

First Aid Policy	
Localised School Based Procedures	
School Name:	Skelton Primary School
Principal:	Corinne Naylor
Designated Safeguarding Lead:	Corrine Naylor
Appointed Person:	Dawn Chaplin
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@ske.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
School Office	Tree-tops/After-School
EYFS	Corridor outside Owls (bumbag)
School hall	

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
Georgina Wilson	Classroom	02/09/2027
Claire Teasdale	KS1	16/12/2027
Emily Brown	Breakfast club	01/09/2027
Dawn Chaplin	School Office	08/12/2028
Nichola Ann Crump	EYFS	02/09/2027
Laura Gaskell	Classroom	27/03/2028
Sophie Heald	EYFS	23/04/2028
Rosie Hunter	EYFS	23/04/2028
Nichola Lomax	After-school club	07/01/2027
Sharron Marshall	EYFS	08/12/2028
Sarah Winskill	Classroom	07/01/2027
Liam Barker	KS2	08/12/2028
Denise Shephard	After-school club	09/11/2028
Gemma Winship	MSA	26/11/2028

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.