



St. Jérôme
Church of England
Bilingual School

First Aid Policy

Policy created:	June 2020
Policy reviewed and updated:	September 2026
Date of next review:	September 2027
Review cycle:	Annually, and following any significant incident, change to staffing or premises, or update to national guidance.
Linked policies:	Health, Safety and Security Policy, Supporting Children with Medical Needs Policy, Allergy Safety Policy, Educational Visits Procedures.

Version history

Date	Version	Summary of changes
June 2020	V1	Original policy.
September 2026	V2	Full review following DfE Regions Group correspondence (ref CI-0396675 / CI-0392641). Updated to current statutory guidance (Supporting pupils with medical conditions), the Health and Safety (First Aid) Regulations 1981 (amended 2013), HSE ACOP L74, the EYFS Statutory Framework 2025 paediatric first aid ratio requirements, and DfE's 2023 AED guidance. Added sections on EYFS ratios, AEDs, and mental health first aid; updated named roles and governance titles; cross-referenced Health, Safety and Security Policy and Supporting Children with Medical Needs Policy rather than duplicating.

Headteacher:

Kate Schutte

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(Kate Schutte)

Co-Chairs of Governors: Approved by Governors on 17th September 2026

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(Vas Lappas and Edward Stowell)

1. Introduction and legal framework

First aid can save lives and prevent a minor injury from becoming a major one. St. Jérôme Church of England Bilingual School maintains first aid provision that is available at all times pupils and staff are on the premises, and off-site during school visits, based on an assessment of the school's needs.

This policy has regard to the following legislation and current guidance:

- The Health and Safety (First Aid) Regulations 1981 (amended 2013)
- HSE Approved Code of Practice and guidance L74: First Aid at Work
- DfE statutory guidance: Supporting pupils with medical conditions at school
- The Early Years Foundation Stage (EYFS) Statutory Framework 2025, including its paediatric first aid staffing ratio requirements
- DfE guidance: Automated external defibrillators (AEDs) – a guide for maintained schools and academies (2023)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

This policy should be read alongside our Health, Safety and Security Policy, Supporting Children with Medical Needs Policy, Managing Medicines in School and Early Years Settings Policy, Asthma Policy, and Educational Visits Procedures.

2. Roles and responsibilities

2.1 The Governing Body and Headteacher

The Governing Body and Headteacher ensure the school meets its legal duty to provide adequate and appropriate first aid equipment, facilities and personnel. The Headteacher (or their nominated Deputy) reviews the school's first aid needs at least annually, and following any significant change to the number, layout, or activities of the school, to ensure provision remains adequate. This review has regard to the size of the school, the number of pupils and staff, the layout of the site, the specific needs of individual pupils and staff, and the school's accident record.

2.2 The First Aid Co-ordinator (Welfare Officer)

The First Aid Co-ordinator maintains the register of first aiders and certificate expiry dates; orders and restocks first aid boxes and class medical bags; ensures first aid posters and notices around the school are kept up to date; and reports to the Headteacher on the adequacy of first aid provision. Named in Appendix 1.

2.3 First aiders and appointed persons

A first aider is a member of staff who holds a current, recognised qualification appropriate to their role (see section 4). An appointed person takes charge when someone is injured or becomes ill, looks after first aid equipment, and ensures an ambulance or other professional medical help is summoned when needed; an appointed person does not need to hold a first aid qualification, though this is good practice.

2.4 All staff

All staff must know the location of first aid equipment, the identity of the nearest first aider, and how to summon help in an emergency. Training on this is given as part of induction and refreshed annually, in September.

3. Assessment of first aid needs

The school's first aid needs assessment considers:

- The size and layout of the school: St. Jérôme is a two-form entry primary school on one site, across four levels with three staircases and a lift
- Access: the school is on a main road with a main entrance at the front of the building and a side entrance, which is more suitable for ambulance access
- Hazards on the school site, including the buildings and playground, with short-term measures put in place for any temporary hazards such as building works

- The specific health needs of individual pupils and staff: each classroom holds a medical bag with the medicines and equipment needed for pupils in that class
- The school's accident record, which is kept and reviewed to identify trends
- The number of first aiders required, including provision for lunchtime supervisors, staff running Breakfast Club and After School Club, and cover for leave and absence
- Provision for off-site activities, including educational visits (see our Educational Visits Procedures).

4. Qualifications and training

First aiders hold a certificate approved by the Health and Safety Executive (HSE). Certificates are valid for three years; the First Aid Co-ordinator holds a register of first aiders and their certificate expiry dates, and arranges refresher training before expiry. A list of current first aiders is displayed by all first aid boxes, in the medical room, and in other locations around the school.

All staff receive first aid awareness training as part of induction, refreshed annually in September. Asthma and adrenaline auto-injector (AAI/EpiPen) training is provided annually by the School Nursing Service, with further training arranged when necessary for new staff or for pupils joining the school with specific medical needs.

5. EYFS paediatric first aid requirements

St. Jérôme has Reception pupils and is therefore subject to the EYFS Statutory Framework, which requires at least one person who holds a full Paediatric First Aid (PFA) certificate to be on the premises and available at all times when children are present, and included in ratios at all times.

From 1 September 2025, staff must hold a current, valid PFA certificate to be counted within the EYFS statutory staff-to-child ratios; a staff member without a valid PFA certificate is treated as supernumerary (additional to ratio) and cannot be relied upon to meet the ratio requirement. The Headteacher (or their nominated Deputy) ensures sufficient PFA-certified staff are rostered on the EYFS floor at all times to meet this requirement, including during Breakfast Club and After School Club where Reception pupils attend.

There will always be at least one first aider with a current Paediatric First Aid certificate accompanying any trip or off-site visit involving Reception pupils, as required by the EYFS Statutory Framework. The visit leader confirms this as part of the risk assessment and approval process under our Educational Visits Procedures, before the visit takes place.

6. First aid equipment, facilities and materials

First aid containers on site are green with a white cross, and, where possible, situated next to a hand-washing facility; they are also positioned at the entrance to corridors from the main (central) staircase. As a minimum, the contents of a first aid container include:

- A leaflet giving advice on first aid
- Sterile adhesive dressings
- Antiseptic wipes
- Saline wash
- 2 sterile eye pads
- Triangular bandages
- Safety pins
- Wound dressings
- Disposable gloves
- Bags for soiled waste
- 1 resuscitation face shield.

The First Aid Co-ordinator checks and restocks first aid boxes regularly, with extra stock held in school; items are disposed of after their expiry date. A travelling first aid bag, stocked to the same standard, is available for off-site activities.

A suitable first aid room is located by the school office for the medical care of pupils and staff. It has a washbasin, is reasonably close to a WC, and has a telephone, bed, chairs, and a lockable fridge for medication only.

7. Automated External Defibrillator (AED)

The school has an AED on site, located at [location – to be completed]. It is checked [frequency – to be completed, e.g. weekly] by [named lead – to be completed] to confirm it is present, in date, and ready for use, in line with DfE guidance on AEDs in schools. Its location is displayed on first aid notices around the school, and staff are made aware of it as part of induction.

Any member of staff may use the AED in an emergency; formal training is not a legal requirement to use an AED, but the school will provide awareness training as part of the annual first aid refresher where practicable.

8. Hygiene and infection control

All staff have access to hand-washing facilities and disposable gloves when administering first aid.

9. Administering medicines

Arrangements for administering prescribed and non-prescribed medicines, and for supporting pupils with medical conditions such as asthma or allergies, are set out in our Supporting Children with Medical Needs Policy, our Managing Medicines in School and Early Years Settings Policy, and our Asthma Policy, and should be read alongside this policy.

10. Mental health first aid

As well as physical first aid, staff are supported to recognise signs that a pupil or colleague may be experiencing a mental health difficulty and to know how to respond and seek further support, in line with our approach to pastoral care and safeguarding. This is not a substitute for professional mental health support, and any safeguarding concern is managed under our Child Protection and Safeguarding Policy.

11. Reporting accidents and record keeping

The school keeps a record of any reportable injury, disease, or dangerous occurrence. Accidents at school resulting in death or major injury, or that prevent the injured person from returning to their normal duties for more than 7 days, must be reported to the HSE under RIDDOR 2013; the same process applies to pupils and other people on the premises who are not at work.

An accident must be considered for reporting if it relates to: any school activity on or off the premises; the way a school activity has been organised or managed; equipment, substances or machinery; or the design or condition of the premises.

For all first aid given, the school records: the date, time and place of the incident; the name(s) of those involved; details of the injury and the first aid given; and what happened to the person afterwards. Records are signed and the name of the adult recorded. This record helps the school identify accident trends, informs future first aid needs assessments, and may be needed for insurance or investigative purposes.

12. Informing parents and carers

Any bump or injury to the head is always reported to parents/carers by phone call on the same day, regardless of how minor it appears, given the possibility of delayed symptoms.

For other minor injuries, such as to a limb, parents/carers are informed via a note stating the date, time and area of the injury, given to the parent/carer by the class teacher at the end of the school day, or by phone call.

Where a child or staff member is sent or taken to hospital for any reason, the parent/carer, guardian, or next of kin must be informed immediately. The Headteacher (or their nominated Deputy) or a member of the senior leadership team will follow up with the parent/carer or next of kin later that day or the following day. Children and adults are always accompanied.

It is good practice to report all serious or significant incidents to parents/carers by letter or telephone, even where formal notification is not otherwise required.

13. Monitoring, review and audit

This policy, and the adequacy of the school's first aid provision, is reviewed at least annually by the Headteacher (or their nominated Deputy) and reported to the Governing Body, and sooner following any significant incident, change to staffing or premises, or update to national guidance.

Appendix 1: Roles and Responsibilities

First Aid Co-ordinator (Welfare Officer)	Alison Pickersgill, overseen by Sarah Cox
EYFS-qualified Paediatric First Aiders (names and locations)	Juhi Kanodia Vaida Busmaite lauren Mills Lisa Doyle Roshini Limbu Sarah Olewe Rania Abousaada Tara Adams Leila El Hakim Liz Walton Jack Corson Arelen Rafferty Thierry Lorette Adam Lynch Isabelle Mills Veronique Lemoine Leila Bakkali Natalie Puddy
First Aid at Work / Emergency First Aid at Work qualified staff	Gareth Cox Anne Quigg
AED (defibrillator) location and lead	Ground floor opposite the Welfare Room

Appendix 2: First Aid Kit Contents Checklist

Minimum contents for a standard first aid container, to be checked and restocked regularly by the First Aid Co-ordinator:

- Leaflet giving advice on first aid
- Sterile adhesive dressings
- Antiseptic wipes
- Saline wash
- 2 sterile eye pads
- Triangular bandages
- Safety pins
- Wound dressings
- Disposable gloves
- Bags for soiled waste
- 1 resuscitation face shield

The travelling first aid bag used for off-site visits is stocked to the same standard, and checked before each visit by the member of staff responsible for the trip.