

First Aid Policy	
Localised School Based Procedures	
School Name:	Aspire Academy
Principal:	Laura Stanforth
Designated Safeguarding Lead:	Claire Boyton
Appointed Person:	Paul Garton (CST)
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@asp.hlt.academy

Locations of First Aid Boxes	
Relates to item 3.8 within the Trust First Aid Policy	
Location	Responsible Staff Member
SLO Office	Jonathan Mckenzie
H&B Salon Mainsite	Kelly Riby
Site Manager Office	Paul Smith
Construction	Debbie Benstead
Catering	David Shipp
School Kitchen	Steffi Sawyers
Attendance Office	Steffi Sawyers
Revive Office	Georgina Griffin
All Trust owned/leased vehicles are stocked with first aid boxes and fire extinguishers	

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
Becca Baker	SLO	19/12/2028
Deborah Benstead	Teacher	01/06/2027
Kay Brodie	Teacher	19/12/2028
Lee Cawood	Teacher	01/06/2027
Georgina Griffin	Teacher	01/06/2027
Laura Lancaster	Tutor	19/12/2028
Jonathan McKenzie	KS4 Lead	11/12/2027
Bernadette Newton	Teacher	01/06/2027
Rebecca O'Brian	Teacher	19/12/2028
Kelly Riby	ELSA intervention	19/12/2028
Shaunie Robinson	Tutor	19/12/2028
Steffi Jay Sawyers	Attendance team	01/06/2027
David Shipp	Vocation (MVE) Multi	19/12/2028
Rebecca Shipp	Asst Senco	11/12/2027
Paul Smith	Site Team	19/12/2028
Daniel Stead	Please complete	19/12/2028
Kerry Wilson	Teacher	01/06/2027

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.