

First Aid Policy	
Localised School Based Procedures	
School Name:	Burton Green
Principal:	Ash McGann
Designated Safeguarding Lead:	Ash McGann
Appointed Person:	Ash McGann
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@bgp.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Early Years	Bathroom Wall
Key Stage 1	Hares classroom (next to the sink)
Key Stage 2	Library Area

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
Bethany Dobson	School Office	02/09/2029
Louise Foster	School Hall	13/10/2028
Kerry Gornall	Early Years	23/10/2026
Kirsty Green	Across School	20/11/2026
Neale Homes	Across School	04/09/2026
Katie Innes	School Hall	13/10/2028
Caroline Rafferty	After School Club	03/08/2029
Vicky Scott	KS1	20/11/2026
Tracy Suter	Across School	02/09/2027
Sarah Warriner	Nursery	02/09/2027
Vicki Whittaker	Nursery	13/10/2028
Charlotte Yandell	Tiny Toadstools	02/09/2029

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.