

## **FIRST AID POLICY 2023 - 2024**

The policy of Moreton Hall is to provide the level of first aid that is necessary and appropriate and that it will be provided by suitably qualified persons so that the students, staff and visitors can access and receive first aid as quickly as possible, should the occasion arise.

This policy is reviewed annually by the Health and Safety Officer and amended as circumstances demand.

In conjunction with the medical and other staff in the school, the Health and Safety Officer reviews the activities that are undertaken within the school by the students and staff and establishes a policy that meets the provisions concerning first aid detailed in the Health and Safety at Work Act, and the Management of Health and Safety at Work Regulations.

### **General statement of commitment:**

School employees and school officials should exert every possible effort to provide a safe school environment which will reduce accidents and keep injuries to a minimum.

Unfortunately, even the most desirable environment will not prevent all accidents and injuries from occurring. Emergencies may also develop as a result of pre-existing health condition(s).

Moreton Hall School will provide the necessary first aid treatment, emergency nursing service and will protect the life and comfort of its students and personnel.

The school will identify and assess the risks associated with all activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

### **Definitions include:**

First Aid - Such treatment as will protect the life and comfort of the victim until authorized treatment is secured. This condition may qualify and/or develop into an emergency.

Emergencies - Those conditions which require prompt intervening action to maintain physical, mental and emotional health of students or personnel.

Emergency nursing service - Nursing assessment, which may include intervening action by the registered nurse or other designated person under her direction when prompt or immediate action is required.



Medical advisor - A medical practitioner whose input is secured to ensure compliance with current and effective medical practices.

School Nurse - a qualified nurse employed by the school to administer such first aid, emergency nursing service and nursing care to students, personnel and any visitors who so require it.

## **Training commitment:**

Moreton Hall will have sufficient staff trained in first aid to support the medical staff in the Health Centre and for the out of school activities such as Duke of Edinburgh, sports and trips.

At least one qualified person will be present on site when children are in school or when any children are engaged in an off-site trip or activity.

First aid training will be offered to staff as and when required to support the activities of the school. The school promotes and encourages such training.

## **First Aid Risk Assessment:**

The cornerstone of the first aid policy is the First Aid General Risk Assessment which is prepared and reviewed by the Health and Safety Officer.

The overview of the risk assessment for first aid is as below: This risk assessment covers first aid provision for the school.

Within the HSE the definitions of low, medium and high risk, the following apply to the school buildings and the related activities that take place: High Risk : None Medium Risk : Science Building; Design Centre; Maintenance sheds and work areas; Sports Hall; Food Technology Centre; Kitchen; Swimming Pool; Health Centre; certain grounds and maintenance activities. Low Risk : Other teaching buildings; Moreton First; Nursery; Residential Houses; administration areas; playing fields and other school buildings and most other normal duties and activities.

The school has approximately 185 boarders; 25-30 residential staff; a further 273 students and nursery age children plus up to 200 staff on site during the day. There are also a number of visitors and contractors each day: normally no more than 10 but, at specific events, the number could be up to 400.

Residential staff are instructed by the medical staff to cater for residential students who have specific conditions such as diabetes, asthma, epilepsy and anaphylactic issues.

Moreton Hall has a Site Hazard Analysis which is available for consultation and a Master Site Plan which is displayed in numerous locations around the school estate.

The school has a number of Catering, Cleaning, Maintenance, Teaching, Support and Grounds staff who carry out catering, cleaning, general upkeep, maintenance and minor repairs and procedures using handtools, portable power tools and some fixed power tools and machinery. Some such staff have access to and would use hazardous substances. The school provides formal education, sports and activities; all of which can take place both on and off the site.

The school has a Health Centre which is staffed by qualified nurses during working hours. For out of hours periods the nurses are on call on a rota basis.



Many Staff in various departments have undergone emergency first aid courses and some specialist first aid for e.g. outdoor activities, paediatric first aid. Refresher courses take place throughout the year, with staff attending refresher training after 3 years.

Moreton Hall requires that records of accidents are kept and reviewed and is aware of the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

First aid boxes are sited throughout the school in areas relevant to need and House Mistresses and Heads of Departments will notify their staff where such kits are located relevant to their places of work. Additionally, all school minibuses contain a first aid kit and portable first aid kits are available for taking off site on relevant activities.

Eye baths are sited in the Science Building, Food Technology Centre, Kitchen, Art Department and Health Centre. The Health Centre staff will check and replenish the First Aid boxes and eye baths once per term or more frequently if necessary.

Defibrillators are located in the foyer to the Health Centre and the foyer to the Sports Hall. The unit in the Sports Hall foyer is locked but the emergency key for the cabinet is located in the red box situated next to the unit.

Asthma Inhaler Boxes are sited in the staff room and in the front foyer of the Health Centre. There are simple instructions on how to recognise an attack and what to do in the event of an asthma attack, in areas across the school.

Asthma UK has a short video that demonstrates how to use an inhaler with a spacer device (which is in each kit).

<https://www.asthma.org.uk/advice/inhaler-videos/tidal-breathing/>

A general outline of identified hazards, who may be affected and precautions to be taken to reduce the risk is incorporated in the First Aid General Risk Assessment document.

## **Reporting:**

As stated above, Moreton Hall requires that records of accidents are kept and reviewed and is aware of the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Health and Safety Officer (Alan McTaggart) will inform the necessary authorities as and when required.

## **Arrangements for Providing First-Aid, Equipment and Facilities:**

- The emergency nursing service will be under the direction of the School Nurse on duty, advised by a medical advisor if required.
- The first aid will be carried out by the designated personnel within the school. Services are operational 24hrs a day during term time, including exeat weekends.
- When the School Nurse is present on site, the Health Centre is open to students and personnel in case of illness or injury.
- Students are required to obtain permission from their class teacher to leave lessons to attend the Health Centre.

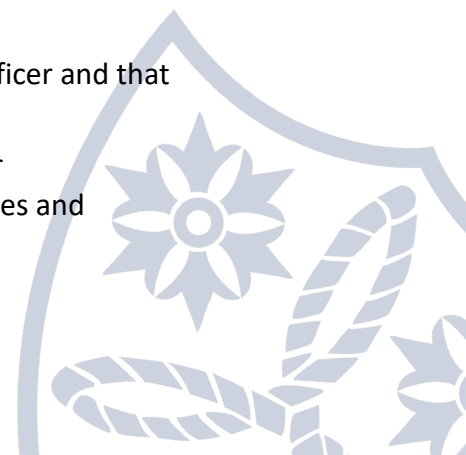




- When the School Nurse is not in school (out of hours), the student should report to the house staff on duty; they will assess the situation and contact the nurse if required.
- Information about the health status of students shall be made available to appropriate staff by the School Nurse via iSAMS or direct contact with Health Centre.
- Any spillage of body fluids should be dealt with by the Health Centre staff; out of hours telephone contact can be made for advice.
- Emergency telephone numbers and on call rota for Health Centre shall be posted by each telephone. It is recommended that the procedure for calling 999 should also be posted. Note that an extra '9' may have to be dialled for an outside line.
- Health supplies and first-aid kits will be placed in accessible locations within each building or complex of buildings. All staff will be aware of these locations as relevant to their regular workplace.
- The house staff are aware that in life threatening situations, severe injuries or whenever deemed necessary they should call 999 for emergency services before locating the school nurse. Add extra '9' for outside line
- Contact shall be made with the parent or guardian as soon as possible.
- Supervision arrangements will be made on best care available, and the parent or guardian will be encouraged to attend where possible
- A school employee shall accompany the student to the medical facility if it is off site e.g. local minor injuries unit or A&E department and remain with him or her at all times.

## **Responsibilities of School Nurse:**

- The School Nurse will ensure that adequate equipment and facilities are provided to enable first-aid to be rendered to students and staff if they are injured or become ill at school/work.
- Maintaining a record of all staff holding current first-aid certificates.
- Displaying the record of all staff holding current first-aid certificates in Health Centre.
- The School Nurse in discussion with the Facilities Manager will provide each Boarding House with an up to date record of all first-aid trained staff at the start of each term. This is to be displayed in boarding houses by House Mistresses.
- In discussion with the Health and Safety Officer, the School Nurse will notify staff when they require to update their training, and then arrange that training. (Normally every three years). Moreton Hall promotes and encourages staff to take such training.
- Ensure that First Aid training is of a high standard and is sourced from an approved trainer.
- Ensure that all accidents are reported to the Health and Safety Officer and that an Accident Form has been correctly completed and filed.
- That suitable arrangements are in place for students with particular medical conditions (for example, asthma, epilepsy, anaphylaxis issues and diabetes).



## ***FIRST AID PROTOCOL FOR HOUSES, DEPARTMENTS AND ACTIVITIES OFF SITE***

### **(Appendix 1)**

The duties of a First Aider are to maintain the safety of themselves and those around them. They must respond quickly to calls for assistance, and give immediate assistance to casualties with injuries and illnesses, ensuring that an ambulance or professional medical help is summoned as appropriate. They must record details of accidents and treatment, replacing first aid supplies used.

In the event of a minor injury requiring first aid, a qualified person should be summoned or the student should be sent to the Health Centre. If the student cannot walk, a wheelchair needs to be called for or collected from the Health Centre. If more than immediate, minor first aid is required, the School Nurse must be informed immediately. If in any doubt, the School Nurse must be informed immediately. First aid kits are accessible in all areas of the school.

Examples of minor injuries are- Cuts, scrapes and sprains Insect bites and stings Minor burns

Please advise the Health Centre of any treatment that has been administered, including the administration of any paracetamol or ibuprofen products.

For all activities off site, there must be a First Aider on every trip out of school. Details of any students with medical conditions and treatment must be carried. A first aid kit must be taken for every trip. These are kept in the Health Centre and must be signed for. In the event of a medical emergency when on a trip, 999 must be called.

Hypoglycaemic boxes can be found in the health centre, in the sports hall and in the staff room.

In the event of an emergency situation follow the below: -

*All portable first aid kits contain a card with contact numbers in case of an emergency*

## ***PROTOCOL AND PROCEDURES FOR DEALING WITH MEDICAL EMERGENCIES, INCLUDING GUIDELINES FOR CALLING AN EMERGENCY AMBULANCE***

### **(Appendix 2)**

This policy outlines staff actions to be taken during major medical emergencies on the school site.

For all major medical emergencies, provide immediate first aid as required. If CPR is required, someone must retrieve an Automated External Defibrillator (AED). There are 3 units on site: one is located in the foyer of the Health Centre, one is in the pavillion and the other is located in the Sports Hall on the right hand side by the gentlemen's toilet (full instructions are contained on the packaging). The unit in the Sports Hall is held in a locked unit and the key is in a red box located on the wall next to the unit.

Oxygen is kept in the Health Centre, this must only be administered on the advice of a 999 clinician.

Asthma Inhaler Boxes are sited in sports hall and in the front foyer of the Health Centre. There are simple instructions on how to recognise an attack and what to do in the event of an asthma attack, in areas across the school. Asthma UK has a short video that demonstrates how to use an inhaler with a spacer device (which is in each kit). <https://www.asthma.org.uk/advice/inhaler-videos/tidal-breathing/>

Immediately call for assistance from the Health Centre. If it is out of hours, then call for an ambulance on 999 (see Guidelines for calling an ambulance in an emergency).

Notify Principal/Deputy Head Pastoral and arrange for parents/guardians to be notified. Staff witnessing the accident and/or providing First Aid care should complete an accident report on EVOLVE.

## **A major medical emergency would include:**

**Head injury** with loss of consciousness or signs of concussion.

### **Signs of concussion –**

- Unaware of surroundings
- Delay in answering questions/ having blank expression
- Changes in behaviour- irritable and confused
- Sudden deafness in one or both ears
- Change in vision- blurring/ distortion
- Weakness or loss of power in any part body/ loss of balance/ stunned or dazed
- Headache, dizziness, nausea and repeated vomiting.

## **Suggestion of spinal or neck injury**

- **Obvious broken bone**
- **Injury resulting in a large volume of blood loss**
- **Anaphylaxis** (severe allergic reaction) If someone is having a severe allergic reaction, it is vital that they receive an adrenaline injection. If they have their own adrenaline, this must be given as soon as a severe reaction is suspected to be occurring and an ambulance must be called immediately. If the patient is alone or is unable to self-administer, the adrenaline should be administered first then an ambulance should be called immediately after.
- **Asthma attack.** Sit them up straight and try to keep calm. If they have a reliever inhaler (usually blue), they need 1 puff every 30-60 seconds, up to a maximum of 10 puffs. Contact the HC as soon as possible. In the event of the symptoms getting worse or they do not feel any better after 10 puffs, call 999 for an ambulance. Asthma kits can be found in Staff Kitchen area of the Staff Room and the outer foyer of the Health Centre.
- **Severe burns or scalds-**
  - Large or deep
  - Under 5 years old
  - Full thickness burn- white or charred skin that is bigger than persons hand
  - Blisters on face, hands, arms, feet, legs or genitals. **Immerse or rinse the affected area in cool water for at least 20 minutes, ideally 30 minutes whilst you wait for help.** Observe for skin becoming cold and clammy or sweaty, and/ or complaints of weakness and dizziness as these are signs of shock and need rapid treatment.
- **Chemical incident** in science labs (particularly eye contact)
- **Chest pain /angina** (crushing central or left sided chest pain).
- **Choking** – If mild- able to speak/ cry / cough/ breathe, keep them coughing. Do not put fingers in throat. If obvious obstruction, remove from mouth using first 2 fingers and thumb. If unable to fully resolve, call 999. In babies under 1, check and clear airway as above. If still choking, put baby face down on your knee, give 5x firm slaps between shoulder blades checking after each time if airway cleared. Turn baby over and give 5

gentle chest thrusts centrally below nipple line. Repeat these 2 cycles 3 times and call 999 if not resolved. Take baby with you when calling 999 if alone.

## **Drowning-**

- Check if breathing- if not give CPR.
- Ask someone to call 999 for an ambulance
- Call Health Centre for assistance
- If they start breathing again at any time, cover them and keep warm

## **Electrocution-**

- Approach with extreme caution
- Separate person from the source of electricity as quickly as possible
- Turn off the supply, if not possible, try to remove the source of electricity from the person using a piece of insulating material such as a piece of wood or a phone book. **NEVER** touch the person receiving the electric shock.
- After removing the source of electricity, call 999 immediately for an ambulance.

## ***GUIDELINES FOR CALLING AN AMBULANCE IN AN EMERGENCY SITUATION***

### ***(Appendix 3)***

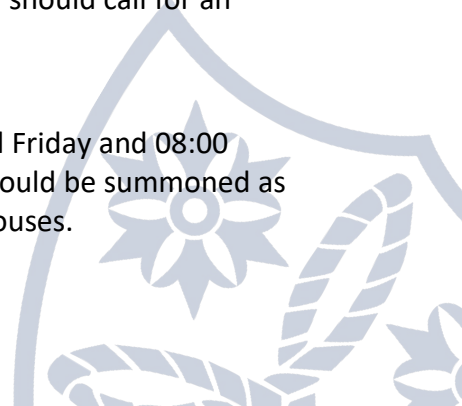
- Call 999 to summon an ambulance in emergency medical situation
- Ask for ambulance service
- Telephone number- 01691 776.....
- Address- Moreton Hall School, Oswestry SY11 3EW, **GRID REFERENCE SJ295357**
- Give nature of injury, name of injured person and location.
- Emergency service will give advice over the telephone whilst waiting for the ambulance to arrive.

The Ground Staff/Security must be informed, to ensure necessary barriers are removed before the arrival of the paramedic assistance. The member of staff taking charge of the situation should instruct someone to stand on the drive to direct the ambulance to the location of the incident, doors should be opened to facilitate easy access to boarding houses etc. At night outside lights should be on to assist the ambulance crew.

Members of staff from overseas should be made aware of the UK emergency numbers.

If the member of staff considers the situation to be life threatening they should call for an ambulance before locating the school Sister.

If the incident is between 08.00hrs and 18:00 Wednesday, Thursday and Friday and 08:00 -20:00 on a Monday and Tuesday the school Sister is on duty and she should be summoned as soon as possible using her mobile phone. Numbers are available in all houses.





Out of hours the Sister should be informed as soon as convenient and she will come back into school to support the staff and pupils.

A member of school staff will accompany the injured person to hospital in the ambulance and remain with them.

Parents or guardians will be contacted as soon as possible.

The School Nurse and the Health and Safety Officer will review the incident and the Health and Safety Officer will report to the Health and Safety Committee or, if necessary to the HSE under RIDDOR provisions. Accident forms and risk assessments will be completed.

## ***ADMINISTRATION OF MEDICINE IN HOUSE POLICY (Appendix 4)***

### **Administration of Medicine in House Policy including Policy for Use of Household Remedies**

All staff that administers medicines in house should be identified in advance. These staff members must receive appropriate training from the School Nurse with regards to the safe administration of medicine and correct documentation procedures to follow. These staff members will then read, agree and sign to say that they follow the appropriate procedures.

All staff that administer medicines to pupils:

- Must be certain of the identity of the child to whom the medicine is to be administered
- Must check that the child is not allergic to the medicine before administering it
- Must know the therapeutic uses of the medicine to be administered (i.e. what it is for)
- Must be aware of the pupil's plan of care
- Must check that the prescription or label on medicine dispensed is clearly written and unambiguous
- Must check the expiry date of the medicine to be administered
- Must have considered the dosage, method of administration, route and timing
- Must administer or withhold medicine in the context of the pupil's current condition
- Must contact the School Nurse without delay where contraindications to the prescribed medication are discovered, where the pupil develops a reaction to the medicine, or where assessment of the pupil indicates that the medicine is no longer suitable
- Must contact the School Nurse without delay if an error in medication or wrong medication is found to have occurred
- Must make a clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the pupil, ensuring their signature is clear and legible.
- Must complete an annual elearning update on Educare on the administration of medication.

### **Controlled Drugs (CD)**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act, 2001. Controlled Drugs are so-called because they are subject to stricter legal controls than other medicines. The level of control that is applied to a certain substance is



dependent on the Schedule it is in. Schedule 2 CDs and several Schedule 3 CDs, are subject to safe custody regulations, setting out certain standards for safes and cabinets used to store controlled drugs, in accordance with the Misuse of Drugs (Safe Custody) Regulations 1973.

The health and safety of everyone at Moreton Hall is paramount. If controlled drugs have been prescribed then the individual (staff or pupil) MUST inform the school in advance of the CD being brought in so that appropriate arrangements are made.

To ensure that any risk is managed, risk assessments must be completed for any pupil in the upper and lower six to decide if they are able to safely administer their own controlled drugs and store them safely in a locked cupboard in their bedrooms, any child under this age on controlled drugs, they must be stored safely in a locked receptacle within a locked cupboard which can only be opened by a person who can lawfully be in possession, such as the registered nurse, or a person working under their authority. The medication must be labelled with the person's name and if administered, written and signed for in the controlled medication book in the medicine cupboard. A witness is required to ensure the correct dose of the controlled medication is administered to the correct person.

## **USE OF HOUSEHOLD REMEDIES IN THE BOARDING HOUSES**

- Paracetamol 500mg tablets or paracetamol suspension (either 120mg/5ml or 250mg/5ml). No more than 4 doses in any 24 hours, at least 6 hours apart- always check packaging for dosage as age dependent. Do not give with any other paracetamol containing product e.g lemsip
- Ibuprofen 200mg tablets or ibuprofen syrup (100mg/5ml). No more than 3 doses in any 24 hour period, always 6 hours apart- always check packaging for dosage as age dependent. Please check that student is not asthmatic- not suitable for people with asthma.
- Strepsils. For sore throats. 1 lozenge as required, no more than 12 in any 24 hours.
- Anthisan cream. For stings and insect bites. Apply 2-3 times a day as required.
- Loratadine 10mg. For hayfever/allergies. 1 daily as required.

## **Moreton Hall Qualified First Aid Staff**

**For help call the Health Centre 155 or Main Switchboard 0**

Name	Department	Expires	Educare Level 2 expires
Michael Brewer	Principal		
Sharon Davies	Administration		
Ruth Brown	Principals PA		Jan 2024
Anna Gill	Administration	Sept 2026	
Heidi Gingell	Administration	April 2025	
Kelly Parsons	Director of Marketing and Admissions	Sept 2025	

# Moreton Hall



James Ryan	IT technician	Nov 2022	
Louise Walker	Principals PA	Dec 2025	
Deborah Speakman	Head of prep	June 2024	
Alan McTaggart	Director of operations		
Toni Kilbert	HR Manager		
Tina Dickerson	Bursary		
Victoria Eastman	International director		Jan 2024
Beverley Davies	HR Assistant		Sept 2023
Daniel Watkin	IT		
Alisha Patel- Smith	Head of digital communication	Sept 2025	
Yvonne Beach	HCT Manager		
Alison McDonald	Assistant Principal, Co-Curricular	March 2024	
Rachel Randle	Director of outreach and associates	Oct 2023	
Joanna Jones	Financial controller		
Franki Quantrell	Director of Boarding (DSL) Head of mathematics	Sept 2025	
Emma Williams	Deputy Head Pastoral	Sept 2025	
Sona Champion	Deputy Head Academic		Sept 2023
Phil Bromley	Driver	Oct 2025	
Ian McLeod Crockett	Driver	Jan 2025	
Mark Davies	Driver	Jan 2024	
Hywel Evans	Transport Manager	Oct 2025	Sept 2023
Les Evans	Driver	Oct 2025	Sept 2023
Graham French	Driver	Oct 2025	
Mike Hall	Driver	Aug 2024	Sept 2023
Martin Howes	Driver	Oct 2025	
Andrew Mayne	Driver	April 2025	
Andy Pugh	Driver	Sept 2026	March 2024
Rob Spencer	Driver	Sept 2025	
Elizabeth Roberts	Health Centre	Sept 2025	
Judith Lloyd	Health Centre	Jan 2024	
Indigo Lewis	Health Centre	June 2026	May 2024
Lucy Guest	Health Centre	Sept 2026	May 2024
Zoe Boyce	House - Gem	April 2025	
Jemima Carey	House - Rylands	April 2025	
Victoria Carter	House - Pilkington		May 2023
Natalie Conde	House - Gem	Jan 2026	
Karen Curtis	House - Charlesworth		October 2024
Olga Edwards	House - Stables	April 2025	
Sophie Davies- Cooke	House- Rylands	Aug 2024	
Nilou Hughes	House- Charlesworth	Feb 2024	
Madeleine Killacky	House – Pilkington	Sept 2025	
Victoria Little	House - Charlesworth	Sept 2025	Sept 2024

# Moreton Hall



Rebecca Lloyd	House - Stables	Sept 2024	
Cara Nicoll	House- Stables	April 2024	
Helen Rayner	House - Lloyd Williams Teacher - Music	April 2026	
Cheryl Loosemore	House - Lloyd Williams	Sept 2026	
Sally Penrose	House- Gem	Sept 2025	
Cath Richardson	House - Pilkington	April 2025	
Gayle (Rebecca) Watkin	House- Charlesworth	Feb 2024	
Lesley Williams	House- Rylands	Sept 2024	
Jennifer Chippet Williams	EAL	Sept 2025	
Elyse Conlon	International Director	Feb 2023	Jan 2024
Ian Morris	EAL	Feb 2024	
Emma Taboada- Nanson	EAL		Jan 2024
Gail McAndrew	Learning support and SEND Teacher		
Fiona Barrow	Kitchen	Oct 2025	Sept 2023
Kristie Benton	Kitchen	Oct 2022	
Chris Borthwick	Kitchen	Dec 2025	
Jane Byrne	Kitchen		
Kerry Chilton	Kitchen		
Stephen Conroy	Kitchen	April 2026	Sept 2023
Danny Fairclough	Kitchen	April 2026	Sept 2023
Ceri Jarvis	Kitchen		Sept 2023
Laura Jones	Kitchen		Sept 2023
Liam Kennedy	Kitchen	Oct 2025	
Margaret Pugh	Kitchen		Sept 2023
Tom Riley	Kitchen	Dec 2025	Sept 2023
Alice Roberts	Kitchen		April 2024
Lucy Smith	Kitchen		
Ryan Stonier	Kitchen	July 2021	
Kay Walters	Kitchen		Sept 2023
Chianta Williams	Kitchen		Sept 2023
Linda Williams	Kitchen		
Colin Bellamy	Maintenance		Jan 2024
Dale Brown	Maintenance	Dec 2025	
Mike Nolan	Maintenance	Dec 2025	
Martin Powley	Maintenance	Nov 2021	
Nigel Vaughan	Maintenance		Oct 2022
Jody Wilson	Maintenance		March 2024
Joel Wilson	Maintenance		April 2024
Russel Davies	Ground maintenance		

# Moreton Hall



Paula Bottomley	Prep School Office Administrator		
Clare Adams	Moreton Prep	Sept 2026	
Jennifer Bromage	Moreton Prep Reception	Sept 2025	
Ellie Dickinson	Moreton Prep	April 2026	Sept 2023
David (Aaron) Cook	Moreton Prep Y5	April 2026	
Eva Holt	Moreton Prep		Jan 2024
Linda Hughes	Moreton prep Y4		April 2024
Emily Kemble	Moreton Prep	April 2025	
Olivia LLOYD	Moreton Prep Y2	Jan 2026	
Laura Mills	Moreton Prep Y1	April 2026	
Chantal Swain	Moreton Prep Y1	Jan 2021	Jan 2024
Camilla Trant	Moreton Prep	June 2026	March 2024
Sharon Jones	Moreton Prep Y3		
Wayne Morgan	Pool Manager	Aug 2025	
Dian Colohan	Cleaner - Housekeeping		
Iorraine Crawford	Cleaner - Housekeeping		
Lisa Foulkes	Cleaner - Housekeeper		
Elaine Fox	Cleaner - Housekeeping		
Julie Groves	Cleaner - Housekeeping		
Christine Jones	Cleaner - Housekeeping		
Hollie Jones	Cleaner - Housekeeping		
Sue Jones	Cleaner - Housekeeping		
Olga Jones	Cleaner - Housekeeping		
Tracey Leonard	Cleaner - Housekeeping		
Mary Morris	Cleaner - Housekeeping		
Catherine Price	Cleaner - Housekeeping		
Anna Russel	Cleaner - Housekeeping		
Sarah Rogers	Cleaner - Housekeeping		
Jackie Swain	Cleaner - Housekeeping		
Shirley Tomkins	Cleaner - Housekeeping		
Deb Williams	Cleaner - Housekeeping		Sept 2023
Denise Williams	Cleaner - Housekeeping		
Susan Williams	Cleaner - Housekeeping		
Jodie Williams	Cleaner - Housekeeping		
Helen Windsor	Cleaner - Housekeeping		
Scott Andrews	Teaching - Biology	June 2025	
Catherine Ashworth	Teaching - Business		Dec 2023
Nicola Azzolina	Teaching		
Yannick Barker	Teaching - Head of French	Sept 2026	Jan 2024
William Baxter	teaching - Lacrosse coach		
Mrs Beech	Teacher - MFL		
Mrs Blackham	Teaching - Art		
Jill Blanchard	Teaching- Humanities	Jan 2026	
Karen Booth	Teaching - Business	June 2026	
<a href="#">Sarah Borrett</a>	Teaching - Director of sports	June 2025	

# Moreton Hall



Dr Brownhill	Teacher - History		Sept 2023
Clare Cocks	Teaching- Music	Sept 2022	Sept 2023
Raquel Carceles-Sanchez	Teaching- MFL and House - Stables	Aug 2024	
Emma Colemere	Teaching Food Tech	April 2026	Dec 2023
Jackie Counter	Teaching- STEM	Sept 2024	
Hannah Davies	Teacher - Science	April 2025	
Mark Davies	Teacher	September 2024	
Ellie Diack	Teaching- Music	Sept 2026	
Rachel Dooley	Teaching - STEM	April 2026	
Meinir Edmunds	Teaching- MFL	Sept 2020	April 2024
Cheryl Evans	Teaching - PE		
Mike Evans-Jones	Teaching – PE	June 2026	March 2024
Craig Falconer	Teaching- PE	Sept 2024	
Jill Field	Teaching- Food Tech	Sept 2025	
Faye Flack	Teacher - History of Art	Sept 2025	
Jason Fletcher	Teacher - STEM	April 2026	
Louise Fletcher	Teaching -Science		
Stephen Ferrington	Lab tech	Sept 2026	Sept 2023
Heather Kay Foster	Art assistant	Sept 2026	Jan 2024
Alun Hart	Teacher - Maths	Sept 2026	
Dr Ann Haughton	Teacher - Hx Art		March 2024
James Hindson	Teaching- History	Dec 2026	
Charlotte House	LAMDA Teacher		
Kate Howells	Teaching- Drama	Sept 2020	
Emma Howorth	Teaching- Art	Aug 2021	Nov 2022
David Humphreys	Art Technician	Nov 2021	Level 3 09/24
William Inge	Teacher - Head of Classics		Dec 2023
Michael Jenkins	Teaching- Head of Drama	Jan 2026	
Simon Jones	Fifth Form Academic tutor (L5 & U5)	April 2025	
Martine Jones	LAMDA Teacher		
Tim Keeley	Teaching- STEM	June 2025	
Caroline Lang	Teaching- English Registrar for U6&Lower school (Interim)	Sept 2020	Sept 2023
Sean Lang	Teaching- STEM	Aug 2024	
Louise Lewin	Teaching- Senior lacrosse Coach	March 2023	
Martyn Long	Teaching- STEM	Oct 2024	
Rhiannon Amy Lott	Teaching- Music	Jan 2026	
Beth Macdonald	Teaching - Drama		
Alison Matthews	Teaching- Economics	June 2025	
Janet Miller	Teaching- Art	Jan 2021	Sept 2023
Ian Morris	Head of EAL	July 2025	
Christopher Newman	Teacher - Maths	April 2026	Sept 2023
Maisie Newman	Theatre Studies (Short term)		

# Moreton Hall



Marina Peck	Head of Art	April 2026	Sept 2023
Hannah Peel	Teaching - STEM	April 2025	
Stuart Penrose	Teaching- P.E	March 2024	
Johnty Phillips	Teaching - STEM	April 2026	March 2024
Abigail Plowden	Director of Learning Support & Head of Geography	June 2025	
Sarah Pritchard	Teaching- History	June 2025	
Robert Parfett	Teaching - Spanish		Sept 2023
Philip Reynolds	Teaching- English	June 2025	
Raquel Carceles Sanchez	Head of Spanish		Feb 2024
Zhao Sanwell	Teacher - Chinese		Sept 2024
Chloe Sheffield	Teaching- Food Tech	Jan 2026	
Jemima Scorer	Teaching - Lacrosse Coach	Jan 2026	
Giselle Slater	Teaching- MFL	Sept 2025	
Mandy Smith	Teaching - Food Tech	Nov 2023	
Sue Smith	Teaching - Food and Textiles	June 2026	Sept 2023
Sarah Thomas	Teaching- English	Jan 2026	
John Tomkinson	Teaching - Head of Art	Feb 2025	
Huili Huang Townson	Teaching		Sept 2023
Rebecca Turnbull	Teaching- STEM	June 2025	
Clare Wagner	Teaching - Head of History		
Carina Walsh	Teaching – PE	March 2024	
<b>Paediatric First Aiders</b>			
Clare Adams	Moreton Prep - Reception TA	Feb 2023	
Alyson Borthwick	First Steps	Feb 2025	
Siobhan Borthwick	First Steps	Feb 2025	
Rachel Duffy	First steps	Feb 2026	
Grace Eccleston	First Steps	Feb 2026	
Emma Eisa	First Steps	Feb 2026	
Rebecca Gibson	First Steps	Feb 2023	
Valerie Grundy	First Steps	Feb 2026	
Susan Hooker	First Steps	Feb 2026	
Natalie New (Davies Maiden)	First Steps	Feb 2026	
Nicola Perry	First Steps/Transition	Feb 2025	
Mollie Pugh	First Steps	Feb 2025	
Michelle Ramsey	First Steps	Feb 2026	
Amanda Roberts	First Steps	Apr 2025	
Clare Watson	First Steps	Feb 2026	
Michelle Williams	First Steps	Feb 2026	
Jennifer Bromage	Teaching - Reception	Sept 2025	
Davina Kynaston	Health Centre	Sept 2024	
Judith Lloyd	Health Centre	Jan 2024	
Wayne Morgan	Pool Manager	Aug 2025	

# Moreton Hall



Elizabeth Roberts	School nurse	Sept 2025	
Hayley Sanger	School nurse	Sept 2025	
Rob Spencer	Driver	Sept 2025	
<a href="#">Emma Williams</a>	Deputy Head (Pastoral) EAL teacher	Sept 2025	
<b>NATIONAL POOL LIFEGUARD QUALIFICATION</b>			
Wayne Morgan		Aug 2025	
Claudia Savage		Sept 2023	
Charlotte Balcombe		Oct 2023	
Emma Barlett		Sept 2023	

***Reviewed by Emma Williams (Deputy Head Pastoral), Alan McTaggart (Health and Safety Officer)  
and Sister Elizabeth Roberts RGN August 2023. Next policy review August 2024***





## **List of First Aid Kits**

### **Locations**

Moreton Prep  
Forest school  
Transition/ Reception class  
Nursery x 5  
Stables  
Pilkington  
Gem  
Lloyd Williams  
Rylands  
Charlesworth  
ISC x 2  
Brook House  
Dining Room  
Front Office  
Reception Drama  
Music  
Library (Geography  
room) Food tech  
Science x 2  
I.T department  
Art  
Moreton  
Enterprise Business  
Studies Sports Hall  
Swimming Pool  
Astroturf  
Portacabin  
Maintenance  
Kitchen  
Maths  
MFL  
Spanish

