

First Aid Policy	
Localised School Based Procedures	
School Name:	Newland St. John's Academy
Principal:	Lisa Brett
Designated Safeguarding Lead:	Lisa Brett
Appointed Person:	Lisa Brett
Implementation Date: <i>Inline with policy approval</i>	September 2026

Introduction

In conjunction with the Trust wide **First Aid Policy**, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focuses on the following key areas:-

- First Aid Boxes
- Trained First Aiders

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact hello@nsj.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Medical Room	Staff Room

Below is a list of all staff members who have responsibility for delivering First Aid:

First Aid Trained Staff		
Relates to item 4.5 within the Trust First Aid Policy		
Name of Staff Member	Location (i.e. classroom/office)	Date First Aid Training Expires
Jade Astley	Lunch Time Supervisor	26/02/2029
Sarah Briggs	Upper Key Stage 2	21/05/2028
Karen Brooks	Lower Key Stage 2	14/08/2027
Laura Brownlee	Lunchtime Supervisor	03/12/2028
Michelle Chaytor	Lunchtime Supervisor	13/11/2028
Emma Cockerline	Early Years	23/09/2028
Janis Finnerty	Lower Key stage 2/ The Nook	09/10/2028
Lisa Foster	Medical Room	19/01/2029
Amanda Foster	Early Years	06/08/2029
Connie Havercroft	Medical Room/ Office	17/11/2026
Jennifer Hughes	Lunchtime Supervisor/ Breakfast Club	09/10/2028
Neil Kenningham	KS1 Squirrels	24/03/2028
Annabel Knaggs	KS2 Foxes	08/05/2028
Michelle Mears	Lunchtime Supervisor/ Breakfast Club	03/12/2028
Wendy Palmer	Medical Room/ Office	03/12/2027
Joanne Storr	Lower Key stage 2/ The Nook	19/01/2029

Please be aware that the above have been trained to administer emergency first aid, they are not medically trained and will not be expected to make any form of diagnosis.