



# Supporting pupils with medical conditions policy: In school At home Administration of medicines & First Aid

Date:	October 2023	
Last reviewed on:	November 2022	
Next review due by:	March 2024 (annual/biannual/3 yr/other – please state)	
Version:	Date:	Notes:
V 1:2	October 2023	Title has changed to specifically include First Aid Sections 8 & 9 have been added

**We are an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with medical conditions the same opportunities as others at the school.**

We will help to ensure children can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Sandcross ensures that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their condition allows.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 updated 11th December 2015 - "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> The school will have regard to the statutory guidance issued. we take account of it, carefully consider it and we make all efforts to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of Practice (Part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

OFSTED place a clear emphasis on meeting the needs of pupils with SEND, also including those children with medical conditions.

All staff understand the medical conditions that affect pupils in their care at this school and they will receive training on the impact that these conditions have on these pupils and how to support them.

This school understands that all children with the same medical condition will not have the same needs.

### **1) Key roles and responsibilities**

The named member of staff responsible for this medical conditions policy and its implementation is: **Deborah Jackson Assistant Headteacher**

Day to day administration of medication involved in healthcare plans will be overseen by: **Kathrine Ali Office Lead First Aider**

The Local Governing Body are responsible for reviewing this policy and the named member for ongoing monitoring is: **Jo Canneaux LGB Safeguarding**

#### **a) The Local Authority is responsible for:**

- 1) Working with schools to ensure pupils attend full-time education or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to health needs and who otherwise would not receive a suitable education.

#### **b) The Executives of Everychild Partnership Trust are responsible for:**

- 1) Monitoring and reporting the Supporting Medicines in school policy
- 2) Commissioning the Sandcross school insurance policy

#### **c) The Local Governing Body is responsible for:**

- 1) Agreeing the policy is in place to support pupils with medical conditions.
- 2) Ensuring the policy clearly identifies roles and responsibilities and is implemented effectively.
- 3) Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, disability or sexual orientation.
- 4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- 5) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- 6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff are to have

access to information, resources and materials as required.

- 7) Ensuring written records are kept of, any and all, medicines administered to pupils.
- 8) Ensuring the policy sets out procedures in place for emergency situations
- 9) Ensuring the level of insurance in place reflects the level of risk.
- 10) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

**d) The Headteacher is responsible for:**

- 1) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 2) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- 3) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies

**e) The Assistant Head teacher in conjunction with the School Lead First Aider is responsible for:**

- 1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- 2) The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Sandcross Primary School.
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff who need to be aware of a child's medical condition.
- 5) Developing Individual Healthcare Plans (IHPs). These will be developed in conjunction with staff, parents, healthcare professionals and the child where possible and will be reviewed at least annually.
- 6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.

- 8) The deputy headteacher or the assistant headteacher will ensure that where there is staff absence, qualified staff will ensure the condition of medical provision in healthcare plans.
- 9) If necessary, facilitate the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- 10) Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- 11) Ensuring confidentiality and data protection
- 12) Assigning appropriate accommodation for medical treatment/ care
- 13) Ensuring that the school's defibrillators are serviced regularly (in conjunction with lead first aider)
- 14) Voluntarily holding 'spare' salbutamol asthma inhalers and spare EpiPens for emergency use (in conjunction with first aider)

**f) Staff members are responsible for:**

- 1) Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- 2) Knowing where controlled drugs are stored and where the key is held.
- 3) Taking account of the needs of pupils with medical conditions in lessons.
- 4) Each class teacher must share the medical needs of their pupils with PPA staff and cover staff and ensure their TAs/LSAs are aware.
- 5) Through discussion with their line manager, identifying and undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- 6) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- 7) Ensure that inhalers are available for pupils wherever they go eg in class, on the playground and in PE lessons.

**g) Health professionals including specialist nurses are responsible for:**

- 1) Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- 2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their schooling.
- 3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- 4) Liaising locally with lead clinicians on appropriate support. Guide the Assistant Headteacher in identifying training needs and providers of training.

**h) Parents and carers (or foster parent, guardian or local authority) are responsible for:**

- 1) Keeping the school informed about any new medical condition or changes to their child/children's health.
- 2) Participating in the development and regular reviews of their child's IHP.
- 3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- 5) Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.
6. Ensure that the school has up to date contact information for the parent as well as the emergency contact.

**i) Pupils are responsible for:**

- 1) Where possible providing information on how their medical condition affects them.
- 2) Where possible contributing to their IHP
- 3) Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

## **2. Training of staff**

- a) No staff member may administer medicines or undertake any healthcare procedure without undergoing training specific to the condition.
- b) School will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy (see Appendix 2).

## **3. Medical conditions register/ list**

- a) Schools admissions forms request information on pre-existing medical conditions. Parents are encouraged to inform the school at any point in the school year if a condition develops or is diagnosed.
- b) When the school is notified that the child has a medical condition, the school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to the school.
- c) A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member lead first aider. Each class teacher should have an overview of the list for the pupils in their care, within easy access and must share these with PPA staff.
- d) Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- e) For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

## **4) Individual Healthcare Plans**

- a) Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Assistant headteacher, Special Educational Needs & Disabilities Coordinator (SENDCO) and medical professionals (see Appendix 1).
- b) The IHP will contain information of the medical condition, its triggers, signs, symptoms and treatments plus the details of medication regularly taken, healthcare professionals and next of kin contacts.
- c) IHPs will be accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. If consent is sought from parents a photo and instructions may be displayed in the medical room where the IHP is kept.

***In the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone eg asthma, anaphylaxis, epilepsy or Type 1 diabetes.***

- d) IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- e) Where a pupil has an Education, Health and Care plan (EHCP), the IHP provision will be linked to the needs in it.
- f) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

## **5) Transport arrangements**

- a) If a pupil with an IHP is allocated school transport the school should invite a member of the Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- b) For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- c) When prescribed controlled drugs need to be sent into school, parents will be responsible for handing them over to the adult for the journey in a suitable bag or container. They must be clearly labelled with name and dose etc.
- d) Controlled drugs will be kept under the supervision of the adult throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

## **6) Education Health Needs (Medical Access 2 Education) referrals**

- a) All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- b) In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical professional.



## **7) The Administration of Medicines**

- a) The Local Committee (Governing Body) and staff of Sandcross School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

- b) Please note that parents should keep their children at home if they are acutely unwell or infectious. Parents must also ensure that their child has not had any reactions to their prescribed medicines before returning to school.

*“Medicines should only be taken to school settings when essential; that is, where it would be detrimental to a child’s health if the medicine were not administered during the school setting day”. (DfES Guidance)*

- c) Parents are responsible from the pupil’s first day of need at Sandcross (or prior to that if training of staff is needed) for providing our school with comprehensive information regarding the pupil’s condition and medication. Only medication that has been prescribed by a doctor, dentist, nurse or pharmacist for that child will be accepted and administered in school.

Where 3 daily doses are required, unless they are time specific, these should not be sent into school for administration as they can all be given at home. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Staff will not give a non-prescribed medicine to a child unless there is permission given to parents/ school from health professionals.

- d) Only reasonable quantities of medication should be supplied to the school (for example, a maximum of 8 weeks supply at any one time). Where the pupil travels on school transport, parents must ensure the escort has written instructions relating to any medication sent with the pupil. Each item of medication must be delivered to the Head Teacher or an Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed with the Pharmacy’s label unaltered.

- e) No child will be given medication containing aspirin without a doctor’s

prescription.

- f) Each item of medication must be clearly labelled with the following information:

Pupil's Name

Name of medication

Dosage

Frequency of administration

Date of dispensing

Storage requirements (if important)

Expiry date.

The school will not accept items of medication in unlabelled containers.

g) Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet or a locked fridge.

h) The school will keep records, which they will have available for parents. If a child refuses to take their medicine, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

i) It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

j) It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

k) The school will not make changes to dosages on parental instructions.

l) School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each year. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

m) For each pupil with long-term or complex medication needs, the Assistant Head Teacher, in conjunction with the appointed first aider of the office team, will ensure that an Individual Healthcare Plan (including medication plan and protocol) is drawn up, in conjunction with the appropriate health professionals,

school staff, parents and the child.

n) Staff who have volunteered to assist in the administration of medication will receive the appropriate training and guidance through arrangements made with the School Health Service.

o) The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. All staff will be made aware of the procedures to be followed in the event of an emergency.

p) Sandcross Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

q) Emergency salbutamol inhaler kits and EpiPens may be kept voluntarily by school

## **8) First Aid procedures**

### **In-school procedures**

In the event of an accident resulting in injury:

a) The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

b) The first aider, if called, 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

c) The first aider will also decide whether the injured person should be moved or placed in a recovery position

d) If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents

e) If emergency services are called, the office staff will contact parents immediately

f) The first aider will fill in a form for the emergency services of time and place of injury or event and the treatment given thus far.

g) The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

h) There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Link to school procedures doc [First Aid procedures Oct 2023](#)

### **Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for the Early Years Foundation Stage.

### **9) First Aid Equipment**

All first aid containers are marked with a white cross on a green background and are signposted where sited.

Each year group has a triage first aid kit which is on the playground at each

playtime and lunchtime. No medication is stored in these kits. Asthma medication bags will accompany this box separately as needed.

Each classroom has asthma medications in a marked bag in a place marked with a white cross on a green background.

Link to medical resource points: [Medical resource points at Sandcross](#)

## **9) Emergencies**

- a) Medical emergencies for pupils or staff with Individual Healthcare Plans will be communicated to all relevant staff so they are aware of signs and symptoms.
- b) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- c) If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **10) Day trips, residential visits and sporting activities**

- a) Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

## **11) Avoiding unacceptable practice**

In general, the following behaviour is unacceptable in Sandcross School:

- a) Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities at school

- e) Sending the pupil to the school office alone or with an unsuitable escort if they become ill.
- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- g) Making parents feel obliged to attend school to administer prescribed medication
- h) Creating barriers to children participating in school life, including school trips.
- i) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **12)Insurance**

- a) Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the school's insurance.
- b) Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact The Everychild Partnership Trust [admin@everychildpartnership.co.uk](mailto:admin@everychildpartnership.co.uk)

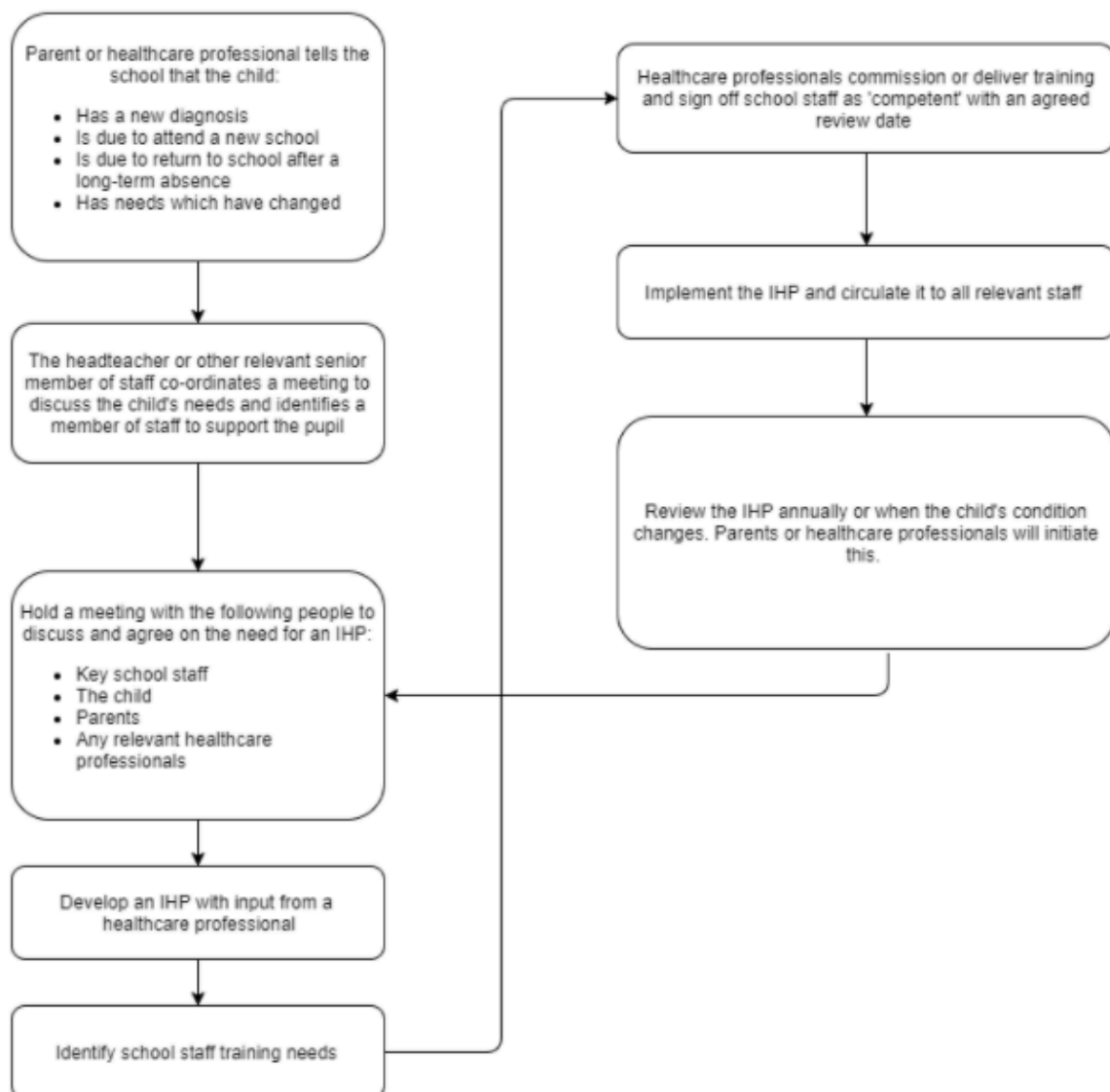
## **13)Complaints**

- a) All complaints should be raised with the school in the first instance by talking to the class teacher or phone the school office/ email [office@sandcross.school](mailto:office@sandcross.school)
- b) The details of how to make a formal complaint can be found in the School Complaints Policy.

## **14) Definition**

‘Medical condition’ for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being ‘unwell’ and common childhood diseases are not covered.*

## Appendix 1: Being notified a child has a medical condition



## Appendix 2: List of Paediatric First Aiders, First Aiders and those trained to support specific conditions

<b>Name of Staff Member</b>	<b>Role within school</b>	<b>Type of training</b>	<b>Date of training</b>	<b>Date of next update</b>
Deborah Jackson	Assistant Headteacher  Medical Lead	Paediatric First Aid	28.03.2023	27.03.2026
Kathrine Ali	Lead First Aider  Office	Paediatric First Aid	28.03.2023	27.03.2026
Lynn Stagg	First Aider Office	Paediatric First Aid	20.05.2022	20.05.2025
Sophie Heat	First Aider Office	Paediatric First Aid	26.06.2023	25.06.2026
Rebecca Grosevenor	Office	Paediatric First Aid	15.03.2024	14.03.2027
Rebecca Swain	Office	Paediatric First Aid	15.03.2024	14.03.2027
Richard Bates	Deputy Head Teacher	Paediatric First Aid	20.05.2022	20.05.2025
Dawn Eames	Crossing patrol/ Mid day supervisor/ TA	Paediatric First Aid	20.05.2022	20.05.2025
Dee Elsey	Harmony leader/ Mid day supervisor	Paediatric First Aid	20.05.2022	20.05.2025
Sian McConnell	Year 1 CT	Paediatric First Aid	20.05.2022	20.05.2025
Sophie Clementson	Nursery TA	Paediatric First Aid	15.06.2022	15.06.2025



Clare Ogle	Phase leader/ CT Yr 5 & 6	Paediatric First Aid	28.03.2023	27.03.2026
Sally Ansell	Year 6 TA	Paediatric First Aid	28.03.2023	27.03.2026
Kerry Darar	Nursery	Paediatric First Aid	28.03.2023	27.03.2026
Tina Griessel	Year 2 TA	Paediatric First Aid	26.06.2023	25.06.2026
Akvile Myftari	Year 4 TA	Paediatric First Aid	28.03.2023	27.03.2026
Helen Cumberlidge	Year 1 TA	Paediatric First Aid	28.03.2023	27.03.2026
Nicolette Rudge	Early Years TA Nursery	Paediatric First Aid	26.06.2023	25.06.2026
Daisy Crocombe	Early Years TA Reception	Paediatric First Aid	26.06.2023	25.06.2026
Rebecca Kinsley	Intervention CT	Paediatric First Aid	28.03.2023	27.03.2026
Mark Richards	Head Teacher	Paediatric First Aid	15.03.2024	14.03.2027
Suzie Wallace	AHT	Paediatric First Aid	15.03.2024	14.03.2027
Adam Finch	Yr 5 TA	Paediatric First Aid	15.03.2024	14.03.2027
Amy Frake	Yr 5 TA	Paediatric First Aid	15.03.2024	14.03.2027
Angelique Papayannis	Yr 1 TA	Paediatric First Aid	15.03.2024	14.03.2027
Caroline Ellis	Yr 3 TA	Paediatric First Aid	15.03.2024	14.03.2027
Clare Whittaker	Yr 3 TA	Paediatric First Aid	15.03.2024	14.03.2027

Della Sidery	Yr 5 TA	Paediatric First Aid	15.03.2024	14.03.2027
Gaelle Gibbs	Yr 2 TA	Paediatric First Aid	15.03.2024	14.03.2027
Gemma Bowden	Library	Paediatric First Aid	15.03.2024	14.03.2027
Humera Pervaiz	Yr 4 TA	Paediatric First Aid	15.03.2024	14.03.2027
Jaanai Moyo	Yr 4 TA	Paediatric First Aid	15.03.2024	14.03.2027
Jade Herbert	Play Leader	Paediatric First Aid	15.03.2024	14.03.2027
Jade McLaughlin	ELSA	Paediatric First Aid	15.03.2024	14.03.2027
Jessica Olney	Yr 3 TA	Paediatric First Aid	15.03.2024	14.03.2027
Karen Good	ELSA	Paediatric First Aid	15.03.2024	14.03.2027
Laura Bryant	EY Rec TA	Paediatric First Aid	15.03.2024	14.03.2027
Lilian Nabakabya	Yr 3 TA	Paediatric First Aid	15.03.2024	14.03.2027
Marta Przegienda	Friends	Paediatric First Aid	15.03.2024	14.03.2027
Melanie Schmidt	TA	Paediatric First Aid	15.03.2024	14.03.2027
Nicola Gibbs	EY TA	Paediatric First Aid	15.03.2024	14.03.2027
Phoebe Ball	EY Nursery TA	Paediatric First Aid	15.03.2024	14.03.2027
Rachel Eaton	Harmony	Paediatric First Aid	15.03.2024	14.03.2027
Sarah Friend	Yr 6 TA	Paediatric First Aid	15.03.2024	14.03.2027

Siobhan Cozens	Yr 6 TA	Paediatric First Aid	15.03.2024	14.03.2027
Tracey Garrod	EY TA	Paediatric First Aid	15.03.2024	14.03.2027
Vanessa Mitchell	Yr 5 TA	Paediatric First Aid	15.03.2024	14.03.2027
Fran Lewes	Yr 6 TA	Paediatric First Aid	15.03.2024	14.03.2027
<b>All CTs/TAs completed online training in:</b>				
<b>Diabetes</b>	Specific staff have been trained by the specialist nurses over and above this	National College	April 2023	
<b>Epilepsy</b>		National College	April 2023	
<b>Food allergy awareness and Epipen use</b>		National College	April 2023	
<b>Mental Health Training:</b>				
Deborah Jackson	AHT	Mental Health Champion	31st January 2023	30th January 2026
Richard Bates	DHT	Mental Health Champion	31st January 2023	30th January 2026
Mark Richards	HT	Mental Health First Aider	Autumn 2022	Autumn 2025
Deborah Jackson	AHT	Mental Health First Aider	March 2023	March 2026

Sophie Heat	Office manager	Mental Health First Aider	March 2023	March 2026
Karen Good	ELSA	Mental Health First Aider	March 2023	March 2026