



Llandoverly College

CO-EDUCATIONAL DAY AND
BOARDING SCHOOL FOR BOYS AND GIRLS AGES 3 - 18
SITUATED IN THE TOWN OF LLANDOVERLY
IN RURAL CARMARTHENSHIRE

MEDICINES AND FIRST AID POLICY

Rev: 0325





Coleg Llanymddyfri
Llandoverly College

Llandoverly College

Medicines and First Aid Policy

March 2025

Llandovery College strives to provide a secure environment for pupils, employees and visitors to the school. Llandovery College endeavours to adopt a holistic approach to each individual embracing his or her social, physical and mental needs. The school undertakes to promote good Health and Safety procedures commensurate with modern practice and advice within the context of a school and activities with in which there will necessarily be an element of risk.

Medical provision and First Aid is made according to an assessment of the risk of each situation (classrooms, playing fields, extra-curricular activities, trips, science labs and so on) and will be reviewed and altered as far as is reasonably possible according to changes in information and the medical needs of pupils and employees. In all instances attempts will be mad to contact next of kin, but if it is deemed that emergency action is required, the school undertakes to refer the patient to the appropriate medical professionals without prior consent. Note that consent forms are signed by parents for emergency treatment.

First Aid

The Medical Centre is well equipped to deal with medical emergencies. Also placed around the school are basic First Aid boxes of which all staff should be aware. Portable kits are available for all activities that occur off site. The Medical Centre provide these. All staff involved in outdoor pursuits and sport are required to have an up to date First Aid Certificate and pupils should be aware of who is the designated first aider.

First Aid courses are held annually, supported by the further Educare training. All qualifications are updated every 3 years.

First Aid boxes in the boarding houses and the scruffery hold mild analgesia and personal medication as well as the normal contents. House staff must follow the set protocol for the administration of these medications, as is outlined in the medication handbook in each House.

First Aiders are listed in the appendix.

IN EMERGENCY CALL THE MEDICAL CENTRE ON 01550 723066 / EXT 266

Mobile: 07502522146

NHS Direct: 111

In the event of a serious emergency in House, sports field or academic areas, then the attending member of staff should call 999, clearly stating the postcode, name of patient and the medical emergency before calling the Medical Centre Mobile.

Day pupils and boarders who are too sick to attend school will be sent home if possible. If this is not possible they will be kept in the Medical Centre until arrangements can be made for their return home. Parents and Housemasters/mistresses will be duly informed. Full boarders who are too sick to attend school will be nursed in the Medical Centre during the school day until fully recovered or arrangements are made to send the pupil home if medically appropriate.

Reporting of Accidents (and near misses)

The parents/relative/guardian of the injured child will be informed immediately by a member of staff of any injury to their child and inform them of the course of action that has been taken to enable them to join their child at the earliest possible opportunity. In order to comply with the Data

Protection Act, records of accidents retained by any member of staff should not identify the individual to others. The Medical Centre will keep the patient identifiable notes.

All accidents must be recorded onto Reach and the Medical Centre informed.

All serious accidents have to be reported to the Health and Safety Executive (0845 300 9923) according to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995). It is the responsibility of the Medical Centre Manager to make the decision to report an accident to the HSE and to notify the Estates Manager who will complete and forward the associated paperwork.

Accident (Near miss) Reporting on REACH

Key areas to establish

- Date of incident
- Time of incident
- Location of incident
- Individuals involved
- Detail of the accident/injury/near miss
- Treatment provided/outcome of treatment
- Incident investigation report (short- and long-term actions to prevent reoccurrence)

First Aid

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a first aid post and calls for a first aider.
- The first aider administers first aid and records details on Reach.
- Full details of the accident are recorded in our accident book contained on Reach accessible to key staff.
- If the child has to be taken to hospital or the injury is 'work' related, then the accident is reported to the Governing Body.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer the Governing Body will arrange for this to be done.

Vaccinations

All pupils will have their immunisations in college with signed consent from their parents on each occasion required. All vaccination records are updated at pupils GP surgery though the vaccination team.

Medical Information – Pupil Health Records

The Medical Centre will keep medical information on all pupils and ensure that staff are aware of any prevailing medical conditions on the school MIS (Bromcom). Any pupil with a serious medical condition is displayed in the Scruffery with a photograph and the necessary information. All staff should familiarise themselves with these pupils, especially when taking out on any school trip. The Medical Centre staff will supply any extra information required.

It is the responsibility of parents to keep the Medical Centre informed and updated in writing of any changes to the health and medical requirements of their children. The school cannot be responsible for any shortcomings if this information is not forthcoming.

All visits to the Medical Centre are recorded in a daily diary on Reach. These records are confidential. Medical Centre staff will always seek the pupil's consent to disclose confidential medical information to parents and in appropriate circumstances, the Warden or Child Protection Officer. If consent is withheld there is a prima facie legal duty of confidentiality that forbids disclosure.

If consent is withheld but there are obvious child protection issues Medical Centre staff will use professional judgement as to what is in the best interests of the pupil. This will be discussed with the Child Protection Lead in the first instance. It is recognised that there are times that disclosure will be necessary without explicit consent.

The following consent forms are issued to parents:

1. Consent for treatments: Emergency; Blood Transfusion; General Anaesthetic; Dental
2. Consent for Medication
3. Consent for child to participate in all normal school activities/life unless excused by Doctor's certificate.

Protocol for Administering Medicines in School

Prescribed medicines may be administered in school where it is deemed essential. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

Recording the giving of over-the-counter medicine

Every time medication is given a record is made on Reach informing the Medical Centre of name, issues raised, medicine and dosage taken. The Medical Centre staff inform daily HM's through Reach of the pupil visitations and treatment.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

Staff will ensure that records are kept of any medication given.

Storage/Disposal of Medicines

If any boarders are required to take regular medication, then this medication is stored in a locked medicine cabinet in their prospective house office. House staff will hand out their medication to be taken as prescribed.

Day pupils should hand in any medication to their prospective Head of House or Medical Centre Manager to be taken as prescribed throughout the school day.

Medication that has expired, gets disposed of through the local pharmacy.

Defibrillators

Defibrillators are available within the school as part of the first aid equipment. First aiders are trained in the use of defibrillators.

The defibrillator on site is registered with 'The Circuit'. This is a national database of locations of defibrillators in the associated area.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils may have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP state that this is not possible.

The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that pupils with medical conditions are included.

The school will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of school life.

However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. The school appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The healthcare professional may also provide additional background information and practical training for school staff.

See Form 1 Individual Healthcare Plan

Dealing with intoxicated pupils

If a pupil is suspected of being under the influence of drugs or alcohol on school premises, the school must prioritise the safety of the young person and those around them. If necessary it should be dealt with as a medical emergency, administering First Aid and summoning

appropriate support. Depending on the circumstances, parents or the police may need to be contacted. If the child is felt to be at risk the Safeguarding Policy will come into effect and social services may need to be contacted.

We have a provision within College that allows us to conduct a drug and alcohol test via a urine sample. If this is something that we must undertake, parents will be notified of this and the outcome of the test.

Self-Medication and the child's role in managing their own medical needs

The college dissuades pupils from bringing in over the counter medicine to self-medicate. This naturally presents a risk. Students should utilise the care offered by the Medical Centre and respective House teams. Medicines found will be confiscated.

After discussion with parents (and assessment of IHP), children who are competent should be encouraged to take responsibility for managing their own healthcare procedures. This should be reflected within individual healthcare plans. Pupils with Type 1 Diabetes and those with an epi-pen due to severe allergies are permitted to always carry their medication with them.

Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

Arrangements for Medical Advice after 4:30pm

Contact house staff in the first instance if a boarder.

Arrangements for contacting after hours Doctor Services

LLANFAIR SURGERY 01550 720648

Alternatively ring NHS DIRECT 111

In the event of a SERIOUS EMERGENCY CALL 999

Sports

All sports within the school have the support of the Medical Centre staff. Senior matches have pitch side cover. A first aider with a portable kit always accompanies the teams on away matches.

Hospital Visits

- Boarding pupils will always be accompanied and transport provided when a hospital visit is required. The only exception being Sixth Form pupils who may have and use their own transport should the case warrant it. Where possible, agreement will be reached with parents prior to any hospital visit.
- If an ambulance is used for transport, then all pupils must be accompanied by an appropriate member of staff. Next of kin will be informed in these situations.

- In the case of a boarding emergency a 999 call will be made in the first instance and the Medical Centre staff contacted as soon as possible thereafter. Should an emergency arise and a parent/guardian cannot be contacted then the HM will act *in loco parentis* and give consent for any treatment as may be recommended by the attending medical staff.

Appointments with a Doctor

- Boarders in years 11 and below are asked if they wish to see a male or female doctor. They are then accompanied to the GP surgery. Boarders in sixth form can attend without a member of staff.

Confidentiality

- No member of staff should offer pupils confidentiality: matters revealed in College can only have partial confidentiality and information may need to be shared with the Warden and House staff as deemed appropriate
- When concerns are raised, the Safeguarding Team are informed.
- If a pupil requires full confidentiality regarding a medical concern, then this can only be guaranteed through a direct visit to a GP.

The following information is available from the Medical Centre and in this Policy.

- List of First Aiders
- Emergency out of hours' arrangements for the Medical Centre
- Protocol for the disposal of medicines
- Protocol for the treatment of a severe asthma attack
- Protocol for the treatment of hypoglycaemia in a known diabetic
- Protocol for the emergency treatment of anaphylaxis and the use of an EpiPen
- Protocol for the treatment of burns
- Protocol for the treatment of epistaxis (nosebleeds)
- Protocol for the treatment of physical injury
- Protocol for dealing with intoxicated pupils
- Protocol for dealing with the spillage of bodily fluids

Appendix

Forms

Form 1:	Health Care Plan
Form 2:	Instructions on administering an Epi-Pen
Form 3:	First Aid trained staff

Form 1

Health Care Plan

PUPIL HEALTHCARE PLAN

PUPILS NAME	
DATE OF BIRTH	
SCHOOL YEAR	
BOARDING HOUSE/DAY HOUSE	
MEDICAL CONDITION	
DATE PLAN CREATED	
REVIEW DATE	

FAMILY CONTACT INFORMATION

NAME	
MOBILE NUMBER	
REALTIONSHIP TO CHILD	
NAME	
MOBILE NUMBER	
REALTIONSHIP TO CHILD	

GP INFORMATION

NAME	
PHONE NUMBER	

HOSPITAL/CLINIC DETAILS-

NAME	
PHONE NUMBER	

DESCRIBE MEDICAL NEEDS AND GIVE DETAILS OF THE PUPIL'S SYMPTOMS, TRIGGERS, SIGNS, TREATMENT-

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MEDICATION

NAME OF MEDICATION	
LOCATION OF MEDICATION	

DAILY CARE REQUIREMENTS-

SPECIFIC SUPPORT FOR THE PUPIL'S EDUCATIONAL, SOCIAL AND EMOTIONAL NEEDS

SPECIAL ARRANGEMENTS FOR SCHOOL VISITS/TRIPS

DESCRIBE WHAT CONSTITUTES AN EMERGENCY, AND THE ACTION THAT NEEDS TO BE TAKEN

WHO IS RESPONSIBLE IN SCHOOL IN AN EMERGENCY? SIMON BODLEY 07502522146

PLAN DEVELOPED WITH SIMON BODLEY

ANY STAFF TRAINING NEEDED/UNDERTAKEN

SIGNED

SIMON BODLEY MEDICAL CENTRE MANAGER

DATE

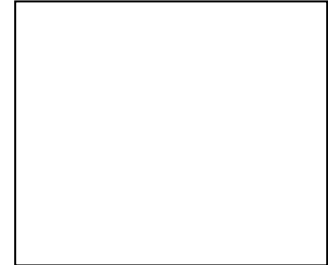
Form 2:

EpiPen®
EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Child's Name: _____

DOB: _____

Allergic to: _____



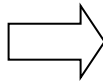
ASSESS THE SITUATION

Send someone to get the emergency kit, which is kept in:

**IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY
AS A REACTION DEVELOPS**

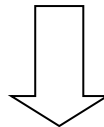
MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting



SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious



ACTION

- Give _____
(Antihistamine) immediately

- Monitor child until you are happy he/she has returned to normal.

- If symptoms worsen see –
SEVERE REACTION

ACTIONS

1. Get _____ EpiPen® out and send someone to telephone 999 and tell the operator that the child is having an
'ANAPHYLACTIC REACTION'
2. Sit or lay child on floor.
3. Take EpiPen® and remove grey safety cap.
4. Hold EpiPen® approximately 10cm away from outer thigh.
5. Swing and jab black tip of EpiPen® firmly into outer thigh. MAKE SURE A CLICK IS HEARD AND HOLD IN PLACE FOR 10 SECONDS.
6. Remain with the child until ambulance arrives.
7. Place used EpiPen® into container without touching the needle.
8. Contact parent/carer as overleaf.

Protocol for treatment of a severe Asthma attack

1. Immediate action

If a Pupil/member of staff/visitor is having an Asthma attack (even if not severe call the Medical Centre mobile on 07502522146 straight away.

If its SEVERE shortness of breath, distress or collapse call 999 for an ambulance, stating clearly where you are calling from and make sure someone has called Simon.

2. Assessment of a SEVERE Asthma attack one or more of these symptoms may be seen-

- Cannot complete full sentences.
- Rapid Laboured Breathing.
- May be quiet and uncommunicative.
- May be distressed.
- Exhausted.
- Collapse.
- Reduced levels of consciousness or loss of consciousness.

3. Management

- Call the medical centre mobile immediately 07502522146
- If symptoms are severe call 999 first.
- Be calm and reassure the patient.
- Make sure the patient sits upright if they can.
- Encourage them to take their own Blue inhaler if they have it with them.
- Await arrival of Simon or an ambulance and remember to tell them what you have done prior to their arrival.
- Parents must ALWAYS be informed.

Protocol for the treatment of hypoglycaemia in a known diabetic

Diabetics use Insulin to keep their blood sugars down. If they take their Insulin and either do not eat enough food or too much exercise their blood sugar can become too low.

This is called a HYPO.

1. Hypo symptoms

- Pale
- Confused
- Unable to concentrate
- Glazed look in their eyes
- Feeling weak or dizzy
- Headache
- Altered behaviour
- Sweaty
- Tired
- Hungry

2. Treatment

- Check if the pupil has a care plan, if so follow the care plan
- Call the Medical Centre Mobile on 07502522146
- If the patient collapses call 999.

Protocol for the treatment of burns.

1. Aim

- To cool the skin as soon as possible by immersing the burn in cold water (tap water is fine) for at least 10 minutes

2. Treatment for Minor burns

- Call the Medical Centre phone for advice on 07502522146
- Cool the burn with water immediately if possible
- Remove rings if the burns on their fingers
- If caused by a chemical make sure you know what it was
- Do NOT apply any creams
- Fill in an accident form on Reach

3. Treatment for major burns more than 10% of body area

- Immediately call 999
- Contact the Medical Centre Mobile on 07502522146
- Try and keep the pupil calm

Protocol for the treatment of epistaxis (nosebleeds)

Treatment for Epistaxis (nosebleeds)

- Sit the pupil up with their head slightly forward
- Pinch the lower part of the nose with your finger and thumb, completely blocking the nostrils
- Do this for 15-20 minutes
- Check if it has stopped, if not call the Medical Centre Mobile on 07502522146
- If it has stopped encourage the pupil not to blow or pick their nose.
- Monitor for a further 15 minutes to check if it restarts.

Protocol for the treatment of physical injury

1. Head Injuries – Concussion

- If you feel that a pupil has suffered a significant head injury you must follow the guidelines below. Should you have any doubts please contact the Medical Centre phone without delay. In any event if a head injury is treated in anyway by you, this information must be relayed to the Medical Centre at the earliest opportunity
- It is very important to obtain an accurate history of the incident, accounts from witnesses regarding if there was any loss of consciousness, if so how long did it last for. And any other information from the incident no matter how small.
- If the Pupil is NOT breathing call for HELP and start basic life support (CPR). Ask any bystander to call 999.
- If breathing but unconscious and unarousable, or there are any concerns for neck or spinal injury you must not move the pupil and call 999.
- If appropriate (conscious, moving and no pain in any other area of their body) the pupil needs to be taken to the Medical Centre for assessment by a member of staff.
- Parents will be called by the Medical Centre at the earliest opportunity.

2. Any other physical injuries

- Call the Medical Centre mobile for advice and follow all advice given.
- Complete an accident form on REACH
- Keep the pupil warm and safe until they can have a full assessment by a medically trained member of staff or an ambulance if required.

Protocol for dealing with the spillage of bodily fluids

Standard precautions are recommended in the handling of:

- blood, including dried blood
 - all other body substances including saliva, urine and faeces (but excluding sweat), regardless of whether they contain visible blood
 - broken skin
 - mucous membranes (lining of nose, mouth and genitals).
-
- Standard precautions are good hygiene practices relating to hand hygiene, the use of gloves and other protective clothing (as appropriate), and the safe disposal of waste.
 - If blood or body fluids are spilled on surfaces, the following cleaning procedures should be used:
 - Deal with the spill as soon as possible.
 - Protect yourself by wearing disposable rubber gloves. Eye protection and a plastic apron should be worn where there is a risk of splashing.
 - Remove as much of the spill as possible with a paper towel.
 - Clean area with warm water and detergent, using a disposable cleaning cloth or sponge.
 - The area should be left clean and dry.
 - Disinfect the area with a solution of household bleach, diluted according to the manufacturer's instructions.
 - Remove and dispose of gloves, paper towel and cleaning cloth in a sealed plastic bag after use. The plastic bag may then be thrown away with household waste.
 - Wash hands thoroughly with soap and warm water.

If in any doubt contact the Medical Centre mobile for advice or 111.

Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619864
Website: www.allergyfoundation.com

The Anaphylaxis Campaign

Helpline: (01252) 542029
Website: www.anaphylaxis.org.uk and www.allergyinschools.co.uk

Association for Spina Bifida and Hydrocephalus

Tel: (01733) 555988 (9am to 5pm)
Website: www.asbah.org

Asthma UK (formerly the National Asthma Campaign)

Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm)
Website: www.asthma.org.uk

Council for Disabled Children

Tel: (020) 7843 1900
Website: www.ncb.org.uk/cdc

Contact a Family

Helpline: 0808 808 3555
Website: www.cafamily.org.uk

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)
Website: www.cftrust.org.uk

Diabetes UK

Careline: 0845 1202960 (Weekdays 9am to 5pm)
Website: www.diabetes.org.uk

Department for Education and Skills

Tel: 0870 000 2288
Website: www.dfes.gov.uk

Department of Health

Tel: (020) 7210 4850
Website: www.dh.gov.uk

Disability Rights Commission (DRC)

DRC helpline: 08457 622633
Textphone: 08457 622 644
Fax: 08457 778878
Website: www.drc-gb.org

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)
Website: www.epilepsy.org.uk

Health and Safety Executive (HSE)

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: www.hse.gov.uk

Health Education Trust

Tel: (01789) 773915

Website: www.healthedtrust.com

Hyperactive Children's Support Group

Tel: (01243) 551313

Website: www.hacsg.org.uk

MENCAP

Telephone: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: www.psoriasis-association.org.uk/

First Aid Trained Staff

Name	Qualification	Expiry Date
Simon Bodley	First Aid at Work (3 day) Paediatric First Aid (2 day)	11/2025 04/2027
James Bremner	First Aid at Work (3 day)	10/2026
Colin Bass	First Aid at Work (3 day)	10/2026
Claire Smith	Emergency First Aid at Work (1 day)	04/2027
Gareth Rees	Emergency First Aid at Work (1 day)	04/2027
Tomos Jones	Emergency First Aid at Work (1 day)	04/2027
Olivia Rose	Emergency First Aid at Work (1 day) Epi-Pen trained	04/2027
Wayne Pugh	Emergency First Aid at Work (1 day)	04/2027
Alex Barbor	Emergency First Aid at Work (1 day)	04/2027
Lisa Burgess-Williams	Emergency First Aid at Work (1 day) Epi-Pen trained	04/2027
Patrick McLernon	Emergency First Aid at Work (1 day)	04/2027
Pat Miller	Emergency Paediatric First Aid (1day) Epi-Pen trained	05/2027
Emma Thomas	Emergency Paediatric First Aid (1day) Epi-Pen trained	05/2027
Taya Gallogly	Emergency Paediatric First Aid (1day) Epi-Pen trained	05/2027
Robin Edwards	Emergency Paediatric First Aid (1day) Epi-Pen trained	05/2027
Ffion Hemmings	Emergency Paediatric First Aid (1day) Epi-Pen trained	05/2027
Maria Clarke	Emergency Paediatric First Aid (1day) Epi-Pen trained	05/2027
Sophie Witt	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
Luke Lancaster	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
Sam Andreason	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
George Upton	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
Dai Butler	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
John Trulli	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
Lloyd Phillips	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
Nathan Thomas	Emergency First Aid at Work (1 day) Epi-Pen trained	06/2027
Jonathan Hooper	Emergency First Aid at Work (St Johns)	08/2027
Sarah Atkinson	Epi-Pen trained	N/A
Oliver Barstow	Emergency First Aid at Work (1 day)	12/2027
Lauren Anderson	Emergency First Aid at Work (1 day)	12/2027

Lee Rees	Emergency First Aid at Work (1 day)	12/2027
Thomas Cooksey	Emergency First Aid at Work (1 day)	12/2027
Teresa Beynon	Emergency First Aid at Work (1 day)	12/2027

Owner	Simon Bodley
Reviewed by SLT	Yes - Warden
Effective from	March 2025
Next review	March 2026
Governor approval? (Y/N)	Y
Approved by Board of Governors (if Y)?	Y