowl in fresh soapy water and dry;
- Discard protective clothing as clinical waste;
- Wash hands.

Vomit packs are held in all Matron Offices and resupplied by Domestic Bursar.

Blue, nitrile, powder free gloves and plastic aprons are supplied by Domestic Bursar.