Haslingfield Endowed Primary School

First Aid Team

September 2026



Mrs Chadwick

Lead First Aider/Co-ordinator

- ✓ Overall oversight of first aid provision
- ✓ Coordinates the first aid team
- ✓ Reviews accident patterns and identifies trends with Head
- ✓ Ensures policies and procedures are followed
- ✓ Oversees training requirements and certification renewals with the support from Office
- ✓ Leads/supports with serious incidents and emergency responses



Mrs Pink

Medical Needs & Medication Lead

- ✓ Maintains whole school Medical Log
- ✓ Maintains medical care plans
- ✓ Manages medicines and medication records
- ✓ Ensures inhalers, adrenaline auto-injectors and emergency medication are accessible and in date
- ✓ Coordinates communication with parents regarding medical conditions/medication
- ✓ Supports staff training relating to specific medical needs e.g KITT medical



Mrs Stevens

Equipment & Compliance Lead

- ✓ Checks and restocks first aid boxes
- ✓ Maintains the defibrillator and KITT medical kit
- ✓ Carries out monthly first aid audits
- ✓ Ensures trip bags and visit kits are ready
- ✓ Monitors expiry dates of supplies and orders replacement where necessary



Mrs Warner

Incident and Welfare Lead

- ✓ Oversees day-to-day playground and lunchtime incidents.
- ✓ Ensures head injury procedures are followed.
- ✓ Monitors children requiring repeated first aid treatment.
- ✓ Communicates with class teachers about injuries.
- ✓ Supports wellbeing following accidents or traumatic incidents.
- ✓ Maintains accident books and ensures correct completion.

All members can give First Aid to pupils and staff but have the above specific responsibilities.

All members of the First Aid team hold certificates in Level 3 Paediatric First Aid and Emergency First Aid at Work.