

First Aid Policy	
Localised School Based Procedures	
School Name:	Forest of Galtres Anglican Methodist Primary School
Principal:	Hannah Holmes
Designated Safeguarding Lead:	Hannah Holmes
Appointed Person:	Steph Weller
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@fog.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Main School Office	Nursery classroom
Reception classroom	Year 1/2 classroom
Year 3/4 classroom	Year 5/6 classroom
After School Club	The nest (room leading to the playground)
The Kitchen	

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
Emily Cryar	Classroom	07/01/2027
Nichola Lee	Classroom	07/01/2027
Sarah Martin	Classroom	07/01/2027
Steph Weller	Office	20/01/2029
Mandy O'Donnell	School Kitchen After School Club	20/01/2029
Wendy McGahan	Breakfast Club School Kitchen After School Club	20/01/2029

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.