

First Aid Policy

Effective from: 25 August 2025
Next review due: August 2026



KING'S COLLEGE SCHOOL

PANAMA

Policy Statement

King's College School Panama is committed to safeguarding the health, safety and wellbeing of all members of its community. Effective first aid provision is a fundamental element of this commitment and forms part of the school's wider duty of care. The school ensures that appropriate first aid arrangements are in place to respond promptly and effectively to illness or injury, both on site and during school-organised activities.

First aid is delivered in a calm, professional and child-centred manner, with pupil welfare as the paramount consideration. All responses are proportionate, timely and aligned with safeguarding expectations.

Although the school is not subject to UK health and safety legislation, it aligns its practice with UK Department for Education guidance and British Schools Overseas standards and seeks to meet or exceed recognised UK benchmarks for first aid provision in schools.

This policy must be read alongside the Health and Safety Policy, the Safeguarding and Child Protection Policy, the Medication Administration Procedures and the School Trips Policy.

Legal and Regulatory Framework

This policy is informed by:

- Department for Education: First Aid in Schools, Early Years and Colleges (February 2022)
- Health and Safety (First Aid) Regulations 1981 (UK)
- Early Years Foundation Stage statutory framework
- British Schools Overseas standards
- Inspired Education Group safeguarding and health and safety expectations
- Relevant Panamanian health and emergency arrangements

Scope

This policy applies to:

- all pupils from EYFS to Post-16
- all staff including temporary and supply staff
- visitors, contractors and volunteers
- all school premises
- all school-led activities including trips, fixtures and residential visits

Roles and Responsibilities

Head of School

The Head of School has overall responsibility for ensuring effective first aid provision across the school. This includes ensuring that suitable arrangements are in place and reviewed regularly, that sufficient trained staff are

available at all times, that training is planned and monitored, that records are reviewed to reduce risk and that this policy is implemented consistently across all sections of the school.

In the absence of the Head of School, responsibility is delegated to the relevant Head of Section.

School Doctor

The appointed School Doctor at King's College School Panama is Dr Paola Domingo. The School Doctor has operational responsibility for first aid and medical care provision and works under the strategic oversight of the Head of School.

Responsibilities include providing medical care within professional competence, advising senior leaders on medical and health matters, determining when further treatment or hospital referral is required and maintaining accurate and confidential medical records in line with safeguarding and data protection requirements.

Qualified First Aiders

Qualified First Aiders are members of staff who hold a current recognised first aid qualification, including Paediatric First Aid where required. They respond promptly to incidents, provide first aid within the limits of their training, summon further assistance when required, record incidents accurately and communicate appropriately with parents and senior leaders.

All Staff

All staff are expected to act in the best interests of pupils at all times and to use their best endeavours to safeguard pupil welfare in the event of illness or injury.

In the absence of the School Doctor or a qualified First Aider, staff are expected to:

- take immediate charge of the situation
- make the area safe
- summon appropriate medical assistance without delay
- remain with the pupil until responsibility is transferred to the School Doctor, a qualified First Aider or emergency services.

Staff must not administer first aid beyond the limits of their training or competence.

All staff are required to follow this policy, report incidents promptly and accurately and cooperate fully with first aid and safeguarding procedures.

Guidance on first aid arrangements is provided to all staff as part of induction and reinforced through regular safeguarding and health and safety briefings.

First Aid Provision and Staffing

The school is assessed as a lower-risk environment. However, first aid provision reflects the size of the school, the age range of pupils and the nature of activities undertaken. Provision is informed by regular risk assessments which consider pupil numbers, site layout, curriculum activities and identified medical needs.

The school ensures that:

- at least one qualified First Aider is on site at all times during the school day
- EYFS provision always has access to a Paediatric First Aid qualified adult
- additional trained staff are available to ensure adequate cover during staff absence and off-site activities
- appropriate first aid provision is in place for higher-risk activities including sport, science and swimming.

Whole-school first aid training is delivered at least every two years, with refresher training provided as required to ensure competence is maintained.

Named First Aiders and Paediatric First Aid Provision

As at the date of this policy, the following staff hold current First Aid or Paediatric First Aid certification.

School Doctor

- Dr Paola Domingo

EYFS and Primary

- Ms Ruth Seggie
- Ms Yazmin Gonzalez
- Ms Nicolce Gonzalez
- Mr Ally Talbot
- Ms Tathiana Diem
- Ms Alison Saenz
- Mrs Karla Smith
- Mr Jose De Castro
- Ms Carolyn Castillo
- Ms Daniela Dia
- Ms Julissa Miranda
- Mr Gian Angulo
- Mr Mostakin Mohamed
- Ms Waily Hackin

Secondary

- Mr Chinua Troupe
- Ms Mafe Munoz
- Ms Christina Toth
- Mr Dave Ball
- Mr Jake Briganti
- Ms Sally Tidswell

Maintenance and Support

- Mr Cresencio Pomares
- Mr Gian Ortega
- Mr Sergio Restrepo
- Mr Erasmo Rodriguez
- Mr Marco Casagrande

This list is reviewed termly and displayed in the Doctor's room, staff room and first-floor main stairwell.

Emergency Procedures for Serious Incidents

In the event of a serious accident or medical emergency, staff must:

- assess the situation and check for danger
- make the area safe
- provide emergency aid within the limits of their training, following the ABC principle
- summon the School Doctor or a qualified First Aider
- call emergency services where required
- inform the Head of School or relevant Head of Section
- contact parents as soon as practicable
- complete accident or incident documentation promptly.

Emergency services in Panama are accessed via 911 or 103

Day-to-Day First Aid Arrangements

The class teacher or supervising adult is usually the first on scene and is responsible for ensuring immediate safety until assistance arrives.

For minor issues, pupils may be escorted to the Doctor's room. Responsibility for care is formally transferred before the accompanying pupil returns to class. For more serious incidents, the First Aider or School Doctor attends the scene.

Parental Contact and Medical Referral

Parents are contacted in cases involving head injuries, significant injuries, illnesses requiring medical assessment and potentially contagious conditions.

If parents cannot be contacted, the Head of School acts in loco parentis. Decisions regarding hospital referral and transport are made by the School Doctor in consultation with the Head of School. In serious emergencies, casualties are taken to an appropriate hospital and accompanied by a responsible adult.

Accident and Incident Recording

All incidents are recorded accurately and promptly.

King's College School Panama

Serious incidents are recorded on an Accident or Incident Form and reviewed by the Head of School. Minor incidents are recorded in the Doctor's daily log and entered onto the school's digital recording system iAuditor.

Records include:

- pupil name and year group
- date, time and location
- nature of injury or illness
- treatment provided
- follow-up actions

All medical records are stored securely and handled in line with data protection and safeguarding requirements. Accident and incident data is reviewed regularly by senior leaders to identify patterns, inform risk assessments and reduce future risk.

First Aid Equipment and Locations

First aid equipment is maintained, checked regularly and replenished as required.

First aid kits are located in:

- the Doctor's room
- science laboratories and preparation areas
- gym and swimming pool
- reception
- kitchen
- classrooms

Portable first aid kits are provided for all off-site activities. A qualified First Aider accompanies all educational visits and residential trips in line with the School Trips Policy.

Infection Control

Infection control procedures are followed at all times. Where possible, the School Doctor or a trained First Aider manages body spillages. All staff use gloves and protective equipment, dispose of waste safely and avoid direct contact with body fluids.

Defibrillator

The school maintains three automated external defibrillators. The AEDs are located in Reception, at the Gym and in the Security Guard House and are clearly signed. All named First Aiders are authorised to use the AED in an emergency in accordance with their training. The location of the AED is communicated to staff through induction and regular health and safety briefings.

Monitoring and Review

This policy is reviewed annually or earlier if required due to changes in guidance, staffing or school operations.

References:

Department for Education, First aid in schools, early years and colleges (updated February 2022); Health and Safety (First Aid) Regulations 1981 (UK); British Schools Overseas Standards.