

First Aid Policy	
Localised School Based Procedures	
School Name:	Manor Church of England Academy
Principal:	Jordan Cairns
Designated Safeguarding Lead:	Rebecca Kommer
Appointed Person:	Carol Rowbotham
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@mce.hlt.academy

Locations of First Aid Boxes		
Relates to item 3.8 within the Trust First Aid Policy		
Maths Workroom	Hive - Rehearsal Studio	General Office
Science Workroom	H5 x 2	Science Prep Room
English Workroom	H2 x 2	PE
Humanities Workroom	H1	LRC
MFL Workroom	H3	Pastoral
DT Workroom	H4	Hub x 2

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
Alfred Martin	CCF	February 2028
Eliza Stronikowska	Cleaner	September 2029
Howard Landon	DT	June 2028
Joey George	Facilities	September 2029
Amanda Arslan	General Office	September 2029
Becky Storey	General Office	September 2029
Jo Gibson	General Office	September 2029
Hollie Armitage	General Office	January 2029
Abi Clarke	Geography	June 2028
Cara Turner	Geography	February 2028
Kane Brierley	Geography	February 2028
Dan Stimpson	History	February 2028
Sarah Talbot	Kitchen	February 2028
Monica O'Neill	LRC	February 2028
Duncan Fraser	Maths	March 2027
Stephen Sutherland	Maths	March 2027
Vicki Moore	MSA	September 2029
Laura Sheffield	MSA	September 2029
Jade Eaton	Pastoral	November 2026

Nicola Davies	Pastoral	June 2028
Nick Turnbull	PE	June 2028
Sarah Crabtree	PE	June 2028
Mark Willoughby	PE	June 2028
Carlena Houldsworth	PE	June 2028
Pat Tasker	PE	March 2028
Kate Taylor	Repro / MSA	September 2029
Lyndsey Snow	Science	September 2029
Alison Walton	Science	February 2028
Charlotte Parsley	Science	June 2028
Sue Metcalfe	SLT	February 2028
Carol Rowbotham	Support services	September 2029
Jill Hewitt	TA	January 2030
Hannah Reynolds	TA	June 2028

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.