



BABINGTON

HOUSE SCHOOL

First Aid Policy for Educational Visits and Residentials

Date of Policy	Review Date	Reviewed By	Approved By
June 2026	June 2027	Michelle Da Silva (School Nurse)	Full governing Body

Safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development at Babington House School.

All systems, processes and policies operate with the best interests of the child at their heart.

Every Child Matters									
Health and Self care	✓	Safety	✓	Learning and Development and Behaviour for Learning		Parent Links		Transition and the Community	

A Unique Child		Positive Relationships		Enabling Environments		Children develop and learn in different ways and at different rates	
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RELATED POLICIES
Administration of Medicines Policy (Including EYFS)
Drugs Policy
Eating Disorder Policy
Educational Trips Policy
Food Policy
Bush Craft Policy
Health and Safety Policy (Including EYFS)
Head Injury and Concussion Policy
Pastoral Care Policy
Safeguarding Policy (Including EYFS)
Self-Harm Policy
Sun Protection Policy
Anaphylaxis and Allergy Policy
Asthma Policy
First Aid Policy (Including EYFS)

This policy applies to all staff, pupils, and volunteers participating in off-site educational visits, sports fixtures, and overnight residentials across both the Primary and Secondary sections of the School.

- 1. Statement of intent**
- 2. Staffing Competency and Qualifications**
- 3. Pre-Trip Medical Screening and Planning**
- 4. Management of Medication**
- 5. First Aid Kits and Equipment**
- 6. Emergency Procedures and Reporting**

1. Statement of Intent

The School is committed to ensuring the health, safety, and welfare of all pupils when learning outside the classroom. While staff act *in loco parentis* to safeguard pupils, this policy establishes clear operational procedures to manage medical emergencies, routine illnesses, and medication administration safely while off school grounds.

2. Staffing Competency and Qualifications

The school ensures that every educational visit has an appropriate level of first aid cover based on a comprehensive risk assessment.

- **Junior/Primary Section (including Early Years):**
 - Any trip involving pupils in the Early Years Foundation Stage (EYFS) **must** be accompanied by at least one staff member holding a valid Paediatric First Aid (PFA) certificate.
 - For Key Stages 1 and 2, at least one accompanying staff member must hold an Emergency First Aid at Work (EFAW) or Schools First Aid qualification.
- **Senior/Secondary Section:**
 - All day trips and local fixtures must include at least one designated first aider (minimum EFAW qualification).
- **Residential and High-Risk/Adventure Visits (All Ages):**
 - Overnight residentials, remote expeditions (e.g., Duke of Edinburgh), or trips involving high-risk outdoor activities require at least one leader holding an advanced or **Outdoor First Aid qualification**.
- **School Site Cover:** The Educational Visits Coordinator (EVC) must verify that deploying first aiders on a trip does not leave the main school campus below statutory first aid staffing levels.

3. Pre-Trip Medical Screening and Planning

- **Medical Information Collection:** The Trip Leader must work with the school nurse and administration team in creating an up-to-date medical profile for the trip in question. Including allergy data, and emergency contact details from the school database prior to departure.
- **Consent:** Written parental consent for first aid treatment and emergency medical procedures should be obtained before any pupil can participate in a residential or high-risk trip.
- **Individual Healthcare Plans (IHPs):** For pupils with complex medical needs (e.g., severe allergies, diabetes, epilepsy), a copy of their IHP must be carried securely by the Trip Leader and shared confidentially with group leaders.

4. Management of Medication

4.1. Emergency Medication (Asthma Inhalers, Adrenaline Auto-Injectors/AAls)

- **Accessibility:** Emergency medication must **never** be packed in main luggage or locked away.
- **Primary Pupils:** Staff will carry the pupil's emergency medication in a clearly labelled, easily accessible medi pac
- **Secondary Pupils:** Pupils are responsible for carrying their own inhalers or AAls on their person. However, the Trip Leader **must carry a secondary, backup supply** provided by the parents.
- **Spare School Supply:** For UK-based trips, the school will carry a spare emergency adrenaline auto-injector and asthma inhaler, to be used only in strict accordance with the school's emergency protocol.

4.2. Routine Prescribed Medication

- **Handover:** Parents must hand over prescribed medication to the Trip Leader in its original pharmacy packaging, clearly displaying the pupil's name, dosage, and expiry date. Parents must also complete a medication administration form on Isams prior to the trip.
- **Administration:** A designated staff member will witness and administer the medication, immediately logging the date, time, dosage, and pupil signature on the Trip Medical Log.
- **Storage:** Controlled drugs or routine medicines must be kept in a locked, secure travel container managed by the designated Trip First Aider.

4.3. Non-Prescribed Medication (e.g., Paracetamol)

- Staff may only administer over-the-counter medication (such as paracetamol or antihistamines) if prior written parental consent has been obtained. If medication has been administered parents will be informed by email post the trip.
- All medication that has been administered will be recorded in the medication log, to be transferred onto Isams when they return to school.
- Before administering, staff must check that the maximum daily dosage will not be exceeded.

5. First Aid Kits and Equipment

- **Collection:** The Trip Leader is responsible for collecting a fully stocked Travelling First Aid Kit from the School Medical Room prior to departure.
- **Minimum Contents:** Every kit must comply with HSE standards and include:
 - A first aid guidance leaflet.
 - Individually wrapped sterile adhesive dressings (various sizes, including blue detectable for food environments if applicable).
 - Sterile eye pads.

- Triangular bandages and safety pins.
- Medium and large sterile unmedicated wound dressings.
- Moist cleansing wipes and disposable nitrile gloves.
- Clinical waste disposal bags.
- **Vehicle Kits:** Any school minibus or hired vehicle utilized for transit must carry its own dedicated vehicle first aid kit and a compliant fire extinguisher.
- **Post-Trip Return:** Used or expired kits must be returned to the School Medical Room within 24 hours of return for restocking.

6. Emergency Procedures and Reporting

6.1. Protocol for Major Injury or Illness

1. **Assess:** Ensure the area is safe. Attend to the casualty using standard first aid protocols.
2. **Call:** Dial 999 (UK) or 112 (Europe/International) immediately for emergency services if the condition is life-threatening, involves head trauma, unconsciousness, or severe bleeding.
3. **Transport:** **Staff must never transport an injured pupil in their personal vehicle.** If an ambulance is delayed and hospital transport is required, a taxi or school minibus may be used, provided the pupil is accompanied by at least two members of staff (one being a first aider).
4. **Notify Home Contact:** Contact the designated School Home Contact immediately to activate the school crisis protocol.

6.2. The Home Contact System

For every overnight or long-distance trip, a member of the School's Senior Leadership Team (SLT) is designated as the 24/7 **Home Contact**. They will remain on campus or on-call to coordinate parental notifications, emergency funding, and media management if a major incident occurs.

6.3. Incident Recording and Reporting

- All injuries, minor treatments, and near-misses must be logged.
- Upon returning to school, the Trip Leader must log the details onto the school's electronic management system (e.g., CPOMS/iSAMS) within 24 hours.
- Serious incidents meeting RIDDOR criteria (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) must be reported to the Bursar/Health & Safety Officer and SLT immediately upon return.