

# First Aid Policy

**Primary person responsible for updates to this policy:** Donal Brennan

**Job title:** Headteacher

**Last review date:** June 2020

**Next review date:** June 2021

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

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## 1. Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs
- To provide staff with guidelines on how to communicate first aid emergencies

## 2. First Aid Provision

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- In the Early Years Foundation Stage, there is always at least one person on the premises and on outings who has a paediatric first aid certificate.
- The appointed First Aider is the school's administrator.
- Staff undertake first aid courses when necessary.
- All staff will ensure that they have read the school's First Aid Policy.

## 3. First Aid Boxes

- No medicine/tablets are to be kept in the first aid boxes.
- First Aid kits are available on every floor of each building and in each school office.
- Portable First Aid kits are taken on educational visits and are available from the School Medical Room.
- The appointed First Aider is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock.
- All staff are responsible for notifying the school administrator if the supplies in any of the first aid boxes are running low.

## 4. Procedures

- The school administrator and teaching assistants, if available, are responsible for dealing with minor incidents.
- During lesson time, first aid is administered by the school administrator or another qualified first aider.
- If an accident occurs in the park and first aid is required, then one of the staff on duty will administer first aid as appropriate.
- At lunchtimes, first aid is administered by the staff on duty.
- If there is any query about what should be done then the qualified first aider should be consulted.

### 4.1. In school

- In the event of injury or medical emergency, if possible, contact the appointed first aider(s) or other teacher.

- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified first aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided.
- Parents should be contacted as soon as possible so that the child can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines. For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to the Headteacher or First Aider who should call an ambulance and the child's parents immediately (numbers located on SIMS).
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If a serious injury has been sustained, the pupil should not be moved.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital.

#### **4.2. Out of School**

- A mobile telephone is always taken on trips out of school.
- Teachers to check that pupils who have asthma take their inhalers. Pupils with severe allergies must take their Epi-pens. Teachers are responsible for any medication a child may need.
- On all trips, teachers must take a first aid kit.
- Teachers accompanying children to Golders Hill Park, St. Anthony's Boys or Middlesex University should also take a first aid kit.
- Swimming Pool Lessons: Swimming instruction is provided by swimming instructors. We use St. Anthony's Boys' Pool for swimming lessons and we ensure that pupils adhere to the swimming pool rules.
- The teacher or teaching assistant is responsible for the allergy/first aid kit.

#### 4.3. Educational Visits

- All children and staff who go on Educational Visits, both day excursions and residential, are covered by Alpha Plus insurance.
- It is SASG's policy that no persons who have not been DBS checked are allowed on residential visits.
- All staff are familiar with the School's 'Educational Visits Policy'. When organising a visit, the Headteacher has responsibility that staff have adhered to the Policy.
- A Risk Assessment must be carried out as part of an educational trip. Particular attention needs to be paid to:
  - ✓ The school's Missing Child Policy
  - ✓ Educational Visits Policy

Please refer to: Missing Child Policy and the Educational Visits Policy

#### 4.4. EYFS

In the EYFS, the class teacher is qualified in paediatric first aid.

There is a rolling programme of training for First Aid. Training of staff is updated every three years. At SASG we aim to achieve paediatric First Aid training for as many staff as possible, in particular EYFS staff. There is a paediatric trained First Aider on the school site at all times and the welfare requirements of the EYFS framework mean that a qualified paediatric First Aider accompanies all EYFS children during off site visits.

Serious accident, illness or injury to, or death of, and the action taken must be reported to Ofsted, by the Headteacher, within 14 days.

#### 5. Action in an Emergency (To be undertaken by a trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty?
- Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?

IF THERE IS NO RESPONSE:

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

## 6. Calling the Emergency Services

You should dial **999** or **112** (European Emergency Services) for an ambulance when it is obvious that a child or adult is seriously ill and in need of immediate emergency care for example:

- Someone is unconscious.
- Someone is bleeding profusely.
- You think someone may have broken bones.
- Someone has a deep laceration.
- Someone has bad pains in their chest.
- Someone is finding it difficult to breathe.

In the case of an emergency, if an ambulance needs to be called please follow the instructions below:

- Know the address and location of the accident and your telephone number.
- Describe the problem and symptoms of the casualty, give as much information as possible e.g. age, number of people involved.
- Give clear concise answers to questions.
- Do not hang up until the Emergency Services have all the information they require.
- Listen carefully to the guidance whilst on the telephone.
- If necessary send an adult or teacher to meet the ambulance.
- Keep your telephone switched on or give an alternative telephone number in case the emergency services need to phone back.

## 7. Administration of Medicines

In certain circumstances when it is necessary for a child to take medication during the school day, staff will undertake to administer the medicine only if the following procedure is followed:

- Parents must complete the Administration of Medicines Request Form. These forms are kept in the school office and must be completed on the day the medicine is brought to school.
- All prescription medicines must be in the original container and labelled by the pharmacy or physician.

- Non-prescription (over the counter) medication is never administered by school staff. Should the child require non-prescription medication, a parent or carer must come to the school to administer the dosage.
- If a child has to be administered a medicine it must be recorded on The Administration of Medicines Record Sheet.

### **7.1. Emergency Medication**

The exception to this rule is the administration of emergency medicine in the event of a child suffering an acute allergic reaction or in chronic conditions such as asthma and diabetes. The school ensures that medicine is administered immediately.

A record is kept of children who suffer allergic reactions to certain foodstuffs or other substances and is distributed to all staff including kitchen staff. This record and photographs of children with the above conditions are updated regularly.

Children who suffer with severe allergic reactions and who have been prescribed with an EpiPen must carry it with them at all times. The child's teacher must ensure that they have their EpiPen when they go off site, e.g. sport/outings. A spare EpiPen with the child's name and photograph is also kept in the school office. All staff are responsible for reading the instructions of how to administer an EpiPen, these instructions can be found in the Medical Room and the Staff Room.

Asthma – All children with asthma bring a ventilator to school. In the Early Years/Lower School the teacher and teaching assistant are responsible for the child's asthma pump and ensuring that the pump is carried by a responsible person when the child has to go off site. In the event of an asthma attack the teacher or responsible person will administer the pump. In Year 4 and above, children with asthma carry their ventilator with them at all times, the teacher is responsible for ensuring that a child with asthma has her asthma pump when she goes off site. In the event of an asthma attack the teacher will aid the child with the use of their pump, if necessary.

If a child has to be administered emergency medicine it must be recorded on The Medical Record Sheet, located in the medical room. The office will contact the parents and inform them immediately that emergency medication has been used.

## **8. Allergies**

We aim to cater for children with allergies and arrangements can also be made with the kitchen for home provision of certain items in extreme cases.

SASG is a Nut Free School. No nut-based products are used in the kitchen and all food is freshly prepared daily. Parents are informed and reminded of this and they do not send cakes/biscuits/sweets with nuts in to the school.

Details of allergies are displayed in the dining hall.

## 9. Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Medical Room.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections is to be reduced.
- Gloves should be worn when contact with blood or body fluid is likely. Ordinary rubber gloves (located with Body Spillage powder in the Medical Room) are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.
- Make sure any waste (wipes, pads, paper towels etc) are placed in the clinical waste bin. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.
- Absorbent powder should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillage's and is kept in the Medical Room. Wash the affected area with warm water and detergent and leave to dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the Medical Room).
- Once spillages have been put into newspaper it must then be placed in a clinical waste bag and placed in the external bin. Once spillages have been disposed of, gloves must be removed and hands washed and dried.

## 10. Accidents and Incidents

At SASG the reporting of accidents and incidents falls into four categories:

- Minor accidents
- Major accidents
- Near miss accidents
- Accidents reportable to RIDDOR

## 11. Recording Accidents

All accidents must be recorded in the correct book/form. All details need to be filled in, including any treatment given (appendix 1).

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

In the case of a serious accident an Internal Accident Investigation Report Form (A2) must be completed. Copies of these are kept in the Accident Folder in the School Office.

Any accident that requires a RIDDOR report will be completed correctly and in the required time.

Copies of all reported accidents and near misses will be kept in the Accident Folder in the School Office.

## 12. Accident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the appropriate accident book, kept in the Medical Room.
- If the accident is more than a minor one for child or adult, it is reported immediately to the Headteacher or School Administrator who sends for an ambulance if needed and contacts the parents.
- Parents are informed of a head injury by telephone on the day of the incident. If they cannot be contacted on the day then a letter is written. The letter outlines the injury, how it happened and symptoms.
- First Aiders/office staff contact parents by phone if they have concerns about the injury.
- If the accident happens off-site the group leader will send for an ambulance if necessary and then report it immediately to the Headteacher or School Administrator who will contact the parents.
- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- Certain accidents arising out of, or in connection with work are reportable to the Health and Safety Executive and Alpha Plus Head Office under the requirements.

## 13. Minor Injuries

These are the accidents which more commonly occur in school.

Procedure to follow:

- The injury is assessed by a First Aider and, if necessary, the Headteacher or Person in Charge.
- A First Aider treats the injury.
- The child is resettled in to their classroom and observed.
- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This is in both offices.
- ***If a child has a bump on the head you must make contact with the parent/guardian. If the head injury is severe parents will be asked to collect their daughter to seek medical advice.***
- The accident reports are filed in the Accident Folder in the School Office.

- If a child is sent home for any medical reason this must be recorded in the accident book in the School Office and the time of leaving recorded in the Pupil Sign Out Book.

#### **14. Major Injuries**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Dislocation of the shoulder, hip, knee or spine
- Amputation
- The loss of sight of an eye
- Any penetrating injury to the eye
- Loss of consciousness caused by asphyxia or exposure to a harmful substance
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation.

##### **14.1. Child's Major Accident**

If a major accident occurs the procedure is as follows:

- The Headteacher must be contacted immediately
- The Headteacher, will assess the situation with another First Aider and decide whether the child needs immediate hospital attention or whether the child can wait for the parent to come
- A member of staff must be with the child at all times. If it is decided to wait for the parent then the parent will make the decision as to whether or not to take the child to hospital
- As soon as possible after the accident an Accident Form and 'Internal Accident Investigation Report Form' (A2) will be completed. (Appendix 2)

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

##### **14.2. Employee Major Accidents (Staff Accident Book)**

(This applies to all Education employees and self-employed persons on school premises).

The Person in Charge is notified who will, with another First Aider, assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the adult concerned.

Staff Accident Book and Internal Accident Investigation Report Form (A2) will be completed.

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE by telephone or form F2508 has to be filled in online (<http://www.hse.gov.uk/index.htm>) within 10 days. We seek advice from Law at Work before any accident is reported to the HSE.

The Health and Safety Executive

St Dunstan's House

Borough High Street

London SE1 1G2

Tel: 020-7556-2100

## 15. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Alpha Plus Head Office. ***Before any report to the HSE is made, Law at Work must be contacted for advice.***

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC). Before this stage Law at Work will have been contacted for advice.

The law requires the following work-related incidents to be reported:

- Deaths
- Major injuries
- Over 7-day injuries
- Work related diseases
- Dangerous occurrences

Reportable over 7-day injuries are those related to an accident connected with work where the employee suffers an over-7-day injury. The incident must be one that is not major but results in the injured person being away from work.

Please refer to: Alpha Plus Health and Safety Files

### 15.1. Pupils Accidents Reportable to RIDDOR

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

### **Employee Accidents Reportable to RIDDOR**

Any accidents to an employee resulting in a fatal or major injury must be reported immediately to the Head of Human Resources at Alpha Plus Head Office. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than three days (excluding the day of the accident) there is still a requirement to contact the HSE.

The member of SLT will report any accidents that are reportable to the HSE via the RIDDOR Incident Contact Centre. This can be done via telephone or by completing an on-line form. Copies of these can be found in the School Office in the Accident Folder and Health and Safety Files.

### **16. Near Miss Incidents**

SASG is aware that some accidents could potentially have been more serious had a child been injured. If a near miss incident occurs the procedure is as follows:

- All near miss incidents must be reported to the member of SLT
- An 'Internal Near Miss Incident Report Form' (A3) will be completed (Appendix3)
- The member of the SLT will sign the form
- Alpha Plus Head Office will be contacted



### Appendix 1 – Accident Book

	Book Number		Page Number		/		/	Date Completed		Person completed sheet handed to.
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A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or Department noted on the front cover of the book for safekeeping.

## ACCIDENT REPORT FORM

**1. Details of person involved in accident.** *(For assistance see note 1 on page 3.)*

Name: .....

Address: .....

Postcode: .....

Occupation: .....

Department: .....

**2. Details about person filing this report.** *(For assistance see note 2 on page 3.)*  
If you did not have the accident but are filing the report, place your details below.

Name: .....

Address: .....

Postcode: .....

Occupation: .....

Department: .....

**3. Description of incident.** *(Use the back of this form if more room required.) (For assistance see note 3 on page 3.)*

A) Give time and date when accident occurred Date:    /    /    Time: .....

B) Give place of accident (Room/Dept./Area): .....

C) Give details of how the accident occurred with cause if known: .....

D) Give details of any injury suffered by person involved: .....

E) Sign and date this record before handing to nominated record keeper, whose name is on the front of book.  
Please also write the date and the name of the person you handed this record to in the 2 boxes at the top of the sheet.  
You may take a copy of this record for your own records.

Signed: ..... Date:    /    /

**4. To be completed by employer only.** *(For assistance see note 4 on page 3.)*  
Only complete this section if you need to report under RIDDOR. After satisfying yourself about the facts, you should decide whether a further risk assessment is necessary and whether the accident should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). (See note 4 on page 3.)  
How was the report notified to the HSE?

Date notified:    /    /    Name (Capitals): ..... Signature: .....

### Appendix 2 - A2 Internal Accident Investigation Report Form

**A2 Internal Accident Investigation Report Form**

Accident Log:  
Part 1: Manager/Investigator details: \_\_\_\_\_ Ref No: \_\_\_\_\_

Forename \_\_\_\_\_

Surname \_\_\_\_\_

Job Title \_\_\_\_\_ Date of investigation \_\_\_\_\_

**PART 2: ACTION REQUIRED:**

Is this accident reportable under RIDDOR?	YES	NO	INVESTIGATE RIDDOR report:
Has a risk assessment report or other HAV/7 (over 10) or 2004/2005/2012/1 call been written within the 15 days?	YES	NO	1. Investigate the accident and the 'Accident Reporting Form' (see Part 10) and send it to the 'Accident Log'.
Has a risk assessment report or other HAV/7 (over 10) or 2004/2005/2012/1 call been written within the 15 days?	YES	NO	2. Complete an investigation of the accident by filling in the information below.
Has a risk assessment report or other HAV/7 (over 10) or 2004/2005/2012/1 call been written within the 15 days?	YES	NO	3. CONTACT THE ALPHA PLUS GROUP'S written 'Accident Reporting Form' (see Part 10) and send it to the 'Accident Log'.
Has a risk assessment report or other HAV/7 (over 10) or 2004/2005/2012/1 call been written within the 15 days?	YES	NO	4. CONTACT THE SCHOOL INCIDENT CONTACT CENTRE (TEL 0244 2000 2022 or email at <a href="mailto:alpha.plus@alpha-plus.co.uk">alpha.plus@alpha-plus.co.uk</a> ) with the report.
Has a risk assessment report or other HAV/7 (over 10) or 2004/2005/2012/1 call been written within the 15 days?	YES	NO	5. Complete an investigation of the accident by filling in the information below.
Has a risk assessment report or other HAV/7 (over 10) or 2004/2005/2012/1 call been written within the 15 days?	YES	NO	6. Attach the form to the 'Accident Reporting Form' (see Part 10) and send it to the 'Accident Log'.

**PART 3: ABOUT THE ACCIDENT:**

Use this space to record any additional information regarding the events leading up to the accident and/or events that took place after the accident.

During a certain part of your work, the accident took place (the location of people and equipment) where possible:

PART 4: COMMITMENT TO THE COMPANY:	YES	NO
Does the person responsible to carry out the work?		
Has the task been assessed for risk?		
Is there a written safe system of work for this task?		

**ACCIDENT INVESTIGATION REPORT continued...**

Accident Log:  
Part 5: CONDITION OF THE IMMEDIATE AREA IN WHICH THE ACCIDENT TOOK PLACE:  
Please comment regarding the area and describe any faults – such as the state of lighting / flooring / steps / access

**PART 6: DETAILS OF ANY EQUIPMENT INVOLVED:**

Type of equipment	Name of machinery
Parts that were involved in the accident	
Describe any faults found	

**PART 7: WITNESS STATEMENTS:**

Where witness details have been given on the 'Accident Reporting Form', get them to complete an 'Accident Witness Statement' and attach to this report.

**PART 8: SUMMARY OF FINDING RECOMMENDATIONS**

PART 9: CURRENT PREVENTATIVE MEASURES – "AS ABOVE" ? "RECOMMENDATIONS" (where applicable)

**PART 10: TO BE COMPLETED BY THE MANAGER / INVESTIGATOR**

I hereby confirm that all information recorded above is correct to the best of my knowledge.

Signed: \_\_\_\_\_ DATE: \_\_\_\_\_

Attach this completed form with a 'Witness Statement' to the 'Accident Reporting Form'.

**ACCIDENT WITNESS STATEMENT**

Accident Log  
Ref: No



Part 11: To be completed by the witness:

Forename: _____	Address: _____	
Surname: _____	_____	
Job Title: _____	Postcode: _____	Tel No: _____

Part 12: Please detail what you saw happen?

Part 13: I hereby confirm that the information in this statement is correct to the best of my knowledge.

Signed: _____	Date: _____
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Use additional Accident Witness Statements as required.

Attach to the "Accident Investigation Report"

### Appendix 3 - A3 Internal Near Miss Incident Report Form

A3 Internal Near Miss Incident Report Form		
<p>Part 1: Manager/Supervisor to complete. Name of person completing the form: .....</p> <p>Department: .....</p> <p>Date of Report: ...../...../.....</p> <p>What Happened? (provide a brief description).</p> <p>Any immediate action taken?</p>	<p>Near Miss log: Ref: A3-</p>	
<p>Part 2: HOD to complete. What were the general factors that contributed to this near miss incident?</p> <p>Is there anything that requires to be done to prevent avoid an accident?</p>		
<p>Part 3: HOD to complete. What action has been taken to prevent a recurrence and control/remove the risk?</p>		
<p>Part 4: HOD to Complete. Has a risk assessment been conducted/reviewed?</p> <p>Are there additional control measures required? Detail and persons responsible with target completion dates:</p>		
<p>Part 5: HOD. Has the risk of a recurrence been removed/reduced to acceptable levels?</p> <p>Additional Comments:</p> <p>Signed: _____ Dated: _____</p>		

#### Appendix 4 – First Aiders

<b>Name</b>	<b>Paediatric First Aid (expires on)</b>	<b>First Aid at Work (expires on)</b>
Donal Brennan	<b>31st August 2021</b>	
Margaret Vaughan	<b>6<sup>TH</sup> January 2021</b>	
Elena Ana Gavrilă	<b>6th January 2021</b>	
Olivia McLoughlin	<b>31<sup>st</sup> October 2020</b>	
Kate-Anne Fenton	<b>6th January 2021</b>	
Raffaella Morella	<b>6th January 2022</b>	
Nadia Bodiu	<b>6<sup>th</sup> January 2022</b>	