

First Aid Policy	
Localised School Based Procedures	
School Name:	Compass Academy
Principal:	Mrs Claire Horne
Designated Safeguarding Lead:	Mr Ben Holdstock
Appointed Person:	Mrs Donna Murray
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@school.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Main Office-Reception	Staff room
Main Restaurant	Nurture Restaurant
Jubilee 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
Lee Ali	Safeguarding Team	10/11/2028
Ben Holdstock	Safeguarding Team	18/10/2028
Claire Horne	Principal's Office/Reception	09/07/2027
Jacob Kinning	Food Technology	16/05/2028
Donna Murray	Principal's Office/Reception	16/01/2028
Maryjane Roberts	Tutor team	11/09/2029
Amy Horne	Reception	11/09/2029

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.