EVEREST SCHOOL

EV-S.2025
First Aid
Policy

December 2025

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EV-S.2024 First AId Policy

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1. Policy Statement

Everest International School is committed to ensuring the health, safety and wellbeing of all pupils, staff and visitors. This policy outlines the arrangements for providing first aid and the safe administration of medicines during the school day and on school activities, ensuring that pupils receive appropriate care when required.

2. Aims of the Policy

The aims of this policy are to provide clear procedures for dealing with illness, injury and medical emergencies; ensure that trained staff are available to administer first aid; ensure medicines are administered safely and appropriately; support pupils with medical conditions; and comply with health, safety and safeguarding requirements.

3. First Aid Provision

The school ensures that appropriately trained first aiders are available on site during the school day and school activities. First aid kits are clearly labelled, accessible and regularly checked. All first aid treatment is recorded.

4. Treatment of Pupils

First aid is provided to pupils who are injured or become unwell. Parents are informed when treatment goes beyond minor first aid or where there is concern. Emergency services are contacted immediately when required.

5. Administration of Medicines

Medicines are only administered when essential and with written parental consent. Medicines must be in original containers with clear instructions. Records are kept for all administered medicines.

6. Storage of Medicines

Medicines are stored securely and safely, out of pupils' reach. Emergency medicines are accessible to trained staff and expiry dates are checked regularly.

7. Pupils with Medical Conditions

The school works in partnership with parents to support pupils with medical needs. Individual healthcare plans and risk assessments are put in place where appropriate.

8. Record Keeping

All first aid and medicine administration is recorded accurately and stored securely. Parents are informed accordingly.

9. Sharing Medical Information with Staff

Teachers and relevant staff are informed of pupils' medical conditions on a need-to-know basis to ensure appropriate care and support. This may include information about allergies, long-term health conditions, medication requirements and emergency procedures. Information is shared in line with data protection requirements and reviewed regularly to ensure it remains accurate and up to date.

10. Management of Allergies and Long-Term Health Conditions

Everest International School takes the management of allergies and long-term medical conditions seriously to ensure the safety and inclusion of all pupils. Information regarding allergies, medical conditions and required medication is provided by parents and recorded securely. Where necessary, individual healthcare plans or risk assessments are put in place, outlining symptoms, triggers, medication and emergency procedures. Staff are trained to recognise signs of allergic reactions and to respond appropriately in line with agreed procedures.

11. Location of First Aid Kits

Fully stocked first aid kits are kept in the school clinic and are easily accessible to trained staff at all times. Additional portable first aid kits are available for use during educational visits, outdoor activities and sporting events and on the school bus. All first aid supplies are checked regularly and replenished as required.

12. Recording of Accidents and Informing Parents

All accidents and injuries at Everest International School are recorded in the school's accident record log by the member of staff who administered first aid. Records include the date, time, nature of the incident, treatment provided and the name of the staff member involved. Parents are informed as soon as possible if a child requires more than minor first aid, sustains a head injury, or if there is any cause for concern. In the event of a serious accident, parents are contacted immediately and, where necessary, emergency services are called.

13. Educational Visits

Risk assessments for visits include first aid and medical arrangements. Designated staff manage medicines during visits.

14. Roles and Responsibilities

The Governing Body oversees arrangements; senior leaders implement the policy; staff follow procedures; parents provide accurate medical information.

15. Policy Review

This policy is reviewed annually or sooner if required.

Reviewed by Rachel Lloyd Headteacher	Date of Review 17/12/2025	Signature
Reviewed by Governing Body	**Mr Afkir Anas**	