

First Aid & Accident recording Information 2023-2024

DUKERIES	Name & Area if applicable	Role	Availability	Contact	F A Box Location
	Clare Fagan (H&B)	First Aider	Wed, Fri	Salon Ext 180 07514949022	Salon (FE1) Reception (FE2) Tutor Office (FE3) Construction Workshop (School/FE) Construction Top Floor (School/FE) Whitehouse (FE4)
	Billy Norman (Con) Lewis Woodward (Con)	First Aider	Mon-Fri	Con.mob tba	
	Lisa Chapman	First Aider	Mon-Fri	07732715746	
	Lyndsey Banton-Stoneman (WH)	First Aider	Wed, Thu, Fri	07495166231	
	Tracey Cranmer	First Aider	Mon, Thu	07784112995	
	Karen Ward	First Aider	Mon, Tue, Thu, Fri		
	Sam Harker	First Aider	Mon	07933121432	
	Lee Brazier	First Aider	Tues, Wed	07592257526	

SUTTON	Name & Area if applicable	Role	Availability	Contact	F A Box Location
	Adam Overton-Mills (Con)	First Aider	Mon – Fri	07548967194	Main reception, Construction Staff Room 29, ATTIC Data/Admin Office (FE10) URC (FE11)
	Millie Stott (Attic office)	First Aider	Mon - Thur	07597751306	
	Charlotte Inkle	First Aider	Tue – Attic 8.00-1.00 Wed – Attic 8.00-10.30 Thur – Takeover Radio & Fri – Attic 8.00-4.00 *	07377377990 *Subject to change	

Jack Goodwin (School Librarian) available on ext. 5126 or channel 3 on the radio

Other First Aid box locations. Art, Design & Technology, PE, Science Hatch, LRC, Sport, Leisure, First Aid Room, Kitchen, Pastoral, Site Svcs

BEACON	Name & Area if applicable	Role	Availability	Contact	F A Box Location (1 FE Box)
	Jody Dennington (MV)	First Aider	Mon – Fri	07754604200	Workshop/Classrooms
	Owen Thorpe (MV)	First Aider	Mon – Fri		
	Tracey Cranmer	First Aider	Tues	07784112995	
	Sam Harker	First Aider	Tues	07933121432	

PORTLAND COLLEGE	Name & Area if applicable	Contact	F A Box Location (1 FE Box)
		Mon – Fri 8.00-4.00. 01623 499105 x103	Kitchen Area & FE Box in Class

Community Corner					
Comm Corner	Name & Area if applicable	Role	Availability	Contact	F A Box Location (1 FE Box)
	Tracey Cranmer	First Aider	Wed	07784112995	Main entrance area
	Clare Fagan (H&B)	First Aider	Mon	07514949022	
	Backup provided via SCA First Aider				

Ashfield Play Forum					
APF	Name & Area if applicable	Role	Availability	Contact	F A Box Location (1 FE Box)
	Karen Ward	First Aider	Wed	tbc	Main entrance area
	Backup provided via SCA First Aider				

Portland Pathways					
PP	Name & Area if applicable	Role	Availability	Contact	F A Box Location (1 FE Box)
	Stacey Holt & Paula Brocklehurst	First Aider	Tue - Fri		Main entrance area
	Clare Fagan (H&B)	First Aider	Tue	07514949022	
	Backup provided via SCA First Aider				

FIRST AID BOX RESTOCKING

POR – Portland staff members.

BEA / SCA / DUK / Offsite SCA Venues – Onsite FE Team & First Aiders. Supplies ordered following usual ordering process.

ACCIDENT REPORTING

The Accident Reporting form is located on Sharepoint-ATTFE Team Site main page.

This should be completed immediately and the completed form scanned and emailed, or completed online and then emailed to Linda Hill (l.hill@attfe.org.uk).