



## MEDICAL AND FIRST AID POLICY

**This policy applies across the College at all age ranges including Early Years, Prep and Senior Schools. It should be read in conjunction with the Early Years Foundation Stage, Staff Code of Safe Conduct and Trips policies.**

St. Columba's College is conducted in the educational tradition of the Brothers of the Sacred Heart. As such it nurtures a holistic environment which includes a commitment to academic excellence, religious values, friendly discipline, and personal attention.

Policy owner:	Lead College Nurse / Assistant Head Staff and Student Wellbeing
Date reviewed:	February 2026
Date of next review:	February 2028
Ratify by governors:	ESP and Board (Feb 2026)

Section 1	Introduction
Section 2	Staff and Training
Section 3	Access and Availability
Section 4	Records and Information
Section 5	Parental Responsibility
Section 6	Medication
Section 7	Cleaning body fluid spillages
Section 8	Routine Screening and Immunisations
Section 9	Games and Physical Education
Section 10	Educational Visits
Section 11	Emergency Response
Section 12	Anaphylaxis
Section 13	Asthma
Section 14	Head/Neck Injury
Appendix 1	Staff First Aiders and Training Dates
Appendix 2	Location of Medical Kits, Eye Irrigation and Defibrillators
Appendix 3	Medication Consent Form

A **Brothers of the Sacred Heart Foundation** serving youth through Catholic Education in St Albans.

A member of the HMC & IAPS. St Columba's College and Preparatory School is a Company limited by guarantee.  
Registered as above. Registered Company No: 4228443 Charity No: 1088480 VAT No: 479 9962 95

## **Section 1 Introduction**

The College seeks to educate its students in a safe, secure and orderly environment. As such the physical and emotional well-being of the students is a central concern. To ensure that each student can access the curriculum and extra-curricular opportunities available, the College has a medical team to address or refer minor and more serious medical matters as assessed. They are also the experts who support staff and students by responding to their health needs and providing training in health-related issues pertinent to the daily operation of the school. The medical staff therefore have a central role in advising parents, students and staff on all health matters.

## **Section 2 Staff, Training and School Responsibilities**

The College is committed to ensuring that students receive appropriate medical support and emergency care while on site and during school activities.

### Medical Staff

- The College employs two qualified nurses – the Lead College Nurse and a second nurse – who can be contacted on **01727 892022** (Direct Line).
- The Nurses oversee day-to-day medical care, manage student health records, coordinate Individual Health Care Plans, maintain medical equipment, and support students with ongoing or chronic medical needs.

### First Aiders

- A number of staff across the College are trained First Aiders and may be called upon in an emergency. Their names are displayed on notice boards in staff rooms and reception areas.
- Refresher training is undertaken as required every three years.
- Paediatric First Aiders are present in Early Years between **7.30am and 5.30pm**, Monday to Friday, and accompany school trips.
- Science Technicians and PE staff receive specialised emergency training, and PE staff carry a dedicated Touchline First Aid bag for fixtures and outdoor activities.

### First Aid Equipment

- First Aid Kits and Eye Wash Stations are placed in key locations throughout the College, regularly checked and replenished by the Nurses.
- All College minibuses are equipped with a First Aid Kit.
- The Nurses ensure that emergency medications (e.g. EpiPens, inhalers, diabetic supplies) are stored safely but remain accessible for rapid use, including during off-site activities.
- First Aid kits are checked every term by the College Nurses.

### Training and Information

- All staff receive training to deal with medical emergencies relevant to their role.
- As part of induction, new staff and students are informed about how to obtain help in the event of an accident or illness and the location of medical facilities.
- The College Nurses provide termly emergency medical training for new staff and regular update sessions for current staff. Topics include the use of EpiPens, responding to anaphylaxis, asthma management, diabetic emergencies, and procedures for summoning First Aid or an ambulance.
- Students with serious medical conditions are highlighted at a staff meeting at the start of each academic year and appear on a medical spreadsheet circulated to staff. If a student with a medical condition joins the College during the academic year the College Nurses will amend the medical spreadsheet and will notify staff accordingly. A list of students with medical conditions is available to enable teachers to understand the needs of those they teach.

## School Responsibilities

- Maintain safe and appropriately equipped medical facilities for assessing illness or injury.
- Ensure secure and compliant storage, administration and recording of medication.
- Provide and oversee the implementation of Individual Health Care Plans for students with significant medical needs, in collaboration with parents and healthcare professionals, and will include annual reviews and update. It is the responsibility of parents to inform the College of any in-year changes which may occur.
- Ensure emergency procedures are clear and consistently followed, including liaison with parental contacts and emergency services when required.
- Promote the health and well-being of students through guidance, early intervention, pastoral support and internal communication about issues.
- Ensure medical provision at school events, fixtures and trips as appropriate.
- Communicate effectively and proactively with parents regarding medical needs of the students.

### **Section 3 Access and Availability**

All students have access to the Medical Room throughout the day from 8am until 5.30pm. Senior School students may drop into the room before the day begins and during breaks. At all other times students must first gain a staff member's permission before going to the Medical Room. Students are encouraged to visit the Nurse during breaks instead of during class time. If a student needs to leave lessons due to illness or injury, they are accompanied by another student or member of staff. In an emergency or in their absence from the Medical Room the Nurse can be contacted by telephone (Ext 222 or 01727 892022).

When Prep pupils need to access the Medical Room they firstly report to the Prep Office. The Prep Office will check the nurses' availability and supervise movement from the Prep building to the Medical Room as required.

The College Senior PE team is trained in specific sports pitch-side first aid, and they attend the Senior Rugby fixtures and other extended curriculum sports as appropriate. During weekdays, if necessary, they call the College Nurse for support. The College Nurses attend Sports Days across both schools and are also present at Open Days and other major events. Weekend fixture cover is provided by an external agency and/or First Aid trained staff members.

Staff are welcome to seek advice from the College Nurses if unwell or needing over the counter medicines, e.g. paracetamol. Staff members are responsible for determining if any medications they are taking, e.g. strong painkillers, will impact on their ability to work safely.

### **Section 4 Records and Information**

On entry to the College, parents and guardians complete a Student Information/Medical Form with the student's medical history, current medical issues, immunisations and permission for paracetamol and other over the counter remedies, including ibuprofen if appropriate, to be administered at school if necessary. Consent for treatment with simple remedies in a first aid or emergency situation is also obtained and parents must write to withhold permission or advise of new allergies/conditions.

Where medical conditions demand, Individual Health Care Plans are formulated and acted upon. These must operate if a student suffers from severe asthma/epilepsy/diabetes/allergies, or any condition not covered by the standard questions on the medical form. This information is stored on the computer system and sent to parents annually for updates, with a response required (including nil returns). All information is held and used in accordance with the Data Protection Act.

The Individual Health Care Plans are kept on Teams. Access to this is limited to the College Nurses, First Aid at Work trained staff members, the Head, Deputy Head and Assistant Head for Staff and Student Wellbeing in the Senior School and the Prep Leadership Team.

All visits to the Medical Room for treatment or referral are logged on SIMS and a medical spreadsheet. This records the date, time and nature of the condition, accident or injury as well as any treatment resulting. This may be in terms of medication administered or referral made to outside agencies.

New conditions, illnesses or medical problems which may affect a student's ability to access the curriculum are communicated to all staff via the daily Staff Bulletin/briefing in the Senior School and via the Bulletin Board in the Prep.

If an accident occurs anywhere in the College (including science and sports), being Prep or Senior, it must be logged using the online medical incident form and it should be completed by the staff member that witnessed the incident or, in the event of no witnesses, the medical team. This form can be found on Teams or in QR code in Senior and Prep staff rooms and receptions, as well as on the first aid signs located in multiple areas of the College. Alternatively, the form can be accessed through the following link: [Medical Incident Form](#). It is the Lead Nurse's responsibility, if made aware of a medical incident, to ensure this is completed by the relevant staff who were witness to the incident.

The College Nurse reports any of the following to the Health and Safety Officer who will in turn notify [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](#) to minimise the likelihood of recurrence:

1. death
2. major injuries
3. injuries sustained on the College site resulting in an employee or student being away from the College or unable to perform their normal duties for more than three consecutive days
4. injuries to the public or people not at work where they are taken from the scene of an accident to hospital
5. some work-related diseases
6. dangerous occurrences where something happens that does not result in an injury but could have done.

## **Section 5 Parental Responsibility**

Parents have primary responsibility for their children's welfare and health and as such must understand and accept their part in responding to medical issues. Parents must inform the College Nurses by email if their child(ren)'s medical records need updating.

A student is not to be sent to College if he/she is infectious or has been suffering from diarrhoea or vomiting in the previous 48 hours or is unable to attend all lessons. If the student has an episode of vomiting at the College, he/she will be assessed by the College Nurse who will evaluate, on an individual basis, regarding other symptoms and possible causes. A decision as to whether or not the student will go home, will be made after this assessment.

In the event of illness / injury the College Nurses will assess students on an individual basis and will communicate home if the Nurse feels it is appropriate. The decision to contact parents is made depending on the severity of the illness or injury and the impact it has on the student's routine but would always be made in the case of:

- Head Injuries
- Wounds classified above superficial
- Eye injuries
- Injuries requiring treatment outside of school

If a student falls ill or sustains injury whilst at College and is either unable to return to formal lessons or treatment is beyond the remit of the Nurse, parents are informed and required to take them home or onward for further treatment. The obvious exception is in an emergency needing hospitalisation and transport by ambulance.

Permission to leave the site as a result of illness or injury is only given after a student has been assessed by a College Nurse. Parents are then contacted. A student may not make independent arrangements. If a parent is contacted independently of the College Nurse regarding illness or the desire to be picked up, parents must contact the College Nurse. In the absence of the College Nurse, permission can be granted by nominated First Aiders or any member of the College Leadership Team.

Parents are required to collect students from the College when the diagnosis indicates that they are not fit to travel independently, regardless of the means of transport they would ordinarily take home.

## **Section 6 Medication**

Parents and students must hand medication to be taken during the course of the school day to a College Nurse on arrival. This must be accompanied by the online signed consent form (available from the website or [Medical Consent Form](#)), or a paper consent form (available on the end of this policy) signed by the parent or guardian. The communication must state the name of the medicine, why the student is taking it, dose required, method of administration, time(s) it should be taken, duration and any possible side effects.

Medication must be provided in its original container. Students must not carry medication on their person (with the exception of asthma pumps, diabetes related medication and EpiPens). Medication is stored in a locked cupboard or fridge as necessary. Sharps boxes are provided by parents for students who require them. When necessary, unused or expired medications are returned to parents for safe disposal.

Parents must ensure that any medicines provided for use at College are in date and replacements provided prior to their expiry. The nurses will contact when necessary about this. Expired medication cannot be administered and will be returned to parents for disposal.

All medicines, including EpiPen/Jexts must be collected by parents at the end of the academic year in July. Any medicines not collected by the last day of the Trinity Term will be returned to parents at the earliest opportunity.

Nurses will contact parents where medication is likely to run out due to consumption or the stated expiry date has been reached.

Over the counter medicines (e.g. paracetamol, ibuprofen, antihistamine and creams) are not given without written consent by letter or annually returned parental information form. In addition, every effort is made to contact Lower Prep (including Early Years) parents before administering paracetamol/Calpol for illness or headache. Parents and guardians are informed of any over the counter medication given during the school day in writing. An email is sent to the parents of students who have received over the counter given from the College Nurse, stating the name of the medication, time, dose and reason for its administration.

For any other medicine (e.g. antibiotics or any other prescribed medication), a medical consent form should be completed every time a new course is starts.

If a student refuses or fails to attend to take their medication, this is noted on his/her records and parents are informed on the same day.

Staff who are taking medication which may affect their ability to care for children, should talk to a member of the Leadership Team and seek medical advice from the Lead Nurse. The leadership teams are responsible for ensuring that staff only work directly with children if medical advice confirms that the medication being taken is unlikely to impair that staff member's ability to look after children properly. Staff are aware that medication brought onto College premises must be securely stored, and out of reach of children at all times.

### Controlled Drugs (E.g. ADHD medications)

Controlled drugs must be handed to the Nurse by parents or students on arrival at College. When completing the medication consent form, the parent must state the time and days of the week on which the medication needs to be administered. Regular communication will be maintained with parents in regard to their child's attendance and any non-attendance on agreed days will be reported to the parent on the same day.

Controlled drugs are stored in a lockable metal drug cupboard in the Medical Room. A paper record is kept for audit and safety purposes. Medication administered is also recorded in the usual way. When no longer required, controlled drugs are returned to parents or guardians for safe disposal. It is strictly prohibited for a student to pass a controlled drug to another student, and any occurrence of this must be reported to a member of CLT.

### EpiPen/Jexts

It is encouraged for Senior students to carry their own Individual EpiPen/Jexts, so as to be easily accessible if required in an emergency. An extra can be provided to be stored securely in the Senior Reception Office. All Prep students' individual EpiPen/Jexts will be securely stored in the Prep Reception Office, but Prep pupils are also encouraged to carry their device if age appropriate. Parents must complete a consent form and care plan annually giving permission to administer the EpiPen/Jext in an emergency. EpiPen/Jexts remain in the College at all times, except on College trips, and must be replaced before their expiry date.

If the student fails to supply an EpiPen/Jext after being requested to provide one, and College staff are required to use a College EpiPen in emergency circumstances, the parent will be billed for a replacement EpiPen/Jext.

### **Section 7                      Cleaning body fluid spillages**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up as soon as possible wearing protective clothing and the College Nurse or Receptionist informed immediately so that the cleaners can be alerted to attend. Staff must wear protective clothing when handling soiled linen. Students' soiled clothing should be bagged to go home and never rinsed by hand.

### **Section 8                      Routine Screening and Immunisations**

Parents are advised that routine testing by an optician is recommended throughout their son/daughter's time at the College. If any cause for concern regarding a student's vision and/or hearing is identified by College staff, parents will be contacted on an individual basis.

Diphtheria, Tetanus and Polio and MenACWY immunisations take place in Form 3.

Flu Vaccination take place in Reception to Form 5.

HPV immunisations take place in Form 2.

These immunisations are organised co-operatively with Vaccinations UK/Immunisations Team NHS. Parents will receive an online consent form a minimum of two weeks before the planned date.

### **Section 9                      Games and Physical Education**

PE and Games staff assume students are fit to participate if they are in College, unless incapacitated by physical injury or have a signed doctor/parent note which prohibits taking part. Colds, coughs, and minor ailments are not accepted as reasons to withdraw from such lessons. If a parent regards their child as unfit to participate in Games because of such conditions, the child must remain at home until recovered.

## **Section 10 Educational Visits**

Staff supervising trips are always aware of students' specific medical needs and a copy of the Individual Care Plan is taken, if appropriate. Arrangements are made for taking any necessary medicines, along with a log of medication administered. At least one staff member accompanying the trip must have completed the "Administration of Medication in Schools" course.

## **Section 11 Emergency Response**

Before calling an ambulance, the College Nurse/first aider will assess the casualty by following the [Primary Survey](#) (DRS. ABC: Danger, Response, Shout, Airway, Breathing, Circulation) to see if they have any life-threatening or other serious conditions. If the area isn't safe for you to make this assessment, then call an ambulance straight away. If someone's condition is life-threatening or you feel they need IMMEDIATE medical help, for example, if you think they are not breathing, have had a [heart attack](#), have a [spinal injury](#) or if they're [bleeding severely](#) then call 999 or 112 for an ambulance.

## **Section 12 Anaphylaxis**

Anaphylaxis is a severe and life-threatening allergic reaction. It may be triggered by allergens, or allergy provoking proteins, which commonly include foods such as eggs, cow's milk, shellfish and nuts, particularly peanuts. Anyone may react in such a way for the first time at any age.

Symptoms usually occur immediately after exposure to the offending allergen although they can occur after a few hours. They may vary in severity in individual children/adults and in response to different allergens.

Symptoms may include the following:

1. a feeling of being unwell
2. urticarial rash (nettle rash/hives)
3. sweating, nausea, vomiting diarrhoea
4. a feeling of itchiness, particularly around the mouth and tongue – "funny" metallic taste in mouth
5. swelling of the face, eyelids, and lips
6. sneezing

Severity increases with progression to:

1. a rapid weak pulse
2. wheezing, noisy breathing and shortness of breath
3. difficulty swallowing
4. feeling faint or floppy
5. a hoarse voice and or feeling a lump in the throat

Anaphylactic shock: loss of consciousness, obstruction of airways and possible cardiac arrest

Prevention is the first and foremost important step. The College:

1. alerts all staff who may come into contact with such students to the fact that they have a serious life-threatening allergy;
2. encourages the family to obtain a Medic alert bracelet for their son or daughter with details of action to be taken;
3. educates the student at an age-appropriate level on the risks of eating foods and coming into contact with an allergen which is dangerous to them, including that the allergen is not always visible and may be present as part of a food mixture. Students are counselled not to accept treats from friends;
4. via the College caterers, accommodates students with allergy problems, where possible, excluding offending foods. If required, individually prepared meals are provided. Parents may prefer to provide a packed lunch; and

5. responds to questions from peers in the form of a clear health education talk to help dispel any feelings of isolation the students may feel.

### **ADVICE FOR STAFF**

#### **If the College Nurse is unavailable in an emergency:**

1. Call for help.
2. Maintain a comfortable position while conscious.
3. If unconscious, place the student in the recovery position, loosen clothing and do not over crowd.
4. One member of staff should stay with the student at all times to monitor signs.

#### **Never leave the casualty unattended.**

1. One member of staff should call the emergency services (999), stating the student is having an anaphylactic reaction to convey the urgency of the need for help.
2. Parents should be contacted.
3. Depending on the student's signs, specific actions may need to be taken according to his/her own Care Plan. This should be referred to if possible. This may include giving oral medication or an injection via the EpiPen/Jext
4. Make a record of signs and action taken (to be later transferred to Anaphylactic Reaction Record sheet) and hand a copy to the paramedics.
5. The College Nurse will liaise with parents/guardians to ensure replacement of any used medication on the student's return to College and will work with appropriate health professionals for support following the incident.

### **Section 13 Asthma**

Asthma is a condition that affects the airways, the small tubes that carry air in and out of the lungs. During an asthma attack the muscles around the airways tighten so that the airways become narrower. The lining of the airways becomes inflamed and begins to swell, making it difficult to breathe and leading to symptoms. Sometimes there is a recognised trigger for an attack, such as an allergy, a cold, a particular drug or cigarette smoke. At other times there is no obvious trigger.

#### Inhalers

Students with asthma usually deal with their own attacks using a reliever inhaler at the first sign of an attack. Very young children may need help and guidance. Most reliever inhalers are blue or have a blue cap. A plastic diffuser or "spacer" may be fitted (particularly for very young children) to an inhaler to help the student breathe in the medication more effectively. These medications relax the muscles surrounding the narrowed airways and help the airways open wider, making it easier to breathe.

Upper Prep pupils who need an inhaler are encouraged to carry their own inhaler at all times although support is offered depending on the age/maturity of the pupil. Students in Lower Prep, including EYFS, who need an inhaler have this appropriately stored in their classroom. The class teacher ensures that the inhaler is brought to all other activities and events. All pupils are permitted to use inhalers when necessary

Each inhaler must be clearly marked with the child's name and form. A spare, named, inhaler is encouraged to be left in the Medical Room as a back-up and for emergencies. Inhalers must always be available during PE and Games lessons

"Preventer" inhalers are used regularly at home to help prevent attacks and will not normally be in school. They usually have a brown or white cap. "Preventer" inhalers are not an effective treatment for asthma attacks and should not be used in this situation.

---

Symptoms of asthma may include the following:

1. coughing
2. wheezing or a whistling noise in the chest
3. shortness of breath
4. tightness in the chest

#### Asthma attacks

It is important if a student has asthma symptoms that they receive treatment as soon as possible. Using a reliever inhaler may be all that is needed to relieve the symptoms.

1. administer 2 puffs (blue) reliever inhaler immediately and call the College Nurse;
2. sit the student down and ensure any tight clothing is loosened. Do NOT lie him/her down
3. if there is no immediate improvement continue to administer 2 puffs of the reliever inhaler every 2 minutes to a maximum of 10 puffs;
4. if the student does not feel better or you are worried at ANYTIME before you have reached 10 puffs, call 999 for an ambulance; and
5. if the ambulance does not arrive in 10 minutes, continue to give 2 puffs every 2 minutes for another 10 minutes total and administer one puff of the reliever inhaler every minute after this until help arrives.

#### **Section 14 Head/Neck Injury**

Head injuries can occur anywhere and in any activity. All staff, including part-time assistants, must be aware of the procedure to follow in the event of a head or neck injury, on or off site.

The College seeks to provide a safe return to all activities for all students after injury, particularly after concussion. To manage head injuries effectively and consistently, these procedures help to ensure that students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to school activity.

Any head or neck injury is treated as serious until professional medical diagnosis is obtained.

Symptoms of head injuries are usually mild and short lived, but this diagnosis is to be made by the College Nurse or a medical professional and not by the staff member supervising at the time of the injury. Symptoms may include:

1. a mild headache
2. nausea (feeling sick)
3. mild dizziness
4. mild blurred vision
5. unconsciousness – either brief (concussion) or for a longer period of time
6. fits or seizures – when the body suddenly moves uncontrollably
7. difficulty speaking or staying awake
8. problems with the senses – such as loss of hearing or double vision
9. repeated vomiting
10. blood or clear fluid coming from the ears or nose
11. memory loss (amnesia)
12. child reports feeling sluggish or foggy

#### Procedure

A student who sustains a head or neck injury, however minor, must be escorted to the College Nurse immediately where possible and never left alone. Untrained staff or those who are unsure about the severity of the issue should inform the student to remain still until they are checked by a Nurse/First Aider. If the College Nurse is not available, the staff member(s) on duty should call for medical assistance (999/111). Under no circumstance should a student with a head injury be left alone or sent home unsupervised.

Students on sports teams or taking part in events with the risk of head or neck injury are given instructions about what to do if they witness a head/neck injury when no staff are immediately present. Such training for students is part of the orientation each year at the start of Michaelmas term.

If the student has lost consciousness at all, he/she should be sent to A&E by the College Nurse, or in the absence of the Nurse or designated First Aider, by a supervising staff member. The College Nurse or lead First Aider should inform the student's parents/guardian as soon as possible of the injury and need for a visit to A&E. A school accident form is completed and a staff member (usually the one that witnessed the event) is responsible for reporting the accident. All incidents of head or neck injury must be reported to the College Nurse for record keeping purposes.

If the injury is minor, a neuro assessment is carried out in the Medical Room and, if the student is feeling well, they will return to lessons. Prep students return with a letter for their class teacher to give to their parents/guardians at the end of the day with a verbal explanation. Senior School students are given a note to show their teachers and a letter to take home. A phone call is also made by the nurses to the parents to inform them regardless of age.

If the injury is more significant, the College Nurse will decide whether or not the student remains in College. If he/she stays, the nurse informs home by telephone as well as following the above procedure. Students remaining in College in these circumstances will be made aware of the symptoms of head injury and should return to the Medical Room in the event that they experience any of the symptoms listed above.

#### Recuperation

Students with a diagnosed head injury will not be able to play any contact sport at school for three weeks from the date of the accident, but they may take part in some light physical exercise with the written permission of a medical professional or the student's GP.

Refer to the Rugby & Contact Sport Head Injury Policy Supplement for the procedure to be followed for Graduated Return to Activity (GRTA). [Grassroots Concussion](#)

The Rugby Football Union section in the Graduated Return to Play provides guidelines for players aged U19 to return to play. The individual must have a minimum 2 weeks of rest and be symptom free before the six stages of the GRTP come into action. **Once the GRTA has been followed the College requests that parents gain full clearance from a doctor before the student plays rugby again (training/games/match) if symptoms continue beyond 14 days post-injury.** The earliest return to play is 21 days if symptom free.

#### First Aid for Neck Injuries

Any suspected neck injury is to be reported to the College Nurse. If the injury is not life threatening, a student or staff member should in the first instance contact the College Nurse or call 999 and ask the casualty to remain still until assistance arrives. If it is obvious the injury is serious, then follow the guidelines below.

First aid for neck injuries can significantly prevent an individual suffering further damage.

#### Emergency Treatment:

1. Dial 999 immediately and then contact the College Nurse – Ext. 222 or 01727 892022.
2. DO NOT move casualty unless absolutely necessary to save life.
3. DO NOT bend or twist victim's neck or body. Careful handling is extremely important.
4. Check casualty's breathing. If breathing stops, open airway.
5. Maintain position in which casualty was found, even if neck or back is bent, and immobilize head, neck, shoulders and torso.
6. Roll up towels, blankets, or clothing and place around head, neck, shoulders and torso to stabilise the neck without moving it.

## Appendix 1 Staff First Aiders and Training Dates

All staff listed have undertaken Emergency First Aid at work. Further training is listed in the right-hand column.		
Name	Position	First Aid
BALDWIN, Paula	TA + After School Care	April 24 - 27 (Paediatric 6h)
BATTEN, Charlotte	Lower Prep Lead	April 24 - 27 (Paediatric 6h)
BAKER, Natasha	Head of Prep Music	July 25-28 (CTQ L3 Award in First Aid for Schools)
BATTEN, Nick	Teacher/ Transition Co-Ordinator	June 23-26 (Paediatric 6h)
BOLAND, Kevin	Deputy Head Pastoral	June 23-26 (Pitch-side first aid)
CANCELLIERE, Lili	Secretary	July 25-28 (CTQ L3 Award in First Aid for Schools)
FREEDMAN, Elizabeth	Teacher	April 24 - 27 (Paediatric 6h)
HOLLAND, Vanessa	SEND Administrator	June 23-26 (Paediatric 6h)
JEFFREY, Adele	Teacher	April 24 - 27 (Paediatric 6h)
KEATING, Heidi	Teacher	April 24 - 27 (Paediatric 12h incl. EYFS)
LEWIS, Gill	Teacher	July 25-28 (CTQ L3 Award in First Aid for Schools)
LORMAN, Hannah	Teacher	April 24 - 27 (Paediatric 6h)
MALHOTRA, Tilk	Teacher	July 25-28 (CTQ L3 Award in First Aid for Schools)
MATON, Charlotte	Deputy Head Academic & SENDCo	April 24 - 27 (Paediatric 6h)
MCCANN, Richard	Head of Prep	June 23-26 (Paediatric 6h)
MCCONACHIE, Ellie	PA of Head of Prep	June 23-26 (Paediatric 6h)
McLEOD, Liza	Teacher	July 25-28 (CTQ L3 Award in First Aid for Schools)
MUNCER, Geraldine	Teacher	April 24 - 27 (Paediatric 12h)
MURRU, Nicole	TA	April 24 - 27 (Paediatric 6h)
NOONE, Lillian	TA + After School Care	Sept 25 - 28 (Paediatric 12h incl. EYFS)
STOTT, Heather	Teacher	Jul 24-27 (Paediatric 6h)
TURPIN, Mark	Upper Prep Lead & PE Lead	August 24-27 (Pitch-side first aid)
WALSH, Laura	EYFS Lead	July 25-28 (CTQ L3 Award in First Aid for Schools + Paediatric 6h incl. EYFS)
WATTS, Amy	EYFS TA & Breakfast Club	Sept 25-28 (Paediatric 12h incl. EYFS)

Senior School First Aiders 2025/2026		
Name	Position	First Aid
BLACKMAN, Melanie	Senior Secretary	July 24-27 (Paediatric 6h)
BROWN, Emily	Subject Lead - Geography	Sept 23-26 (Paediatric 6h)
CHILDS, Ross	Subject lead - French	June 23-26 (Paediatric 6h)
CULLEN, Jack	PE Teacher	July 24-27 (EFAW)
DOBBYN, Charlotte	Science Technician	July 24-27 (Paediatric 6h)

DE SOUZA, Eduardo	Exams Officer & CCF officer	April 24-27 (FAW)
DE VOS, Ilze	Head of Stanislaus House, Teacher Mathematics	July 25-28 (EFAW + CTQ Level 3 Award in First Aid for Schools)
DEVEREUX, Jack	Teacher of Maths	July 25-28 (CTQ L3 Award in First Aid for Schools)
DIXON, Christopher	CCF - officer	April 24-27 (FAW)
FINN, Matthew	PE Teacher	June 23-26 (Pitch-side first aid)
FINN, Ruth	Teacher of History	July 24-27 (Paediatric 6h)
FOXWELL, Juliet	Sixth Form Supervisor & Music Co-Ordinator	July 24-27 (Paediatric 6h)
GAVAGHAN, Shauna	Catering Supervisor	July 24-27 (Paediatric 6h)
GRAVES, Stephen	Head of Latin	July 25-28 (CTQ L3 Award in First Aid for Schools)
HARTNUP, Sharon	Senior Secretary (SLT)	July 24-27 (Paediatric 6h)
HAWKINS, Jonathan	DT Technician	July 25-28 (CTQ L3 Award in First Aid for Schools)
HEWETT, John	CCF SSI	March 24-27 (FAW)
JACKSON, Peter	CCF – Contingent Commander	Dec 23-26 (FAW)
JAMES, Mary	Teacher of History & Deputy Head McClancy	July 24-27 (Paediatric 6h)
LIVESEY, Mark	Assistant Head Staff and Student Wellbeing	June 23-26 (Pitch-side first aid)
LOWLES, Adam	Head of Martin House, Director of Sport	June 23-26 (Pitch-side first aid)
MESTER, Adrian	Teacher of Computer Science	July 24-27 (Paediatric 6h)
MESTER, Moira	Head of Science	June 23-26 (Paediatric 6h)
MORAIS, Diana	Lead College Nurse	Sept 25-28 (Paediatric 12h)
MUNCER, Ralph	RAF/CCF Officer	April 24-27 (FAW)
MURPHY, Stephen	Head of Charles House	June 23-26 (Pitch-side first aid)
O’SULLIVAN, Barry	Chaplain	July 24-27 (Paediatric 6h)
OVERTON, Alice	Spanish Teacher	June 23-26 (Paediatric 6h)
PINTO, Sadrick	Head of McClancy House	July 24-27 (Paediatric 6h)
PETTENGELL, Chloe	PE teacher	July 24-27(EFAW)
PISANI, Deborah	Library	June 23-26 (Paediatric 6h)
POOLE, Kirsty	PE Teacher	June 23-26 (Pitch-side first aid)
RESTON, Katy	College Nurse	Sept 25-28 (Paediatric 12h)
ROWE, Anna	Deputy Head of Guertin House, Teacher of Mathematics	June 23-26 (Pitch-side first aid)
ROWLAND, Craig	Teacher of Science	July 24-27 (Paediatric 6h)
SEAGRAVE, Kellie	Teacher of Art	July 25-28 (CTQ L3 Award in First Aid for Schools)
SHEILS, Chris	Head of Joseph House	July 25-28 (CTQ Level 3 Award in First Aid for Schools)
STOTT, Heather	Teacher of Girls’ PE	July 24-27 (Paediatric 6h)
TAIT, Angela	Catering Manager	June 23-26 (Paediatric 6h)
TATHAM, Joe	Assistant Head Student Formation	June 23-26 (Paediatric 6h)
WELSH, Alison	Head of Estates	July 25-28 (CTQ Level 3 Award in First Aid for Schools)

## Appendix 2 Locations of Medical Kits, Eye Irrigation and Defibrillators

<b>Prep</b>	
<b>Ground floor</b>	Prep Office
	PE Hall – 3 kits
	Prep Playground door
	Mini plasters kit - 2 kits by the glass door (classrooms)
<b>1<sup>st</sup> Floor</b>	Art ADT. With eye irrigation
	Staff room
	Library
	Science. With eye irrigation
<b>Senior</b>	
<b>Main building</b>	Reception Office
	Main Kitchen
<b>Iona</b>	Iona Kitchen
<b>Science Block</b>	Science and Eye irrigation (techs room/known as Prep Room)
	Labs 1,4,5 and food technology
	DT 1 and 2 with eye irrigation
<b>6<sup>th</sup> form</b>	Sixth Form Office
<b>Tower 1<sup>st</sup> floor</b>	English Office
<b>Tower 2<sup>nd</sup> floor</b>	Art office with eye irrigation
<b>Vehicles</b>	Minibuses
<b>PE</b>	PE Sports large - multiple
<b>Medical Room</b>	Medical Room- general multiple.
<b>Student's Personal EpiPens &amp; Asthma pumps</b>	
<b>Student Spare EpiPens &amp; Asthma pumps</b>	Prep Office
	Senior Reception
	Medical Room
<b>School Emergency EpiPens</b>	Prep Office (back wall ORANGE BOX)
	Senior Office (under front desk)
<b>Defibrillators (3)</b>	Senior Reception
	Science & Technology block staff room
	Senior PE Office



## MEDICATION CONSENT FORM

To: College Nurses

### A: PERSONAL DETAILS

Student's Surname	First Name	Year	House

### B: MEDICATION

Name of Medication	Time of Dose	Amount	Start Date	End Date

### C: CONDITION

The medication listed above has been presented by:

family doctor     hospital consultant     myself as over the counter medicine  
for treatment of the following condition

--

(please continue overleaf if necessary)

### D: CONSENT

I give permission for the medication to be administered as detailed above.

Name (in BLOCKS)	Signature	Date

- Parents must inform the College Nurse of any change in long-term use of medication.
- All prescribed medication must be presented in original chemist containers complete with the pharmacy label detailing patient name, dose etc.