

First Aid Policy



Ellesmere College

First Aid and pupil illness/injury policy

The College currently provides term time twenty-four hour, seven days a week, medical cover by qualified nurses or healthcare assistant based in the College Medical Centre.

(Tuesday to Sunday 21.30-09.30 HCA cover. Sister telephone cover only not based on site)

At any time, a number of qualified 'first aiders' are on the staff – the list of those holding a current qualification (see appendix 1) is posted upon the 'Health and Safety' notice board in the Common Room.

First Aid boxes are provided by the Medical Centre and are located around the campus. The boxes are checked and replenished where necessary by the medical staff on a regular basis.

The Medical Centre may be contacted as follows:

Internal phone system: 229

External phone system: 01691 626529

Mobile phone: 07531 801558

The Medical Centre provides In Service Training to all College staff regarding the use of 'Epipens' and offers advice at teaching staff briefings should a particular pupil present a condition that may require specific action on the part of staff.

College staff are expected to administer basic first aid where possible, should they be present at an incident. The Medical Centre should be contacted immediately except in the case of a very minor injury.

Except in the case of serious injury, such as head, neck, spine or broken limbs, it is good practice to ensure that injured pupils attend the Medical Centre to be checked out. An injury form **MUST** be fully completed by the member of staff at attendance of the injury. In the case of serious injury, pupils should not be moved and medical staff should be called to the incident to assess the pupil. It may be necessary for a member of staff to accompany them, send them with another pupil or check by phone that they have been seen. College staff are asked to use their discretion but please err on the side of caution if not sure of the severity of the situation. If a pupil is sent to the Medical Centre during lesson times (because of injury or illness) they should take a note from the teacher explaining the situation. Access to the Medical Centre for a non-urgent reason is possible through an appointment system for either the nursing team or a doctor. They are able to make an appointment via House staff or by themselves.

In the case of injury, the pupil's HsM should be informed of what has taken place. If the pupil is admitted to the Medical Centre it is at the discretion of the duty sister whether to inform the pupil's parents. In the unlikely event of the sister not being in a position to do so she will contact the HsM who may then contact the parents directly.



However, if the pupil returns to school the HsM will need to be in possession of a summary of events, if they wish to contact the parents that evening. This applies whether the pupil has day or boarding status.

Authorised by	The DHP
Date	September 2023

Reviewed by	ED (Senior Sister)
Date	September 2023

Effective date of the policy	September 2023
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Ellesmere College First Aid Trained Staff

Academic /Boarding staff

The following staff are qualified to administer First Aid:

NAME	Position	EXPIRY DATE
Marcus Atherton	Teacher	26 th Apr 2026
James Baggaley	Teacher	26 th Apr 2026
Nicola Bowers	Lab Tech	26 th Apr 2026
Dale Crawford	Teacher	31 st Aug 2024
Helen Davenport	Teacher	21 st Nov 2025
Kirsty Davies	Lab Tech	26 th Apr 2026
James Donaghy	Tennis Coach	31 st Aug 2024
Aldona Done	Teacher	19 th Apr 2024
Jessica Evans	Teacher	31 st Aug 2024
Emma Laing	LS Teaching Assistant	31 st Aug 2024
Zoe Fisher	Teacher	31 st Aug 2024
Vickie Furlong-Hart	Housemother	26 th Apr 2026
Rodney Jones	Cricket Coach	19 th Apr 2024
Liz Killen	Teacher	19 th Apr 2024
Julie Kirk	Teacher	21 st Nov 2025
Collette McClelland	Teacher	19 th Apr 2024
Jonny Morgan	Teacher	26 th Apr 2026
Gareth Owen	Teacher	19 th Apr 2024
Sharon Owen	Teacher	19 th Apr 2024
Matthew Horton	Teacher	31 st Aug 2024
Edgar Ravenscroft	Lab Tech	26 th Apr 2026
Thomas Rylands	Shooting Coach	19 th Apr 2024
Matthew Spencer	Teacher	19 th Apr 2024
Elaine Staples	Housemother	21 st Nov 2025
Simon Taylor	Hockey Coach	21 st Nov 2025
James Underhill	Teacher	19 th Apr 2024
Jenna Underhill	Teacher	19 th Apr 2024
Angela Slack	Housemother	31 st Aug 2024
Stephen Welti	Tennis Coach	31 st Aug 2024
Nicky Welti	Teacher	19 th Apr 2024
Eifion Jones	Tennis Coach	25 th Oct 2025
Sarah Hutchon	Teacher	21 st Nov 2025



First and Mountaineering Trained staff (3 Day course):

	Mountaineering instructor's First aid including First Aid at Work and F*	CCF	EXPIRY DATE
Ranjit Chatterjee	YES	YES	21 st Jan 2026
Martin Clewlow	YES	YES	21 st Jan 2026
Kate Curzon	YES	YES	21 st Jan 2026
Jonathon Haycock	YES	YES	21 st Jan 2026
Nicky Welti	YES	YES	21 st Jan 2026
Martin Digby	YES	YES	21 st Jan 2026

F* = Forestry

Support Staff

The following staff are qualified to administer First Aid:

Name:	Position	FA	EXPIRY DATE:
Aaron Avis	Caretaker		21 st Nov 2025
Jason Caisley	Chef		26 th Apr 2026
Emma Cooper	Cleaner		19 th Apr 2024
Eiry Davies	Senior Nurse (RGN)	Paediatric	14 th Jun 2024
Helen Edwards	Cleaner		19 th Apr 2024
Katie Frazer	HCA		19 th Apr 2024
Susanne Goss	Nurse (RGN)		21 st Nov 2025
Les Hall	Minibus Driver		26 th Apr 2026
Chrissie Hinton	Nurse (RGN)	FA Instructor	22 nd Dec 2023
Jenny Howard	Nurse (RGN)		21 st Nov 2025
Jane Jackson	Cleaner		21 st Nov 2025
Denise Jones	Laundry		21 st Nov 2025
Sharon Magrath	Nurse (RGN)		26 th Apr 2026
Sally Morris	Cleaner		19 th Apr 2024
Susan Richardson	Driver/Sickbay		21 st Nov 2025
Neil Roberts	Grounds		21 st Nov 2025
Paul Smith	Minibus Driver		26 th Apr 2026
Karen Tommy	Nurse (RGN)		21 st Nov 2025
Janet Williams	Catering		19 th Apr 2024
Stuart Wynn	Chef		26 th Apr 2026