

FIRST AID

If a student is unwell or has a minor injury they should report to Student Services* where the decision will be made as to the most appropriate course of action. Students out of lessons should have a note of explanation that is signed by the teacher and shows the time and date.

In the case of a serious accident or incident a message should be sent to the Student Services Officer who will attend to the student.

Usual Location	First Aiders	Validity	Ext where available
Student Service	Katherine Walsh	Nov 2013	222
Pastoral Support Office or Reception to contact via walkie talkie	Kim McMillan	Aug 2015	227
Blue Diner at lunch time or Art Room or DT Tech workshops during class time	Caroline Cook	July 2015	234
Office in Performing Arts Building	Nicola Buchan	Aug 2016	201
Appointed Persons			
Admin Office	Kim Hyde	Dec 2013	223
Blue Diner	Debbie Hearn	Mar 2013	
Blue Diner	Maria Hutton	Mar 2013	
Blue Diner or Classrooms	Ruth Devane	Mar 2013	
Finance Office	Collete Gibson	Mar 2015	233
ICT	Jordan Bailey	Mar 2015	237
ICT	Mohammad Uddin	Mar 2015	237
Pastoral Support Office or Reception to contact via walkie talkie	Charlotte Clements	Mar 2015	213
PE Teaching Staff	Charlie I' Anson	Mar 2015	214
Drama/English/DofE	Stephanie Jones	Apr 2016	235
Reception	Joan Bugsgang	Dec 2013	210
Reception to contact via walkie talkie	Marco Faria Da Cruz	Mar 2013	
Resources	Jenny Davison	Mar 2013	224
Science Prep Room	Helen Cleary	Mar 2015	215
Science Prep Room	Sheila Richards	Mar 2015	215
Teaching Assistants in Classrooms	Bozena Millar	Mar 2015	
Teaching Assistants in Classrooms	Cathy Perea	Mar 2015	
Teaching Assistants in Classrooms	Emma Brauer	Mar 2015	
Teaching Assistants in Classrooms	Janet Burgess	Mar 2015	
Teaching Assistants in Classrooms	Julia Arnold	Mar 2015	
Teaching Assistants in Classrooms	Katie Swindell	Mar 2015	
Teaching Assistants in Classrooms	Kelly Pollard	Mar 2015	
Teaching Assistants in Classrooms	Kim McCartney	Mar 2015	
Teaching Assistants in Classrooms	Lesley Wilsdon	Mar 2015	
Teaching Assistants in Classrooms	Lynda Cooke	Mar 2015	
Teaching Assistants in Classrooms	Maria Gledhill	Mar 2015	
Teaching Staff in Classroom	Leslie Jackson	Mar 2015	
Teaching Staff in Classrooms	Bertha Nsong	Mar 2015	
Teaching Staff in Classrooms	Helen Tysoe	Mar 2015	
Tech workshops	Andy Lazell	Mar 2013	234

Persons trained in the use of EPI Pens are: Maria Hutton, Jane Gunner Jill McDermott, Kath Walsh

First aid boxes are located in the Main Office, Student Services, Science Prep Room, Food Technology, Design & Technology, Art Block and disabled toilet in Performing Arts. The kitchen have their own First Aid Box.

If required an ambulance will be summoned by the First Aider. Students over 15 years of age can go in the ambulance unaccompanied. Next of kin will be called at the same time as the ambulance; in the case of students it is usually a parent that accompanies the child. We try to ensure that any member of the school community is accompanied in an ambulance if that is their preference.

* Student Services is normally shut every day for lunch between 12.20 - 12.50pm. If a student needs medical attention during this time they need to report to Reception where a member of staff will be able to look after them. If a child has a serious injury ie: requires a fully qualified first aider, please ask Reception to contact Kim McMillan, Caroline Cook or Nicola Buchan as they all hold a current First Aid at work certificate.