

First Aid Policy	
Localised School Based Procedures	
School Name:	Graham School
Principal:	Jonathan Newton
Designated Safeguarding Lead:	Jonathan Newton
Appointed Person:	Andrea Hudson
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@gra.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Main Office	PE Department
DT Technician Office	Humanities
Science Technician Office	Minibus
Food Technician Office	

Identified Below is a list of staff qualified to issue 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
Natalie Branney	BSO/PSO Office	15/05/2026
Nicola Henderson	Geography	26/06/2028
Andrea Hudson	Main Office - Lead in first instance	25/06/2027
Nadya Hughes	BSO/PSO Office	16/10/2026
Robin Johnson	Science Technician	25/06/2028
Anthony Landray	DT	26/06/2028
Katey McDermott	DT Food	10/06/2027
Gemma Noble	Drama/Dance	26/06/2028
Megan Scott	BSO/PSO Office	26/06/2028
Carly Smith	Learning Manager	14/05/2026
Beth Taylor	Main Office	16/09/2028
Sarah Umpleby	PE	19/01/2029

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.