# First Aid Policy

Effective from: August 2025
Last reviewed: October 2026
Next review due: August 2027

KING'S COLLEGE SCHOOL
PANAMA

An inspired School

## 1. 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 an essential part of the School's duty of care and wider health and safety arrangements.

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 will be delivered in a calm, professional and child-centred manner. Responses will be proportionate, timely and aligned with safeguarding, medical and health and safety expectations.

This policy should be read alongside the Health and Safety Policy, Safeguarding and Child Protection Policy, Medication in School Policy, School Trips Policy and relevant medical and emergency procedures.

## 2. Regulatory and Guidance Framework

King's College School Panama operates within the legal and regulatory framework of Panama.

This policy is informed by:

- applicable Panamanian health, emergency and child-welfare requirements;
- applicable guidance issued by the Ministerio de Salud (MINSA), including the National School Health Programme and public-health guidance relevant to communicable conditions;
- relevant Panamanian early-childhood health and biosecurity guidance where applicable to EYFS.
- relevant MEDUCA requirements;
- the Standards for British Schools Overseas;
- the Early Years Foundation Stage framework where relevant;
- Department for Education guidance on first aid in schools, early years and colleges, used as a British benchmark;
- relevant Inspired Education safeguarding and health and safety requirements; and
- recognised international good practice in school first aid provision.

UK legislation and guidance may inform the School's approach as recognised British good practice but do not create statutory duties for King's College School Panama under UK law.

Where there is any conflict between overseas guidance and applicable Panamanian law, Panamanian law takes precedence.

## 3. Scope

This policy applies to:

- all pupils from Early Years to Post-16;

- all employees;
- temporary and supply staff;
- volunteers and contractors where relevant;
- visitors where appropriate;
- all School premises; and
- all School-led activities, including trips, fixtures, residential visits and co-curricular activities.

First aid and incident-reporting arrangements also apply, where appropriate, to staff, visitors and other adults on site.

## 4. Roles and Responsibilities

### Head of School

The Head of School has overall responsibility for ensuring that effective first aid arrangements are in place across the School.

This includes ensuring that:

- appropriate provision is maintained;
- responsibilities are clearly allocated;
- significant incidents are reviewed;
- first aid arrangements are integrated with safeguarding and health and safety systems; and
- this policy is implemented consistently.

### School Doctor

The appointed School Doctor provides clinical leadership for medical care and first aid provision within the scope of their professional competence.

The School Doctor:

- provides medical assessment and care;
- determines when further treatment or hospital referral is required;
- advises on the management of communicable conditions, including appropriate collection, temporary absence and return-to-school arrangements.
- supports first aid provision;
- maintains appropriate clinical records;
- contributes to individual medical plans and medical risk assessments; and
- supports staff training and awareness where appropriate.

### Operations and Health & Safety Manager

The Operations and Health & Safety Manager supports the operational assurance of first aid provision.

Responsibilities include:

- coordinating accident and incident escalation;
- supporting first aid facilities and equipment provision;
- ensuring relevant operational incidents are recorded in iAuditor or another approved system;
- reviewing accident and near-miss trends with the School Doctor and senior leaders;
- supporting risk assessment;
- coordinating remedial actions; and
- ensuring first aid arrangements align with the Health and Safety Policy.

### Qualified First Aiders

Qualified First Aiders are staff members who hold a current recognised first aid qualification, including Paediatric First Aid where required.

They are expected to:

- respond promptly;
- provide first aid within their competence;
- summon further medical assistance where required;
- support emergency response;
- record incidents accurately; and
- communicate appropriately with parents and relevant staff.

The School maintains an up-to-date register of staff holding current First Aid and Paediatric First Aid qualifications. This register is reviewed regularly and made available to staff.

### All Staff

All staff are expected to act in the best interests of pupils in the event of illness or injury.

Where the School Doctor or a qualified First Aider is not immediately available, staff should:

- take immediate charge of the situation;
- make the area safe;
- summon appropriate medical assistance without delay;
- provide such immediate assistance as is reasonable; and
- remain with the pupil until responsibility is transferred.

Staff should act within their competence wherever possible, but in an emergency must take reasonable action to preserve life and summon appropriate medical assistance without delay.

## 5. First Aid Provision and Staffing

First aid provision will reflect:

- the size and layout of the School;
- the age range of pupils;

- pupil medical needs;
- curriculum risks;
- sport and swimming;
- off-site activities;
- staffing patterns;
- higher-risk areas; and
- foreseeable emergency scenarios.

The School will ensure that:

- suitably trained first aid provision is available throughout the School day;
- EYFS provision has access to appropriately qualified Paediatric First Aid cover;
- sufficient trained staff are available to provide reasonable cover during absence and off-site activities;
- higher-risk activities have appropriate first aid arrangements; and
- School trips and residential visits have suitable first aid coverage.

## 6. Training and Competence

First aid training will be provided according to role and need.

The School will:

- maintain records of qualifications and expiry dates;
- ensure required certifications remain current;
- provide refresher training where appropriate;
- ensure staff understand the limits of their competence;
- provide additional specialist training where required for specific medical needs; and
- review training needs regularly.

Paediatric First Aid qualifications will be maintained where required for Early Years provision.

## 7. Day-to-Day First Aid

The supervising adult will normally be the first person to respond to an incident.

They should:

- ensure immediate safety;
- assess whether further assistance is required;
- summon the School Doctor or qualified First Aider where necessary; and
- remain responsible for the pupil until care is formally transferred.

For minor illness or injury, pupils may be escorted to the Doctor's room or another designated medical area.

For more serious incidents, the School Doctor or qualified First Aider will attend the scene where appropriate.

Responsibility for care must be transferred clearly before an accompanying adult returns to other duties.

## 8. Emergency Medical Response

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

- assess the situation and check for danger;
- make the area safe where possible;
- provide emergency aid within the limits of their competence;
- summon the School Doctor or qualified First Aider;
- call emergency services without delay where required;
- inform the Head of School or appropriate senior leader;
- contact parents or guardians as soon as practicable; and
- complete required documentation promptly.

Emergency care must not be delayed while attempts are made to contact parents.

Where a pupil requires urgent medical attention and a parent or guardian cannot be contacted, the School will act in the pupil's best interests and take reasonable steps to secure appropriate medical treatment.

## 9. Medical Emergencies and Known Medical Conditions

The School will maintain appropriate arrangements for foreseeable time-critical medical emergencies and for pupils with identified medical conditions.

These may include:

- anaphylaxis;
- severe asthma;
- seizures;
- suspected cardiac arrest;
- significant bleeding;
- choking;
- collapse or loss of consciousness; and
- other acute medical emergencies.

Where appropriate, pupils may have:

- individual medical plans;
- emergency instructions;
- prescribed medication;
- activity adjustments;
- agreed communication arrangements; and
- specialist advice.

Relevant staff will receive appropriate information and training.

Emergency symptoms will be treated promptly and emergency services contacted where required.

## 10. Head Injuries and Suspected Concussion

All significant head injuries must be taken seriously.

Where a pupil sustains a head injury, the School will:

- assess the pupil promptly;
- monitor for signs of deterioration;
- contact parents or guardians where appropriate;
- seek medical advice or emergency assistance where indicated;
- ensure the pupil is not returned to activity where concussion is suspected; and
- record the incident.

Where concussion is suspected, the pupil must not return to sport or other high-risk physical activity until appropriately assessed and cleared in accordance with medical advice.

## 11. Parental Contact and Medical Referral

Parents or guardians will normally be contacted where there is:

- a significant injury;
- a head injury;
- illness requiring collection or medical assessment;
- a potentially contagious condition;
- hospital referral;
- a significant allergic reaction;
- a seizure or other acute medical episode; or
- another circumstance where parental involvement is appropriate.

Where hospital assessment is required, transport will be arranged according to the urgency and circumstances.

Emergency medical transport will be used where appropriate.

A responsible adult will accompany the pupil where necessary.

## 12. Communicable Conditions and Infestations

The School will take appropriate steps to manage communicable illnesses, infections and infestations in order to protect the health of the individual pupil and the wider School community.

Where a pupil is identified with, or reasonably suspected of having, a communicable condition or infestation, parents or guardians will be contacted where appropriate. The School Doctor will advise on any requirement for collection, medical assessment, treatment, temporary absence from School or conditions for return.

Decisions will take account of applicable MINSA guidance and other relevant Panamanian health requirements, together with appropriate clinical advice. Requirements may vary according to the condition and current public-health guidance.

**Head lice (pediculosis)**

Where head lice are confirmed, parents will be asked to begin appropriate treatment. In accordance with the School Doctor's current clinical advice, the affected pupil will normally be required to remain at home until 24 hours have elapsed after appropriate treatment has commenced.

Unaffected siblings are not normally required to remain at home. Families should check other household members and follow MINSA and/or medical advice regarding appropriate treatment.

Pupils and families should avoid sharing personal items such as combs, brushes, hats and hair accessories where head lice are suspected or confirmed.

The School Doctor may amend the return-to-school arrangements where individual circumstances or updated public-health guidance require this.

## 13. Medication

Medication will be administered in accordance with the School's Medication in School Policy and relevant individual medical arrangements.

First aid provision does not authorise staff to administer medication outside approved procedures.

## 14. Recording and Confidentiality

All first aid incidents must be recorded accurately and promptly.

Records should include:

- the person involved;
- date, time and location;
- nature of injury or illness;
- circumstances of the incident;
- treatment provided;
- person providing treatment;
- parental contact where relevant;
- referral or escalation;
- follow-up actions; and
- outcome where known.

Medical and treatment records will be maintained through the School's approved medical recording system.

Health and safety incidents requiring operational review will also be recorded through **iAuditor or another approved School system** where appropriate.

Serious or reportable incidents will be escalated in accordance with the Health and Safety Policy.

Medical and first aid records must be:

- factual;
- timely;
- secure;
- appropriately restricted; and
- retained in accordance with the School's data-protection and records-retention requirements.

Medical information will be shared only where necessary for care, safety or safeguarding.

## 15. First Aid Facilities, Equipment and AEDs

The School will maintain suitable first aid facilities and equipment in appropriate locations.

Provision will reflect:

- pupil numbers;
- site layout;
- specialist facilities;
- higher-risk activities;
- sports and swimming;
- off-site activities; and
- identified medical needs.

First aid kits will be checked regularly and replenished as required. Portable kits will be available for off-site activities.

The School maintains automated external defibrillators in designated locations. The current AED locations are:

- Reception;
- the Gym; and
- the Security Guard House.

AEDs will be:

- clearly signed;
- readily accessible;
- checked and maintained;
- included in emergency planning; and
- known to relevant staff.

AEDs may be used in an emergency by a trained person or another responsible adult following the device instructions and emergency-service guidance.

The School will review AED locations periodically to ensure continued suitability.

## 16. Infection Prevention and Control

Appropriate infection-control procedures will be followed during first aid.

This includes:

- use of gloves and protective equipment where appropriate;
- safe handling of body fluids;
- safe disposal of contaminated materials;
- cleaning and decontamination;
- hand hygiene; and
- appropriate management of sharps or other hazardous materials.

Where possible, body-fluid spillages will be managed by trained personnel using appropriate procedures.

Where a communicable condition or infestation is identified, the School will implement any additional preventative, hygiene or environmental measures considered appropriate by the School Doctor or required by relevant public-health guidance. Where appropriate, proportionate information may be shared with affected families while maintaining individual medical confidentiality.

## 17. Higher-Risk and Off-Site Activities

Additional first aid arrangements will be considered for higher-risk and off-site activities, including:

- swimming;
- competitive sport;
- science;
- outdoor education;
- expeditions;
- residential trips;
- practical curriculum activities; and
- large events.

Risk assessment will determine appropriate:

- first aid cover;
- staff competence;
- emergency equipment;
- communication arrangements;
- medical information;

- access to emergency services; and
- contingency plans.

Educational visits and residential trips will be managed in accordance with the School Trips Policy.

A suitably qualified first aider will accompany activities where required by risk assessment, School procedure or activity type.

## 18. Safeguarding, Monitoring and Review

A medical or first aid presentation may reveal a safeguarding concern.

Staff must remain alert to:

- unexplained or inconsistent injuries;
- repeated injuries;
- injuries inconsistent with developmental stage;
- signs of neglect;
- disclosures made during treatment;
- concerns about supervision or care; and
- any pattern that may indicate harm.

Where a safeguarding concern arises, it must be reported promptly in accordance with the Safeguarding and Child Protection Policy. Medical treatment must not be delayed while safeguarding reporting takes place.

The School will monitor first aid provision through:

- accident and incident records;
- medical records;
- serious incident reviews;
- first aid usage;
- training compliance;
- first aider coverage;
- first aid kit checks;
- AED checks;
- trip planning;
- health and safety review; and
- lessons learned from incidents.

The Head of School, School Doctor and Operations and Health & Safety Manager will review significant issues and emerging trends.

This policy will be reviewed annually or sooner where required by:

- changes in Panamanian law or guidance;
- changes to BSO standards;

- changes in Inspired Education requirements;
- changes in staffing or medical provision;
- significant incidents;
- changes in pupil medical needs;
- changes to School activities or premises; or
- lessons learned from practice.

## 19. Related Policies

This policy should be read alongside:

- Health and Safety Policy;
- Safeguarding and Child Protection Policy;
- Medication in School Policy;
- School Trips Policy;
- Critical Incident Policy;
- Pupil Supervision Policy;
- Whole School Behaviour Policy;