# The Park Federation Academy Trust
# James Elliman Academy

# First Aid Policy
# 2026 - 2027



DOCUMENT UNCONTROLLED WHEN PRINTED

**Approval History**

| | |
|---|---|
| **Signed by Principal** | Mrs Tajinder Johal |
| **Date of approval** | September 2026 |
| **Date of review** | September 2027 |

**Version History**

| Version | Date | Status | Changes |
|---|---|---|---|
| 1 | September 2022 | Final Approved | Minor changes to practice and procedures for better clarity. |
| 2 | 24.08.2023 | Updated | Re-arranged existing information for easier reading.<br>Updated legislation and guidance in accordance with The Key<br>Added greater detail around roles and responsibilities and first aid procedures<br>Updated key contacts |
| 3 | 07.08.2024 | Updated | Minor changes to wording for more clarity.<br>Location of emergency inhaler/auto injector<br>Updated contacts |
| 4 | 27.08.2025 | Updated | Update Legislation and guidance.<br>Update staff links.<br>Updated school reporting system to Arbor.<br>Added more information in Section |

| | | | |
|---|---|---|---|
| | | | 6 - record keeping and recording incidents for greater clarity on timescales for reporting incidents. |
| 5 | 20.10.2026 | Updated | Updated using new DFE guidance<br>Updates on medical trained staff |

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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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## Section 1: Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

All staff will be informed of the First Aid arrangements through this policy, and training as appropriate. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the academy's First Aid needs.

## Section 2: Legislation and Guidance

James Elliman Academy (JEA) accepts its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledges the importance of providing First Aid for employees, children and visitors within the school, so that they can be given immediate help if they are injured or taken ill.

This policy is underpinned by the following statutory framework and legislation:

- Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools
- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- DfE Allergy Safety in Schools Mandatory statutory requirements for schools to maintain a whole-school allergy policy, provide staff training, hold spare emergency adrenaline auto-injectors (AAIs), and implement individual allergy action plans.
- This policy complies with our funding agreement and articles of association.

James Elliman Academy's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## Section 3: Roles and responsibilities

### Key Contacts

| Name | Designation | Contact Details |
|---|---|---|
| Tajinder Johal | Principal | tjohal@theparkfederation.org |
| Vanda Devshi<br><br>Rebecca Pinkney<br><br>Jasvir Chander | Vice Principal/DDSL<br><br>Vice Principal/DSL<br><br>Vice Principal/DDSL | vdevshi@theparkfederation.org<br><br>rpinkney@theparkfederation.org<br><br>jchander@theparkfederation.org |
| Fahmida R Khan | Senior Welfare Officer | fraquibjea@theparkfederation.org |
| Kirendeep Soor | Welfare Assistant | ksoorjea@theparkfederation.org |
| Hazel Ryder | Estates Manager | hryder@theparkfederation.org |

### 3.1 Appointed Persons for First Aid: The Senior Welfare Officer and the Assistant Welfare Officer

At James Elliman Academy the Senior Welfare Officer **F**ahmida R Khan is and the Welfare Assistant is Kirendeep Soor

The main duties of the Senior Welfare Officer and Welfare Assistant are:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is called when appropriate

### 3.2 Delegated First Aiders

Delegated first aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Delegated first-aiders who are responsible for administering First Aid at the academy can be found in Appendix A of this policy as well as prominently displayed in the school office, in classrooms and next to first aid boxes around the school. A first-aider is someone who has completed training appropriate to the level of need as identified by the academy, namely: First Aid at Work (FAW) and Paediatric First Aid. This list clearly shows the designated first aider, the qualification, the times of availability (to ensure coverage before and after school hours), location and contact number.

### 3.3 The Governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

### 3.4 The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained delegated first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place

- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the delegated first aiders and appointed persons in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a delegated first aider or appointed person is not called
- Informing the principal or their line manager of any specific health conditions or first aid needs

## Section 4: Procedures for First Aid

### 4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and immediately alert the Senior Welfare Officer, or Welfare Assistant (in her absence). The Senior Welfare Officer, or Welfare Assistant will then take over the care and provide the required first aid treatment. Delegated first aiders may also be called if required and provide first aid treatment until the Senior Welfare Officer arrives.
- The Senior Welfare Officer or Assistant/delegated first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- The Senior Welfare Officer or Assistant/ delegated first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the Senior Welfare Officer or Assistant/ delegated first aider judges that a pupil is too unwell to remain in school, the Principal will be alerted and parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, the Senior Welfare Officer or Assistant will alert the Principal and contact parents immediately.
- The Senior Welfare Officer or Assistant/delegated first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## Major Injuries/Serious Illness

The Senior Welfare Officer or Assistant/delegated first aider **must be consulted** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut to face/head or serious knock
- Suspect sprain or break
- Stings: bees/wasps/insects (due to the possibility of allergic reaction)
- Pupils who are known to have a specific illness, irrespective of the type of illness or injury sustained, e.g. diabetes, epilepsy, asthma, pupils known to have allergic reactions, pupils with auto-injectors in school
- **On no account must these pupils be left / sent to self-administer their own treatment.**
- Pupils with specific needs and have a personal care plan to ensure their safety; this should always be consulted.

Should the injury/illness require medical assistance (e.g. ambulance, hospital visit), a member of the office staff and the Principal should be contacted immediately (in their absence, a Vice Principal must be informed) and parents/ carers must be informed without delay.

**In an emergency, an ambulance <u>MUST</u> be called without delay.**

The Estates Manager, **Hazel Ryder,** is also to be contacted if an ambulance is called or a parent/carer/ two staff members have taken a pupil to hospital. This information is logged on the school's medical recording system. A full investigation into why an accident happened will then be carried out if necessary.

For all instances where a child has suffered a serious injury, or an injury to the face or head, a telephone call **must** be made to the child's parent/carer. Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be agreed and approved by the Principal or Vice Principal in their absence.

In the event of a head/facial injury, the class teacher will be notified of this so they can monitor the child for the remainder of the day (if remaining in school). They **must** touch base with the parent/carer at the end of the day to provide an update.

## Minor Injuries/Illness

Incidents of minor injury or illness during the day should be treated as follows:

- **Lesson times**: Children may be accompanied to the Medical Room for assessment, or if they are unable to, the Senior Welfare Officer or Assistant/delegated first aider will attend to the child in class for an assessment of the severity of any illness or injury and appropriate action will then be taken.

- **Playtimes:** Children may be brought to the Medical Room for treatment, or if unable to, the Senior Welfare Officer or Assistant/delegated first aider will attend to the child in their location.
- **Lunchtimes:** The Lunchtime Supervisor must assess the seriousness of the injury or illness. Any injury to the face/head or a wound that bleeds must be taken to the Medical Area for further assessment and any action deemed necessary by the Senior Welfare Officer or Assistant/delegated first aider.
- **Nursery Children:** In most instances, it would be more appropriate for nursery aged children to be treated in the Nursery, by the Senior Welfare Officer or Assistant/delegated first aider, where a First Aid kit is kept.

In the event of minor injury, the class teacher must be informed so that they can liaise with parents/carers at the end of the school day. Records of any injury are logged on Arbor and emailed to the parents/carers on the same day. The Welfare Team will also log medical incidents on CPOMs if they are deemed or suspected as deliberate or are related to a safeguarding concern.

### 4.2 Procedure for prescribed and non-prescribed medication

James Elliman Academy is only able to administer medication that has been prescribed by a GP, pharmacy or hospital to a named child. For over the counter medication, parents and carers must come into school and administer this to the child themselves.

- **Official Prescription Label:** The medication must feature an official, unaltered pharmacy-printed prescription label. The label must clearly state the pupil's full legal name, exact dosage, frequency of administration, and date of issue.

- **Original Packaging:** The medication must be delivered to the Welfare Team in its original commercial box or bottle, with the manufacturer's dosage guidelines. Loose blister packs, decanted liquids, or unlabelled containers will not be administered.

- **Written Parental Consent:** Even when a prescription label is present, parents/guardians must physically complete and sign the school's medication authorisation log in the Welfare Office before any doses can be administered.

  Where a child requires prescription paracetamol or antihistamine, the Senior Welfare Officer will contact parents or carers to inform them that a dose may be needed and will check that the child has not had any of this medication before the required dosage time. This will prevent a double dose being given.

### 4.3 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:

The HSE's recommendation for a minimum travelling first aid kit is

  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile non medicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves

- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at a minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile non medicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the delegated trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on all school trips and visits.

## Section 5: Allergy Management (Benedict's Law Compliance)

James Elliman Academy is committed to ensuring a safe, inclusive environment for all pupils, particularly those with life-threatening allergies. To comply with Benedict's Law (effective September 2026), JEA implements the following four pillars of allergy safety:

**1. Whole-School Allergy Policy**

- Our allergy policy is published on the school website and reviewed annually.

**2. Staff Training & Competency**

- All staff—including teaching, support, catering, and site staff—receive annual allergy awareness and anaphylaxis training.

**3. Emergency Medication (Spare AAIs)**

- JEA maintains a supply of **spare, in-date adrenaline auto-injectors (AAIs)**. These are stored securely but are immediately accessible to trained staff in the event of an emergency.

**4. Individual Allergy Action Plans (IAAPs)**

- Pupils with a diagnosed food allergy have a personalised **Individual Allergy Action Plan (IAAP)**, developed in partnership with parents and clinical leads.

## Section 6: Reassessment of First Aid provision

The Principal, Tajinder Johal/ Chief Executive Officer Helen Abell/Chief Operating Officer Jasjit Sohal and the Academy Council should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

The school will provide materials, equipment and facilities as set out in the DfE's First Aid in Schools and Health and Safety in Schools guidance.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. At JEA, this room will be referred to as the **Medical Room**.

The location of First Aid kits at JEA will be:

- The Medical Room
- EYFS Kitchen
- Year 1 Corridor
- Studio
- Staff Room
- Year 6 Corridor
- Year 5 Corridor

**The school's defibrillator is located in the Medical Room.**

All First Aid kits must be marked with a white cross on a green background. First aid kits are mounted in all year group corridors. No medication is kept in first aid kits. Equivalent or additional items are acceptable.

The following contents are based on the HSE's recommendation for a minimum first aid kit:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

The person responsible for checking the contents of First Aid kits and restocking them as soon as possible after use is **the Senior Welfare Officer/ Welfare Assistant.**

**The school emergency inhalers and emergency auto injectors are located in:**

- EYFS/Yr2 PPA work station next to the Nursery (younger age ranges of children learning in this area
- The medical room (multiple age ranges)

For AAIs specify what we have in the areas e.g two pens for children under 6 yrs and two pens for children over 6 years.

## Section 7: Record-keeping and Reporting of Incidents

- An accident form will be completed by the Senior Welfare Officer/ Welfare Assistant/Delegated First Aider on the same day or as soon as possible after an incident resulting in an injury and uploaded to Arbor.

- As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form.

- Records held on Arbor and in any Incident Reporting Book or First Aid Book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

All incidents requiring First Aid (whether minor or major) must be recorded on Arbor.
The first aid staff in each year group, and the nursery, also have an Incident Reporting Book where minor injuries are logged. This remains in the year leader's class. A duplicate copy of the record in the Incident Reporting Book is sent home.

All major injuries are referred to the Senior Welfare Officer, who will attend to the child, and are then logged on Arbor situated in the Medical Room. An additional First Aid book will be kept in the Nursery.

### 7.1 Hygiene Procedures

In the event of the spillage of blood or body fluid, the following procedure should be followed:

- Any surface which has had blood splashed on it must be cleaned liberally with detergent and water. The premises cleaning team are called so that a deep clean of the area can be made.
- Ensure that you wash your hands.
- Dispose of any blood-stained waste in a plastic bag and put in the yellow covered waste bin in the Medical Room.

Staff **must** wear disposable gloves when toileting, supporting intimate care or dealing with blood or body fluids. Wherever a First Aid kit is kept, there should also be access to disposable gloves, disposable aprons, antibacterial wipes.

### 7.2 Class Medical List

Every class must have a Class Medical List and a list of pupils with specific dietary requirements. This should be in a locked cupboard or drawer and the information should be shared with supply teachers or PPA staff when the class teacher is absent/not present. They are regularly checked and updated by the Senior Welfare Officer. It is made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, adults on duty, Lunchtime Controller or First Aider should they be feeling ill. Kitchen staff /Lunchtime Controllers also need to be informed if a child has a food allergy or requires medication.

### 7.3 Reporting to the HSE

The Senior Welfare Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Senior Welfare Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences**
https://www.hse.gov.uk/riddor/reportable-incidents.htm#reportable

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Estates Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health

- An electrical short circuit or overload causing a fire or explosion

### Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- *An accident "arises out of" or is "connected with a work activity" if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

### 7.4 Notifying parents of Children in Early Years Foundation Stage

The Senior Welfare Officer/Assistant Welfare Officer or Delegated First Aider (in their absence) will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

## Section 8: Training

All delegated first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school keep a register of all trained first aiders, what training they have received and when this is valid until.
The school will arrange for first aiders to retrain before their first aid certificates expires. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## Section 9: Monitoring Arrangements

This policy will be reviewed by the Senior Welfare Officer and the Vice Principal for Inclusion and safeguarding annually. At every review, the policy will be approved by the Principal.

## Section 9: Links with other policies

This policy is to be read in conjunction with:

- Child Protection and Safeguarding Policy
- Supporting Children with Medical Conditions Policy
- Supporting Pupils with Asthma Policy
- Intimate Care Policy
- Children with Health Needs who cannot Attend School Policy
- Educational Visit Policy
- Allergy Policy

## Appendix A: List of Delegated First Aiders

FIRST AID AT WORK (ADULTS) | SAR | EPILEPSY | ASTHMA | BUCCOL | BASIC DIABETES | FULL DIABETES TRAINING | PAEDIATRIC FIRST | WHEELCHAIR | DEFIB

# MEDICAL TRAINED STAFF

**If you require first aid assistance for a child or an adult, in the first instance please contact:**

## Senior Welfare Officer – Medical Room – Ext 1407 + CHANNEL 15

In their absence, please contact one of the following personnel:

| | | | |
|---|---|---|---|
| FAHMIDA RAQUIB KHAN | SENIOR WELFARE OFFICER | MON-FRI 8:30-16:00 | 03/07/2025-03/07/2028 PFA<br>28/10/2025-28/10/2028 FAW<br>1407 + CH 15 |
| KIREN SOOR | WELFARE ASSISTANT | MON-FRI<br>8:30-9:30<br>11:00-13:30 | 1407 + CH 15 |
| REBECCA PINKNEY | DSL/ VP SAFEGUARDING | MON-THURS 8:00-16:30 | 05/2024-05/2027-PFA<br>1440 |
| SARABJIT KAUR | NURSERY | MON-TUES 8:30-4:00<br>WED-THURS 8:30-4:30<br>FRI 8:30-3:30 | 01/2025-01/2028- PFA<br>1442 |
| ANU SHUKLA | NURSERY | MON 8:15-4:00<br>TUES-WED 8:15-4:30<br>THURS-FRI 8:15-3:30 | 09/2023 - 09/2026-PFA<br>1442 |
| NOREIN AFZAL | NURSERY | MON-FRI 8:30- 15:00 | 10/2024-10/2027 PFA<br>1442 |
| SUNITA PARMA | NURSERY | MON 8:30-4:00<br>TUES 8:30-3:20<br>WED 8:30-4:30<br>THURS-FRI 8:30-3:20 | 04/2025-04/2028 PFA<br>1442 |
| LESLEY BAXTER | BUTTERWORTH | MON 8:15-16:00<br>TUES-WED 8:15-16:30<br>THURS-FRI 8:15-15:30 | 01/2026-01/2029 PFA<br>1521 |

| | | | |
|---|---|---|---|
| PRIYANKA GULATI | BUTTERWORTH | MON-TUES 8:30-16:00<br>WED-THURS 8:30-16:30<br>FRI 8:30-15:30 | 02/2026-<br>02/2029-PFA<br>**1521** |
| SHAKILA BEGUM | NURSERY | MON 8:30-16:00<br>TUES-WED 8:30-16:30<br>THURS-FRI 8:30-15:30 | 04/2024-<br>04/2027-PFA<br>**1520** |
| SARMISTA BHATACHARIYA | DONALDSON | THURS 8:30-16:30<br>FRI 8:30 -15:30 | 04/2024-<br>04/2027-PFA<br>**1520** |
| JAS CHANDER | DONALDSON | MON-FRI 8:30-16:30 | 10/2025-<br>10/2028-PFA<br>**1520** |
| EMILY EVANS | DONALDSON | MON 8:15-16:00<br>TUES-WED 8:15-16:30<br>THURS-FRI 8:15-15:30 | 10/2023-<br>10/2026-PFA<br>**1520** |
| AOIFE O'REILLY | TBC | MON- FRI 8:30-15:30 | 11/2024-<br>11/2027 PFA<br>**1523** |
| NUSRATH BEGUM | 2 BOND | TUES-FRI 9:00-15:15 | 09/2024-<br>09/2027- PFA<br>**1442** |
| INDERJIT CHEEMA | 1 MILNE | MON-FRI 8:45-15:30 | 09/2023-<br>09/2026-PFA<br>**1526** |
| VIVIENNE LOPEZ | 1 WADDELL | MON-FRI 8:30-11:30 | 11/2023-<br>11//2026-PFA<br>**1526** |
| JULIA HAINES | 4 LEWIS | MON-TUES 8:00-16:00<br>WED 8:00- 13:00<br>THURS 8:00-15:15<br>FRI 8:00- 15:30 | 03/2026-<br>03/2029-PFA<br>**1526** |
| HINNA HUSSAIN | 5 TOLKIEN | MON-FRI 9:00-15:15 | 11/2025-<br>11/2028-PFA<br>**1531** |
| KELLY CODY | 5 HOROWITZ | MON-THURS 8:15-16:00<br>FRI 8:15 15:45 | 01/2025-<br>01/2028-PFA<br>**1535** |
| SVETLANA KONYSHEVA | 4 LEWIS | THURS 8:30-16:30<br>FRI 8:30-15:30 | 07/2024-<br>07/2027 PFA<br>**1538** |
| NAGASWETHA MARALAVADI-NAGARAJ | 6 PULLMAN | MON-THURS 8:30-16:00<br>FRI 8:30-15:30 | 02/2025-<br>02/2028 PFA<br>**1553** |
| GULNAZ AZRAM | 6 ROWLING | MON-TUES 8:30-16:00<br>WED-THURS 8:30-16:30<br>FRI 8:30-15:30 | 03/2025-<br>03/2028-PFA<br>**1542** |
| KAUSER LATIF | 3 CHILD | MON-FRI 8:45 -15:15 | 10/2023-<br>10/2026-PFA<br>**1542** |



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|---|---|---|---|
| **RITU KHOSLA** | **SPEECH & LANGUAGE** | MON-TUES 8:30-15:30<br>WED 8:30-16:30<br>THURS-FRI 8:30-15:30 | 03/2025-<br>03/2028 PFA<br>**1561** |
| **ROB ELLINGTON** | **PE LEAD** | MON-FRI 8:30-16:15 | 03/2025-<br>03/2028 PFA<br>**CH 15** |
| **SANA MALIK** | **LTS** | MON-FRI 12:00-13:30 | 03/2026-<br>03/2029-PFA<br>**CH 15** |
| **REBECCA BEVAN** | **LTS** | MON-FRI 11:00-13:30 | 11/2023-<br>11/2026-PFA<br>**CH 15** |
| **CRIZELDA SAPKOTA** | **LTS** | MON-FRI 10:30- 13:30 | 12/2023-<br>12/2026-PFA<br>**CH 15** |
| **UZMA NIAZ** | **LTS** | MON-FRI 11:10-13:30 | 10/2023-<br>10/2026-PFA<br>**CH 15** |

All staff are **trained in Buccolam and Epilepsy** awareness

**Staff trained in administering insulin** for named children with a Diabetes Health Care plan.

- Vivienne Lopes – TA – Year 1
- Julia Haines – TA – Year 4
- Kausar Latif – TA – Year 3
- Monika Jaswal – TA – Year 6
- Norein Afzal – TA – Year 4
- Saranya Selvakkumaran – Teacher – Year 4
- Fahmida Raquib – SWO – Medical Room
- Kiren Soor – Welfare Assistant/Admin