

# APPENDIX \*: NOTLEY HIGH SCHOOL & BRAINTREE SIXTH FORM



## IMPORTANT CONTACTS / LOCATION OF FIRST AID KITS

### General Procedures:

#### In the Event of an Injury or Student Complaining of Illness

In the event of an Injury or student complaining of illness the member of staff should use Medical on call: [Medical@notleyhigh.com](mailto:Medical@notleyhigh.com). The student should not be sent to the medical room. If it is urgent or they are not able to walk accompanied to the medical room, staff support should be called.

### Risk of Infection:

Absorbent granules should be dispersed over spillage and left to absorb, A caretaker will be called to clear up, wash the affected area with warm water and disinfectant and dry. All spillages and contaminated equipment must be cleaned or placed into the yellow bin in the medical room. When dealing with spillages, hands must be washed and dried after removal of protective gloves.

### First aider (with FAW cert.):

Julie Simpson	Medical Administrator (Monday – Friday)	Exp: 25.03.2024
Julia Glynn	Pastoral Manager (YR 7 & YR 10)	Exp: 05.05.2024
Jayne Vickery	Pastoral Manager (YR 11)	Exp: 19.07.2025
Caroline Watson	Pastoral Manager (Years 12 and 13)	Exp: 26.03.2024
Lois Turner	Pastoral Manager (YR 8 & YR 9)	Exp: 19.07.2025
Sarah-Lee Jones	Student service Receptionist	Exp: 19.07.2025
Chris Rowe	Media Manager	Exp: 25.03.2024

**Outdoor Pursuits First Aid Certificates:**

John Burge	Exp: 10.07.2025
Harry Morbin	Exp: 10.07.2025
Karen Wilcox	Exp: 10.07.2025
Alex Harrington	Exp: 10.07.2025
Christopher Coyston	Exp: 10.07.2025
Alison Clifton-Ward	Exp: 10.07.2025
Anne – Charlotte Marboeuf	Exp: 10.07.2025
Gemma Burton	Exp: 14.11.2024

**Emergency First aid at work L3 (VTQ) &  
Emergency Paediatric First Aid level 3 (VTQ):**

Niki Isik	Learning Mentor	Exp: 02.07.2025
Bambi Holden	Library Manager	Exp: 02.07.2025
Peter Hadden	Senco Manager	Exp: 02.07.2025
Gillian Blunderfield	Learning Mentor	Exp: 02.07.2025
Karen Swann	Science Technician	Exp: 02.07.2025
Katherine Moore	Science Technician	Exp: 02.07.2025
Claire Green	Attendance officer	Exp: 02.07.2025
Jayne Haight	Learning Mentor	Exp: 02.07.2025

**Emergency First aid at work L3 (VTQ)**

Zoe Staines	Receptionist	Exp: 05.09.2026
Victoria Forster	Maths Teacher	Exp: 05.09.2026
Amy Murphy	PE teacher	Exp: 05.09.2026
Hannah Bird	English Teacher	Exp: 05.09.2026
John Wishart	Caretaker	Exp: 05.09.2026
Rebecca Thompson	Catering	Exp: 05.09.2026
Elizabeth Hutchinson	Cover Supervisor	Exp: 05.09.2026
Alexander Lee	Business Teacher	Exp: 05.09.2026
Adam Secker	Catering Manager	Exp: 05.09.2026
Michelle Robb	PDT Teacher	Exp 05.09.2026

Deborah Robbins	Learning Mentor	Exp: 05.09.2026
Jo Morton-Brown	Counsellor	Exp: 05.09.2026

### **Emergency First Aid at Work L3**

Jo Cockayne	Student services	Exp: 09.07.2026
Keri Russell	Science Teacher	Exp: 09.07.2026
Tudor Rose	Tech Teacher	Exp: 09.07.2026
Hannah Wallace	Tech Teacher	Exp: 09.07.2026
Eve Randall	Cover Teacher	Exp: 09.07.2026
Samantha Sheridan	Learning Mentor	Exp: 09.07.2026
Haley Tokley	Learning Mentor	Exp: 09.07.2026
Melissa Arthur	Admin	Exp: 09.07.2026
Suzanne Francis	Science Teacher	Exp: 09.07.2026
Dawn Bacon	Learning Mentor	Exp: 09.07.2026

## Reporting to the HSE:

- Julie Simpson            Medical Administrator
- Chris Rowe                Media Manager
- Caroline Watson        Pastoral Manger
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- Lois Turner                Pastoral Manager
- Julia Glynn                Pastoral Manager
- Jayne Vickery            Pastoral Manager

## Location of First Aid Kits:

- Medical Room
- Science
- Technology
- 6<sup>th</sup> Form Reception
- Caretakers' office
- PE Office
- Kitchen
- Staff Room (outside ladies' staff toilets) – for emergency use alongside AED

## IMPORTANT CONTACTS / LOCATION OF DEFIBRILLATOR (AED)

### AEDs are in:

- Staff Room (outside ladies' staff toilets)
- Sports Hall
- 6<sup>th</sup> Form Reception
- Caretakers' office
- Old PE office

### Location of Medication (Inhalers, Adrenaline Auto-Injectors, antihistamine):

Students carry their inhalers and AAIs with them, always.

Other prescribed medication is locked in cupboard with Parental consent form in medical room.

Parents are asked to supply a spare prescription AAI for each student which is kept in the medical room.

Emergency use Salbutamol inhalers are kept in the medical room for use by students whose parents have completed an emergency use consent form and asthma form.

**Responsible Person(s):****Locations of Defibrillator:**

Julie Simpson	Medical Administrator	Staff Room
John Wishart	Caretaker	Sports Hall
Zoe Staines	Receptionist	6 <sup>th</sup> Form reception
John Wishart	Caretaker	Caretakers office
Claire Trafford	Head of PE	Old PE office