# South Grove Primary School

# First Aid Policy

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| **Governors Body Ratified Policy:** | 15th October 2026 |
| **Review Date** | October 2027 |
| **Headteacher:** | Julie Maltwood |
| **Chair Of Governors** | Ben Pheloung |

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Provide for the immediate needs and requirements of staff and pupils who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/carers are in place if required
- Activate a known plan of action with which all staff are familiar

## 2.0 Definitions

2.1 '**First aid'** means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

2.2 **'First aider'** means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

## 3. Legislation and guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- The Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 4.0 ROLES AND RESPONSIBILITIES

- The overall responsibility for the day-to-day management of school rests with the Headteacher.
- The class teacher is responsible for classroom supervision and all staff on break and lunch duty are directly responsible for the supervision of pupils at break time.
- The Headteacher' is responsible for ensuring training is up to date.
- Within the Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on external trips.
- Section 5.0 sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### 5.0 ASSESSMENT OF FIRST-AID NEEDS

- The Head Teacher will make an assessment of first-aid needs appropriate to the circumstances of the school. The Head Teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all first aid trained staff will be trained on how to administer aspects of first aid e.g. epi-pens.

- Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Head Teacher will ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. **All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid.**

- All staff will ensure that they have read the school's First Aid Policy,

## 6.0 Appointed person(s) and first aiders

The school's appointed General Welfare Officer and Main First Aider is Kirstie Hunter-Leitch. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on Meditracker, the same day as, or as soon as is reasonably practicable, after an incident.

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

### 6.1 The Local Authority and Governing Body

Waltham Forest has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Body.

### 6.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the head teacher and staff members.

### 6.3 The Head Teacher

- The Head Teacher is responsible for the implementation of this policy, including:

- Making sure that an appropriate number of trained first aiders are present in the school at all times

- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

## 6.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the trained first aiders in school are and the main first aider Mrs Hunter-Leitch
- Completing accident reports onto Meditracker for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs

### 7.0 MANAGEMENT OF FIRST-AID EQUIPMENT

- It is the responsibility of Kier Management to ensure the provision of materials, equipment and facilities needed for the level of cover required. Where additional or replacement material or equipment is required, staff should speak to the welfare assistant and the finance officer about ordering more items immediately. The welfare officer will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e. termly.
- It is also expected that before going on duty/ on a school visit etc., first aiders shall take responsibility for ensuring their first-aid box and bumbag contents are sufficient.

### 8.0 FIXED AND PORTABLE FIRST-AID BOXES

- All School first-aid boxes and bumbags are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.
- Portable First Aid kits are taken on educational visits and are available from the medical room.

8.3 The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.**

8.4 Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

86.5 Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

8.6 Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. **Eye baths/cups/refillable containers should not be used for eye irrigation**.

8.7 Please refer to section 2 Managing of Medicines policy for South Grove Primary School for more information re dispensing of medicine and the record of medication form.

## 9. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Main School Office (at the desk)
- All Year Groups (Plasters only)
- EYFS
- The school kitchen

## 10.0 FIRST-AID ROOMS AND TREATMENT AREAS

- According to DFE guidance, where first-aid needs to be administered in a room, it should be administered in the school office or another room, the Medical room which will:
  - be large enough to hold necessary equipment;
  - have washable surfaces and adequate heating, ventilation and lighting;
  - be kept clean, tidy at all times;
  - be positioned as near as possible to a point of access for transport to hospital;
  - display a notice on the door advising of the names, locations and telephone numbers of first aiders
  - have a sink (with hot and cold water if possible);
  - have drinking water and disposable cups;
  - have soap and paper towels;
  - have a suitable container (preferably foot operated) lined with disposable waste bags

**This means that, if needed, First Aid can also be administered in a classroom, the hall or any practical space.**

The Medical room has:

- a store for first-aid materials;
- a telephone or other communication equipment; and
- Disposable gloves and aprons, should be provided near the first-aid box. These will be used to protect the first aider from contact with body fluids.
- computer/Ipad for recording incidents where first aid has been given.

**At all times the dignity and feelings of the patient must be respected.**

## 11.0 FIRST-AID TRAINING

- The General Welfare Assistant and School Business Manager will arrange training for the qualification and re-qualification of first aiders.
- All school support staff are asked able to undertake first aid training if they are able to.
- All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).
- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.
- EYFS: At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## 12.0 DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS

- All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.
- The Headteacher must ensure that a notice giving the names of first aiders, their location and telephone number and the location of first-aid boxes, is posted in each of the following locations:
    - Medical Room
    - Main School Office
    - EYFS
    - WrapAround Crew Clubs in Mobiles

Notices will be inspected and kept up-to-date by the Main First Aider and School Business Manager as part of the regular health and safety inspections.

## 13.0 PROVISION OF FIRST AIDERS

- A Designated Lead First Aider takes charge of first aid arrangements at the school
- This person is responsible for:

    - Taking charge when someone is injured or becomes ill

- Looks after the first aid equipment
- Calling the emergency services were appropriate

- All support staff receive First Aid Training and relevant teaching staff
- There shall normally be a minimum of 5 first aiders or appointed persons within the school between 8:30am and 3:25pm. At least one first aider will be on duty at playtimes and there will always be a first aider in lesson time and after school for the extended day provision.
- Consideration must also be made to ensure first-aid cover during absences

# First Aid Procedures

## 14.0 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from the General Welfare Officer or the emergency services. They will remain on the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements i.e contact the parent or call a medical professional for advice.
- The General Welfare Officer and Main First Aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, the General Welfare Officer and Main First Aider will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the General Welfare Officer and Main First Aider or an appropriate staff member will contact parents/carers immediately
- The first aider or General Welfare Officer and Main First Aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## 14.1 Categories of Incidents and procedures

Any child complaining of illness or who has been injured is sent to the Medical Room for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay at school/educational visit, parents should be contacted as soon as possible so that the child can be collected and taken home.

## 14.2 Minor Accidents and Injuries

The adult in charge initially looks after the injured party and uses the first aid box in the classroom for minor needs. If deemed necessary, a person other than the teacher will take the child to the Medical room or the bench in the playground. No medicines are

administered but cuts are cleaned and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times.

**All accidents are recorded on Medical Tracker by the first aider, parents are contacted by telephone or e-mail (recording details of the incident/actions taken).**

Please refer to our Privacy Notice at the end of the policy and can also be found on the school website: Privacy_Notice_for_Parents_2024_-2027_v2.pdf (southgrove.waltham.sch.uk)

Please also refer to the Records Management and Staff Retention Schedule on the website: POLICY_-_RECORDS_MANAGEMENT_AND_STAFF_RETENTION_SCHEDULE_2023-2026.pdf (southgrove.waltham.sch.uk)

**Minor Cuts and Bruises**
Method: In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Staff observation is maintained
- All incidents to be logged on Meditracker
- Children are advised to show/tell parents

**Sprains/Bruises**

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Staff observation is maintained

## 14 .3 More Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to the First Aid room. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

**Stings/Bites**

- If case is serious/ parent/s are contacted.

**Faints and Shocks**
A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away Reassure casualty when they recoverFirst Aider must be sought as soon as possible and supervise the situation
- Contact parents – the pupil should go home

**14.4 Very Serious Injuries**
In the event of a very serious injury. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. Parents/guardians are immediately contacted.

Parents are kept informed of developing situations. Very serious injuries are considered to be:

**14.5 Severe Bleeding Burns/Scalds Unconsciousness**

The event is subsequently recorded on Medical Tracker.
The First Aid Policy is based on collective input. All staff automatically assist the first aider on break duty in the case of a serious injury.

## 15 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
- Information about the specific medical needs of pupils
- Parents/carers' contact details
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
    - 10 antiseptic wipes, foil packed
    - 1 conforming disposable bandage (not less than 7.5cm wide)
    - 2 triangular bandages
    - 1 packet of 24 assorted adhesive dressings
    - 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
    - 2 sterile eye pads, with attachments
    - 12 assorted safety pins
    - 1 pair of rustproof blunt-ended scissors

**Risk Assessments**

Risk assessments will be completed by the teaching staff member leading the educational visit on EVOLVE and all visits will be assessed by trained EVOLVE staff, prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 14.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

EYFS: There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

There will always be at least 1 first aider on school trips and visits.

### 16.0 FIRST-AID RECORD KEEPING

- It shall be the responsibility of the Headteacher, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown on the health & safety policy.
- After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.
- An incident will be completed on Meditracker by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- All incidents, injuries, head injuries, ailments and treatment are reported on MediTracker. As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form
- For serious accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by relevant member of staff
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. The school will check whether the school's insurer requires accident records retained for a longer period of time).

**The information recorded on Meditracker will include**:

- Date, time and place of incident;
- Name and, where relevant, job title of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc
- Name of the first aider or person dealing with the incident.
- Parents are informed of all incidents/ injuries by email.
- It is appropriate to contact parents by phone if there are concerns about the injury.
- Staff should complete an accident form via Medical Tracker if they sustain an injury at work.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

## 17. Reporting to the HSE

The General Welfare Officer and Main First Aider, in conjunction with the Head Teacher and School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major

injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - 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 whole body's total surface area; or
    - 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Head Teacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

## 18. Monitoring arrangements

This policy will be monitored and reviewed by the Head Teacher, General Welfare Officer and the School Business Manager every year.

At every review, the policy will be approved by the Governing Body.

The first aid provision will be reviewed by the General Welfare Officer, School Business Manager in conjunction with Kier at least annually.

## 19. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Supporting pupils with medical conditions
- Administering Medication Policy
- Allergy Safety Policy

**APPENDIX 1**
**Our First Aiders are:**

**CHILDREN NEEDING FIRST AID**

All support staff have been trained in basic First Aid

If you need a First Aider to help a child, the following are centrally available

- Lorna McLean Ext 201
- Brigid Montgomery Ext 204
- Kirstie Hunter-Leitch Ext 208




**SOUTH GROVE FIRST AIDERS**

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| Miss S. Lovell-Young | Teacher | Paediatric First Aid – 17/01/2027 |
| Ms. L. McLean | Office Manager | Paediatric First Aid – 17/01/2027 |
| Ms B. Montgomery | Extended Day Lead | Emergency First Aid at Work- 02/09/2028 |
| Jade Purcell | Early Years Practioner | Paediatric First Aid – 30/06/2028 |
| Sarah Freeman | Early Years Practioner | Emergency First Aid at Work- 02/09/2028 |
| Helen Pomfret | Early Years Practioner | Paediatric First Aid – 30/06/2028 |
| Nooriah Habibmoussa | Early Years Practioner | Paediatric First Aid – 17/01/2027 |
| Rabeea Mohammed | Early Years Practioner | Emergency First Aid at Work- 02/09/2028 |
| Maxine Webster | Early Years Practioner | Emergency First Aid at Work- 02/09/2028 |
| Erika Bonikova | Lunchtime Assistant/ Wrap Around Crew Lead | Emergency First Aid at Work- 02/09/2028 |
| Mrs. R. Begum | Lunchtime Assistant | Emergency First Aid at Work- 02/09/2028 |
| Mrs. S. Usmani | Lunchtime Assistant | Emergency First Aid at Work- 02/09/2028 |
| Ms. K. Wakefield | Lunchtime Assistant | Emergency First Aid at Work- 02/09/2028 |
| Mrs. S. Mazhar Ul-Haque | Lunchtime Assistant | Emergency First Aid at Work- 02/09/2028 |
| Firoza Bibi Pathan | Lunchtime Assistant | Emergency First Aid at Work- 02/09/2028 |
| Julie Bailey | Lunchtime Assistant | Emergency First Aid at Work- 02/09/2028 |
| Chris Hepting<br>Observed only | Lunchtime Assistant | Emergency First Aid at Work- 02/09/2028 |

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| Katarzyna George | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Laichan Chau | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Hassiba Tali | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Hanane Toumi | Teaching Assistant<br>Breakfast Club Assistant | Emergency First Aid at Work- 02/09/2028 |
| Adrian Sill | Teaching Assistant | Paediatric First Aid – 17/01/2027<br>Emergency First Aid at Work- 02/09/2028 |
| Rekha Kotecha | Teaching Assistant<br>Breakfast Club Assistant | Emergency First Aid at Work- 02/09/2028 |
| Vatsla Sharma | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Jane Lewis | Teaching Assistant<br>Wrap Around Crew Assistant | Emergency First Aid at Work- 02/09/2028 |
| Julie Lewis | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Rehana Khan | Teaching Assistant | Paediatric First Aid – 17/01/2027<br>Emergency First Aid at Work- 02/09/2028 |
| Amy Jewell | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Therese Monaghan | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Farhat Hussain | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Fathima Rawat | Teaching Assistant | Emergency First Aid at Work- 02/09/2028 |
| Shabnam Malek | HLTA Cover Supervisor | Emergency First Aid at Work- 02/09/2028 |
| Khadija Patel | HLTA Cover Supervisor | Emergency First Aid at Work- 02/09/2028 |
| Mrs. K. Hunter-Leitch | Welfare Officer /HLTA | Paediatric First Aid – 17/01/2027 |
| Noreen Akhtar | Wrap Around Care Assistant | Emergency First Aid at Work- 02/09/2028 |

All support staff have basic one-day training every three years.