



CHRIST CHURCH

Church of England Secondary Academy

First Aid Policy and Procedures

Purpose of this policy

This document serves to outline our First Aid Policy and Procedures

Date of last review:	July 2023	Author:	Helen Howlings
Date of next review:	July 2024	Owner:	SBM
Type of policy:	<input type="checkbox"/> Trust-wide <input checked="" type="checkbox"/> Contextual to school	Approval:	Local Academy Board
School:	Christ Church, Church of England Secondary Academy	Key Contact Name:	Helen Howlings
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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe learning and working procedures amongst staff, pupils and visitors to the school site
- Have robust procedures in place in case of First Aid / Medical emergencies

2. First Aid

First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. Any person may apply a plaster or bandage to him / herself.

Names of appointed first aiders are displayed on staff notice boards.

Non first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

First aid kits, defibrillators and eye wash stations are provided throughout our premises.

A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked half termly by a nominated person.

3. First Aid Trained Staff

The following staff have completed First Aid Training with the British Red Cross which has been delivered in accordance with accepted First Aid practice.

- Helen Howlings – School Business Manager / Lead First Aider
- Sylvia Hibberd – Admin Officer
- Chantel Finnegan – Admin Officer
- Leon Campbell – Pastoral Support Officer
- Daniel Wells – Lead teacher of Boys PE
- Katie Potter – Head of Sport
- Nichola Robins – Teaching Assistant
- Megan Smith – Teaching Assistant
- Sophie Allen – Teaching Assistant
- Kerrie-Ann Calcutt – Teaching Assistant
- Jade Stephens – Head of Science
- Hannah Jones – Head of Biology
- Jemini Bhalsod – Director of SEND
- Elliott Weston – Assistant Headteacher

*Certified until June 2026

4. First Aid and Medical Issue Procedure In School

