

Rowlands Gill Primary School

First Aid Policy

Date: September 2025

Re-adopted by Governors: May 2026

Next Review Date: May 2027



Policy review dates:

Review Date	Changes made	By whom	Date Shared
May 2020	Full overview	EE	01/07/2020
June 2022	Basic updates, removal of Covid references	LC	06/07/2022
May 2026	Addition of definitions, allowance and employee liability information and risk assessment reviewed.	WR	07/05/2026

Definitions

First-aid means:

- a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- b) treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse

First Aider:

Someone who has undergone the 3-day training course in administering first aid at work and holds a current first aid at work certificate.

First aid at work qualification includes emergency first aid.

Emergency First Aider in the Workplace (EFAW):

Someone who has undergone the 1-day training course which enables them to give emergency first aid to someone who is injured or becomes ill while at work.

Appointed Person:

Someone who looks after the first-aid equipment, facilities and calls the emergency services when required. They can also provide emergency cover, within their role and competence, where a first aider is absent due to unforeseen circumstances.

Paediatric First Aid:

Someone who has undergone the full Paediatric First Aid Course (a minimum of 12 hours training) in administering first aid to babies and children and holds a current paediatric first aid certificate.

Child:

For the purposes of first aid, the age definition of a child can best be defined as from 1 year old to the onset of puberty.

In the event of a minor accident anywhere in school, the pupil/adult is attended to by the nearest qualified first aid trained member of staff.

The injury is assessed for severity and in the case of grazed knees, elbows etc. the area is cleaned and dressed if needed. In the event of any head injury, a cold compress is applied to the wound, and the injured person is assessed. The parents/carers are always informed in the event of a head injury. If the injury cases immediate concern, medical assistance is sought.

A minor accident slip is completed by the first aider treating the child. A copy of the form is held in the book and the original copy given to the parents/carers on collection at the end of the day.

In the case of a more serious injury, or an accident that involves seeking medical attention, the incident must be reported online via an HS-20 form. This is completed by the adult who had the accident or in the case of a pupil, the responsible adult at the scene of the accident.

The HS-20 form is submitted to the Headteacher who then sends it to the LA Health and Safety Team. An anonymised copy must also be sent to our PFI partner if the injury was as a result of the premises or a defect within the premises.

First aid boxes are located: -

Stairwell at the bottom of KS1 stairs

Stairwell at the bottom of KS2 stairs

Staff Room (ground floor)

All first aid equipment is checked termly to ensure all items are in date and in place. Separate first aid bags are kept stocked and checked ready for school trips, specific to the activity taking place. A schedule is in place to ensure this happens.

First aid bags are kept on the yards during lunchtime.

Head Teachers/Governing Bodies Responsibilities

Arrange first aid provision depending on the outcome of the assessment of first aid needs. This involves consideration of workplace hazards and risks, the size of the school, special needs of children and other relevant factors, to determine what first aid equipment, facilities and personnel should be provided. In some schools, different areas of activity may pose higher risk. E.g. some physical education and sports activities, design/food technology areas etc.

Assess the risk to employees (and others from operational activities) and ensure appropriate first aid arrangements are in place. This involves consideration of the size and layout of the school, hazards and risks identified and other relevant factors, to determine what level of first aid equipment, facilities and personnel should be provided.

When assessing what is adequate and appropriate, schools should take account of the following (not exhaustive): -

- the risk associated with work and activities in different parts of the school
- offsite activities
- after-school clubs
- pupils with medical conditions who may need support with administration of medication
- number of pupils from birth to 5-year-old (EYFS)
- the size and layout of the school
- any history or patterns of accidents
- the nature, working patterns and distribution of the employees
- the remoteness of the site
- the needs of lone workers
- employees working on shared or multi-occupied sites
- provision for lunchtimes and breaks
- adequate provision for leave/absences
- adequate provision for practical activities such as science, technology, and physical education departments
- provision for out-of-school-hours activities, e.g. sports and clubs
- agreed procedures for emergencies in isolated areas, e.g. on the playing field
- if a first aider accompanies pupils on offsite activities will there be adequate provision left available for the school?
- kitchen staff should arrange to share first aid provision with the school.

Ensure appropriate first aid arrangements are in place. These arrangements should be reviewed if there is a significant change to the workplace, tasks or hazards to which employees and others may be exposed.

Ensure first aid provision is available at all times when the premises are occupied.

Ensure that all employees are advised of the school's first aid arrangements, including the name, location and contact details of the nearest first aider. New employees should be made aware of this information during their induction.

Ensure that the parents are aware of the school's health and safety policy, including the arrangements for first aid.

Ensure compliant first aid notices are displayed prominently in all workplaces (white St Georges cross on a green background) and include the names and locations of the first aiders/emergency first aiders.

Ensure that at least one person who has a current paediatric first aider certificate is available on site at all times when under 7 years old children are present and ensure that at least one person who has a current paediatric first aider certificate is accompanying KS1 pupils during out of school trips. At least one paediatric first aider who holds a current paediatric first aid certificate must be on the premises at all times when children from birth to 5 years old are present. There must also be at least one person who holds a current paediatric first aid certificate available to accompany off site activities. **Training providers must meet the criteria set out in the EYFS document.** This requirement is monitored by Ofsted through their Inspection Framework.

Ensure that all first aiders, emergency first aiders and paediatric first aiders are provided with the correct training and arrange timely updates. Ensure that they receive all the necessary information, guidance and instruction which are relevant to fulfil their duties.

Ensure that the defibrillator is visually inspected daily and monthly inspections and records are completed using [HS-81](#).

Ensure appropriate PPE is provided to first aiders. As a minimum this should include resuscitation mask and a disposable apron. [HS11 PPE Risk assessment](#) must be completed.

Ensure that the parents are aware of the school's health and safety policy, including the arrangements for first aid.

Ensure that whilst children under 5 years old are eating ensure there is always a member of staff present in the same room with a full valid paediatric first aid certificate.

Headteacher / managers must notify payroll which first aiders are authorised to receive payments.

Headteacher / managers within schools must maintain all first aid training records and inform payroll upon training expiry or when the employee leaves the school via CRpaymastergeneral@gateshead.gov.uk

In schools' early years settings, employees who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a paediatric first aid qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early year's setting.

Where an employee has a disability that would prevent them gaining a paediatric first aid certificate, they are exempt from this requirement; however, they can still be included in the staff/child ratios if they are otherwise competent to carry out their childcare duties. Where possible, such staff should attend a relevant PFA training course and obtain written evidence of attendance.

First Aider and Emergency First Aider Responsibilities

Attend to a casualty when requested and administer appropriate first aid if required.

Monthly inspection the first aid boxes, checking that they are adequately stocked at all times and keep a record of it as per the schedule.

Record all first aid treatment administered, by using existing school arrangements.

First aid personnel must inform the Headteacher in sufficient time when their training certification period is nearing expiry so that updated training can be arranged. A training matrix should be kept and updated accordingly.

All staff in the school deal with minor incidents requiring first aid. During lessons, minor first aid is administered by the class teacher unless a first aider is required. (Staff use their own discretion and if unsure, call a first aider). If an accident occurs in the playground and first aid is required, a first aider will be called. At lunchtimes there is a first aider within the lunchtime staff and the office. If there is any doubt about the first aid requirement, qualified first aiders will be consulted, and their advice taken.

Where an automated external defibrillator is available in the workplace, it is important that those who may use it are appropriately trained. It is recommended that the maximum time between practice training sessions should be no more than 12 months.

Employees selected to provide first aid should be capable of coping with the training and be able to effectively use the knowledge and skills learned during the course. They should be capable of performing duties that may on occasions be physically demanding and they must be available to leave other tasks to respond immediately and more rapidly to the scene of the emergency.

First Aid Allowance

An employee who is authorised and designated as a first aider and/or a paediatric first aider i.e. not simply an emergency first aider or emergency paediatric first aider, they hold a current First Aid at Work certificate (3-day full training) and/or full paediatric training (minimum 12 hours training), and are an active and practising first aider, shall receive a first aid payment of £400 per year, paid as a monthly allowance.

Failure to renew the first aid qualification within the timescale will result in the monthly allowance being suspended until the employee completes the re-qualification course.

Employees where being a first aider (First Aid at Work) / paediatric first aider is part of an employee's job role are exempt from this payment.

Schools must notify payroll directly of first aiders who are entitled to the payment or when an employee is no longer entitled to the payment.

Employees' Liability as a first Aider / Paediatric First Aider

The legal implications for employees carrying out their role as a trained first aider, paediatric first aider or emergency first aider on behalf of their employer are no different from those arising any other way during the course of employment. If a client or another employee makes a civil law claim for damages, this claim will invariably be against the "employer" i.e. Gateshead Council.

In the extremely unlikely event of a civil claim being made against an individual employee, then Gateshead Council has a policy of indemnifying the employee against any claims made against them, including costs awarded, unless the employee has acted with gross or wilful negligence or recklessness without regard for the consequences of his or her actions.

First aiders and other members of staff must be aware that if they have to transport casualties in their own vehicle, they must ensure that their car insurance covers them for business use.

Contents of a First Aid Box

There is no standard list of items to put in a first-aid box. It depends on what the assessed needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

BS8599-1:2019 Workplace First Aid Kit Content				
Kit Component	Workplace first aid kit content			New Travel and monitoring kit contents
	Small	Medium	Large	
Guidance Leaflet	1	1	1	1x Guidance leaflet
Contents list	1	1	1	1x contents list
Conforming bandage	1	2	2	1x medium sterile dressing
Triangular Bandage	2	3	4	1x Triangular Bandage
Medium Sterile Dressing	2	4	6	10x plasters
Large sterile dressing	2	3	4	10x alcohol-free moist wipes
Eye pad sterile dressing	2	3	4	2x nitrile gloves
Plasters	40	60	100	1x resuscitation shield
Alcohol-free moist cleansing wipes	20	30	40	1x foil blanket
Adhesive tape roll	1	2	3	2x burn dressing
Nitrile disposable gloves (Pairs)	6	9	12	1x clothing cutters
Sterile finger dressing	2	3	4	1x adherent dressing
Resuscitation face shield	1	1	2	1x medium trauma dressing
Foil Blanket	1	2	3	
Burn dressing	1	2	2	
Clothing cutters	1	1	1	

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin needs to be given to a casualty who has had a suspected heart attack in accordance with currently accepted first-aid practice and following consultation with emergency services. Therefore, no other tablets or medicines should be kept in the first-aid box and administered by a first aider.

Therefore, other tablets or medicines are not kept in the first-aid box and must not be administered by a first aider.

In certain circumstances, it could be identified that first aiders may require additional items, for example: resuscitation mask, spillage kit, apron, clinical waste bags etc. and these can be found in the first aid cupboard in the first aid room.

Travelling First Aid Kit – Minimum Contents

Where travelling first aid kits are provided (e.g. on vehicles/ off site activities) the minimum contents should be:

- a leaflet giving general guidance on first-aid x1
- contents list x1
- conforming bandage x2
- triangular bandage x3
- medium sterile dressing x4

- large sterile dressing x3
- eye pad sterile dressing x3
- plasters
- alcohol-free moist cleansing wipes
- adhesive tape roll
- nitrile disposable gloves (pairs)
- sterile finger dressing x3
- resuscitation face shield
- foil blanket
- burn dressing
- clothing cutters

Disposal of Used Equipment, Dressings etc

All used first aid dressings, gloves and aprons etc must be disposed of into a sealed bag, e.g. plastic bag tied securely, before disposal into the waste. Where clinical waste arrangements are already in place disposal should be in accordance with these arrangements. A clinical waste bin is located in the first aid room which is emptied on a weekly basis by the Interserve contractor.

Hygiene and Infection Control in First Aid

First Aiders and Emergency First Aiders will be taught the basics of hygiene and infection control during their training courses. Spillages of blood, vomit, urine and excreta should be cleaned up promptly.

The following general actions must be taken by the person dealing with the spill:

Clear the immediate area of people. The use of hazard signs and cordoning may be necessary according to the circumstances.

Disposable personal protective equipment (PPE), including disposable gloves or equivalent and a disposable plastic apron must be worn.

Waste created by the administration of first aid is categorised as hazardous, as it may contain bodily fluids. However, in schools the amount produced is minimal and as such special arrangements for disposal are not generally required. Waste can be bagged, tied securely and disposed in a normal domestic bin.

Appendix 1**Checklist for assessment of first – aid needs****Hazards**

Use the findings of your risk assessment and take account of any parts of your school that have different work activities/hazards which may require different levels of first aid provision.

Aspects to consider	Impact on levels of first aid provision	Adequate provision Yes/No	Action required
What size is the school? Is it a split-level site?	The Headteacher/Governing Body will need to consider additional first aid provision depending on the layout and size of the site. They should consider how many first aid personnel are needed to provide adequate cover on each floor on a split-level site and out-lying building etc. Schools may need to consider provision to deal with mobile or lone working employees.	Yes	There are 3 first aid boxes in the school and a first aid room with supplies. There are also portable bags to take on visits. The boxes are located in the stairwells at the bottom of each set of stairs and there is also one in the staff room downstairs. All staff are aware of the location of the boxes. Number of First Aiders: 12
Are there any high-risk activities such as: - Use of chemicals or dangerous machinery, substances, hazardous tools, off-site activities, extra-curricular activities.	Consider: - Extra first aid equipment i.e. eyewash Make special arrangements for first aid provision close to the areas where there is a high risk as well as in other parts of the building. Practical departments such as D&T, Science, P.E. and Food Technology areas will have specific hazards associated with them and you will probably need to make different levels of provision available in these higher risk areas.	No	We have no hazardous materials used in school. If the teachers are using items outside of normal class room items they will risk assess the product before use.
Very young pupils or pupils with special educational needs on site or involved in offsite activities.	Determine what level of first aid is required to ensure appropriate levels of both adult and paediatric trained staff available at all times when	Yes	All first aiders have Paediatric first aid training. All TA's have training and two members of the office staff. Children who have medical needs have care plans with

	children are on the premises, including any off-site visits. Paediatric first aid should be available when children from birth to 5 years old are present.		their own medicine and require the same levels of first aid as others.
Passenger Carrying Vehicles.	If a school uses a minibus or public service vehicle as a means of transport during off site activities, they need to have on board a first aid kit and a suitable fire extinguisher.	Yes	Hired vehicles have a fire extinguisher and a school first aider would carry a travel kit.
Are there any pre/after school activities or lettings?	Remember that there needs to be appropriate levels of first aiders available at all times when children/adults are on school premises. Consider provision of both first aid at work and paediatric trained staff available as required.	Yes	A school TA is on duty to provide first aid cover during after-school clubs. The office team are available if needed. Sporting club providers have their own first aiders.
Are there any parent volunteers or ECT student teachers employed in the school?	Pupils and visitors should be considered as well as employees remember to include them in your risk assessment.	Yes	
Play/lunch breaks, as well as out of school hours activities. Offsite educational visits.	Many accidents at school occur at these times. You will need to consider the provision of first aid cover for all off site activities. If a first aider accompanies pupils on offsite activities, will there be adequate provision left available for the school, including paediatric first aid.	Yes	We have 2 first aiders available at lunchtimes. If there is a school trip, we still have staff onsite as first aiders.
Do you have sufficient provision to cover absences of first aiders/emergency first aiders or paediatric first aiders.	When deciding on the number of First Aiders, Emergency First Aiders and Paediatric First Aiders consider that there is enough cover available when they are away from work e.g. annual leave, sickness leave, training, etc.	Yes	All TA's, 2 members of the office staff, 2 LSAs and 2 teachers are fully trained.
Specific needs e.g. staff or pupils with special health needs, or disabilities	Different first aid procedures may apply to pupils in primary and secondary school, e.g. the age of the pupils may affect the type of first aid arrangements.	Yes	Staff are given training as necessary.

Do you have employees who administer medication? (e.g. an auto-injector (EpiPen/Jext) in the event of an anaphylactic reaction or any other medication)	Anyone expected to manage an anaphylactic emergency should be trained to a competent level. Anyone with a duty to administer medication should have additional training.	Yes	Staff have been given training in the use of epi pens during first aid training, but specific training is given by school/ specific nurses/ professionals if necessary for children with care plans.
Are there areas of the school where different levels of risk can be identified i.e. PE areas, sports fields, design technology areas, science blocks, laboratories or kitchens food technology areas, e.g. there is the potential for burn, eye injuries or sporting injuries?	You may need to consider different levels of provision in these higher risk areas.	Yes	Necessary first aid equipment is available in the first aid room for first aiders to use. Stock levels are monitored and replenished regularly. E.g. Eye wash, blankets, ice packs.
What is your record of accidents and ill health? What type are they and where did they happen?	You may need to consider your provision in certain areas.	Monitored	Accidents and incidents are monitored termly to check if there is a pattern occurring or areas of school that need to be looked at.

Service and location	Work activity:	Date of assessment	Review Date
Rowlands Gill Primary School	First Aid Provision	June 2022	May 2026
Name of Assessor and position	Approved by Head Teacher/Governing Body	Consultation	Reference Number
Lindsey Clarke – Head Teacher			RGPS – RA3

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
1) First Aid not readily available due to school being on split levels	Pupils, employees, visitors. Deterioration of medical state due to lack of provision.	- Medical Room is on the first floor, however, there are a further 3 first aid boxes maintained by First Aid Team. The boxes are distributed on both floors. - A further 2 first aid kits are available and stocked by Under 5's. They are held in Playgroup and the Community Use Room. - We have 12 trained first aiders, all with paediatric first aid. Our first aiders are split so that 4 work on the ground floor and 4 work on the first floor. 2 are in the office and 2 lunchtime supervisors.	- Stock the extra first aid box in the staff room for use if an accident occurs in the Hall during PE, assemblies etc. - Funky Monkeys and Under 5's have their own and check their own.	First Aid Team N Kehoe	Boxes checked termly	Ongoing Ongoing
2) Inadequate First Aid Treatment	Pupils, employees, visitors. Deterioration of medical state due to lack of provision.	- All designated first aiders have completed a 2-day Paediatric First Aid qualification. All training providers operate to the level required by the Health and Safety Executive. - Three yearly refresher training is attended to ensure certificates and knowledge is kept up to date.	Checklist of dates first aid training took place and renew when necessary	Admin Officer	Annual check of training needs	Ongoing
3) Insufficient First Aid Supplies	Pupils, employees, volunteer helpers. Deterioration of medical state due to lack of provision.	- The First Aid Team are responsible for providing/replenishing first aid stock in first aid room and to first aid boxes. - Supplies provided are suitable to deal with type of injuries likely to be received in School. - First Aiders are responsible to keeping check on stock levels and expiry dates of contents within their own area kit.	- Termly audit of stock to be arranged - Weekly and Annual check of Defibrillator to be arranged	First Aid Team Admin Officer	Termly Weekly Monthly	Ongoing

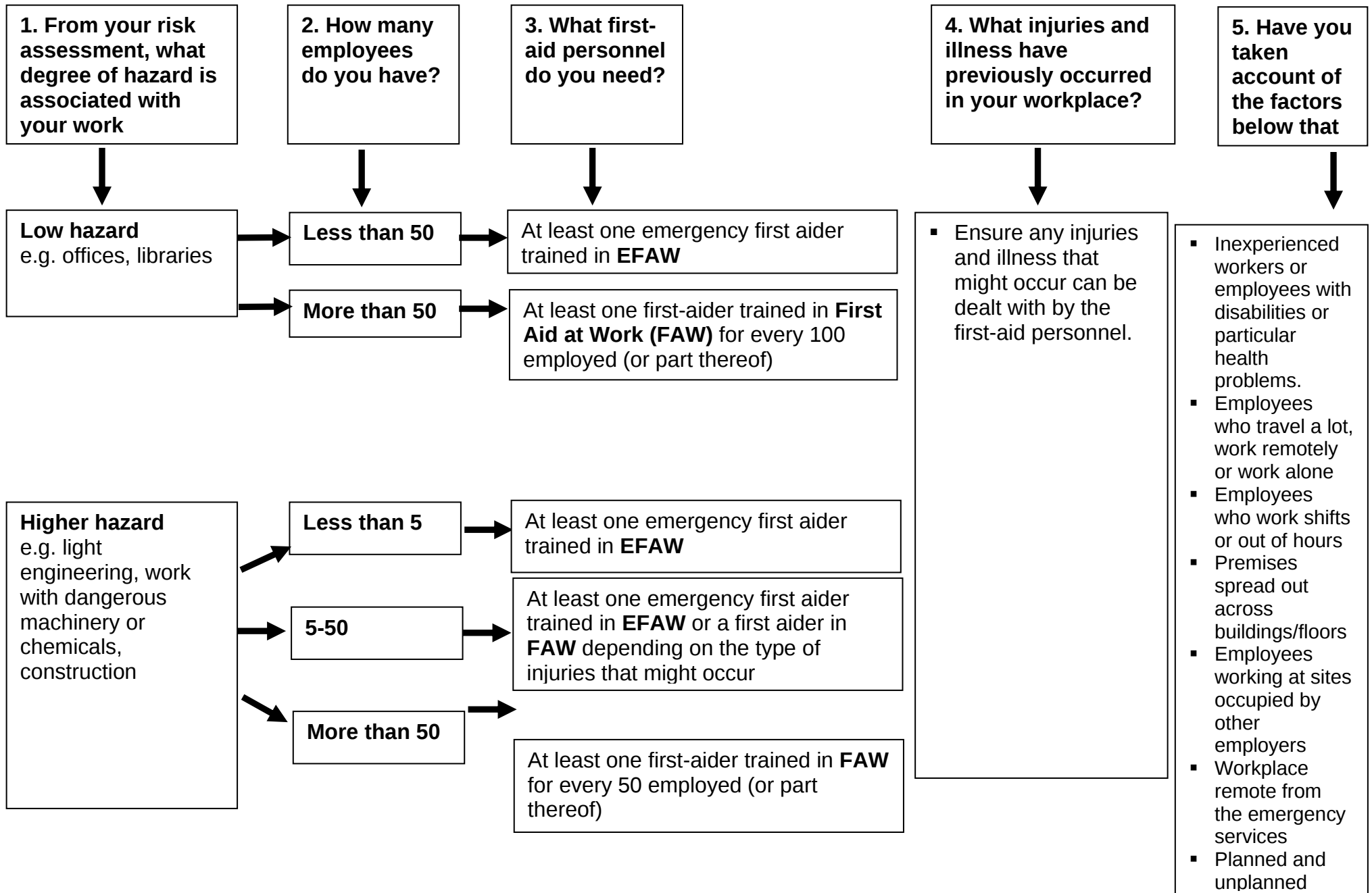
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
		ambulance is on route and able to access the school through the appropriate entrance. (Main entrance if upstairs, KS1 yard if downstairs). A member of staff should then be nominated to meet the ambulance/paramedic and escort them to the casualty location. Staff aware that use of a personal phone to make and emergency 999 call is permitted on site. On arrival the first aider will inform the paramedic of the casualty's condition and assist with arrangements/care.				
5) Accidents occurring during extra-curricular activities	Pupils, employees, volunteer helpers. Deterioration of medical state due to lack of provision.	- First aid provisions are available near all areas in school where after school clubs take place. - First aid provision details have been communicated to coaches of after school clubs. - First aid provision has been discussed with leader of the Under 5's and wraparound provider. - All after school clubs have access to a TA who is first aid trained.	- First aid provision details are to be communicated when new coaches are brought on site for after school clubs. - TA available for after school clubs every night.	Admin Assistant HT	Ongoing	Ongoing
6) Accidents occurring during off site visits	Pupil, employee, volunteer helpers. Deterioration of medical state due to lack of provision.	- When offsite the visit leader must take a well-stocked first aid kit and a trained first aider with them on the visit. - Class medical bags should be taken on any offsite visit. - Emergency contact lists and contact details for school are also taken on visits to ensure serious incidents are reported as soon as possible.	Half termly check of first aid kits to go with visits leaders	First Aid Team	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
7) Accidents taking place on a coach	Pupils, employees, volunteer helpers. Deterioration of medical state due to lack of provision.	- We are relying on the bus company adhering to the Transport Regulations. - A first aider is to accompany pupils on all coach trips with a well-stocked first aid kit and class medical bag if required.	- Request written confirmation that every bus we use for the <i>purpose</i> of transporting pupils to off-site locations is fitted with a PCV first aid kit and a suitable fire extinguisher. - Same confirmation when new bus companies are used.	Admin Assistant	Annually	Ongoing
8) ECT, student teachers or volunteers would not be aware of the first aid provision and health and safety procedures	Pupils, employees, volunteers. Deterioration of medical state due to lack of provision.	A full health and safety induction is given to all placement students, ECT's and volunteers.	Every time an induction takes place, the inductee should sign the bottom of the checklist to provide evidence that the induction has taken place, and they fully understand what has been said to them.	Admin Officer	As and when	
9) First aiders being absent from work	Pupils, employees, visitors not being able to access treatment if needed. Deterioration of medical state due to lack of provision.	5 Teaching assistants are trained first aiders in school which is enough to cover absences. There are 2 lunchtime supervisors and 2 members of the office staff who have been trained. As well as 2 teachers.	Review situation during annual staffing review.	HT	Ongoing	
10) Administering of medication	Pupils, employees who may have special medical needs that require intervention.	- A first aider will administer medicine that has been dispensed by a GP that has to be given a minimum of 4 times per day. - Parents complete a form on the first day of the medicine needing to be given, with instructions of dosage. (Copy to be kept in	- Arrange for a first aider to attend Managing Medication course. - Specific training for individual cases where needed.	Admin Officer	Autumn 2023	Completed

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
	Deterioration of medical state due to lack of provision.	the office and classroom during period of medication only). Staff training sessions occur when required e.g. for EpiPen administration.				
11) No trained first aiders in school	Employees, pupils, parents, visitors, contractors. Deterioration of medical state due to lack of provision	Ensure that all first aiders have training that is in date and renewed regularly.	Checklist of dates first aid training took place and renew when necessary	Admin Officer	Annual check of training needs	Ongoing

N.B. Risk Assessment is Continuous Process – Significant changes to the work activity will require a review of the risk assessment

Suggested number of first-aid personnel to be available at all times whilst people are at work



First aiders who have Paediatric First aid are: -

Paula Andrew

Dawn Edmondson

Bronya Malpass

Julie Poad (including outdoor first aid)

Susan Raymond

Jenn Armstrong

Wendy Rowell

Lauren Graham

Emma Connelly

Kerry King

Jessica Beattie (including outdoor first aid)

Susan Smales

CORE FIRST AIDERS	Surname	Forename	School Role	First Aid Qualification	Start date	End date	First Aid Task	Frequency
	Andrew	Paula	TA	PFA	11.07.2023	10.07.2026	First Aid stock ordering and checks Maintain class medical bags & termly data checks - EYs & KS1	Monthly Termly
	Armstrong	Jenn	AA - Office	PFA	11.07.2023	10.07.2026	Maintain and update medical register on Arbor from termly checks and new arrivals info. Take in medicines at reception, get forms completed for them, copy and distribute as required Check all travel first aid kits are stocked and ready to use Update and maintain staff room medical and dietary notice board info Place orders for first aid stock Defib Check Type up HS20 forms and email to HT	As required Weekly As required
	Graham	Lauren	Teacher	PFA	14.10.2024	13.10.2027	Class support and Football Club cover	As required
	Poad	Julie	TA	PFA	12.11.2025	11.11.2028	Maintain First Aid room - clean and tidy area Maintain class medical bags & termly data checks - KS2 Forest School cover	Weekly Termly As required
	Raymond	Susan	LSA	PFA	14.10.2024	13.10.2027	Lunchtime Cover	Daily
ADDITIONAL FIRST AID SUPPORT IF AVAILABLE	Beattie	Jess	T - Forrest School	PFA	11.06.2024	10.06.2027	Forest School first aid cover	As required
	Connelly	Emma	TA	PFA	18.01.2024	17.01.2027	Class support	As required
	Edmondson	Dawn	TA	PFA	31.03.2022	11.03.2028	Class support	As required
	King	Kerry	TA	PFA	09.01.2026	08.01.2029	Class support	As required
	Malpass	Bronya	LSA	PFA	12.10.2024	11.10.2027	Class support and Lunchtime cover	As required
	Smales	Susan	T - EYFS	PFA	12.11.2025	11.11.2028	Class support	As required

	Rowell	Wendy	AO - Office	PFA	11.02.2022	11.03.2028	Maintain and update medical register on Arbor from termly checks and new arrivals info. Take in medicines at reception and get forms completed for them Defib Check	Termly Termly Weekly
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