

First Aid Policy	
Localised School Based Procedures	
School Name:	Poppleton Ousebank
Principal:	Linda Collier
Designated Safeguarding Lead:	Linda Collier
Appointed Person:	Gemma Stainer
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@pop.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Nursery	First Aid 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
Alannah Cooper	KS2	23/09/2028
Carolyn Dawson	MSA	26/08/2028
Caroline Dixon	MSA	26/08/2028
Holly Fox	TA Lower KS2	26/08/2028
Robert Shaw	TA Early Years	26/08/2028
Phillippa Watson	TA KS2	30/06/2027

Paediatric First Aiders		
Relates to item 11 within the Trust Health and Safety Policy & Procedures Manual		
Name	Department	Expiry Date
Nichola Egan	MSA	18/11/2028
Elizabeth Eleftheriou	HLTA Early Years	28/09/2028
Kerry Forbes	TA Early Years	07/01/2027
Alison Hume	TA KS1	21/09/2028
Melanie Simpkin	TA KS2	21/09/2028

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.