

First Aid Policy	
Localised School Based Procedures	
School Name:	St. James' CE Academy
Principal:	Julia Strickland
Designated Safeguarding Lead:	Julia Strickland
Appointed Person:	Sharon Gardner
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@stj.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Classrooms	Medical Room
Lunchtime First Aid Station	Reception Office

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
Karla Allison	TA	05/02/2028
Kerry Brown	Foundation Stage	23/01/2028
Amanda Drury	Emotional Wellbeing Lead/TA/Foundation Lunch	15/03/2027
Sharon Gardiner	TA/Lunchtime Supervisor	06/05/2028
Michael Jowett	Y6 Teacher	13/06/2029
Karen Ledger	TA/Lunchtime Supervisor	16/03/2029
Abbie Richardson-Hines	TA/Lunchtime Supervisor	20/04/2029
Jamie Wigley	Foundation Stage	20/06/2029
Becki Allen	Office	04/11/2028
Melissa Hebblethwaite	Foundation Stage	26/02/2029
Jane McCloud	HLTA	15/05/2028
Sarah Emerson	TA/Lunchtime Supervisor	21/11/2027
Michelle Young	TA/Lunchtime Supervisor	19/11/2029

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.