



FIRST AID POLICY

Reviewed:	August 2025
Next Review Due:	August 2026
Applies To:	Whole School
Owner:	Head of School
Approved By:	Board of Directors

Mission, Vision and Values

Mission

To inspire our children to reach their full potential by fostering curiosity and an interest in learning, awakening their minds and illuminating their world.

Vision

To create an affordable international secondary school with a high standard of education where children learn through practical and project-based work. To develop our students' moral and intellectual capacity, and to encourage creativity and adaptability.

Aim

An education that is broad, balanced and challenging, with an emphasis on developing strong connections to our host country, Uganda.

Values

Desire for lifelong learning; an ability to adapt; be innovative and reflective thinkers; open minded, and empathetic while achieving high academic success according to individual potential

7Hills International School

ADVENTURE IN LEARNING

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1. Policy Statement

7Hills International School (7Hills) is committed to providing a safe, supportive and responsive environment in which students, staff and visitors have access to appropriate first aid and medical support throughout the school day and during school activities.

As an active international school community, 7Hills recognises that effective first aid provision forms an essential part of safeguarding, health and safety and overall duty of care responsibilities. Prompt and appropriate medical response helps reduce the severity of injury or illness, supports wellbeing and provides reassurance to students, families and staff.

The daily life of 7Hills includes a wide range of activities which require careful medical planning and supervision, including:

- Morning Sports and physical activity programmes
- PE lessons and practical learning
- educational visits and residential experiences
- ISAAK sports fixtures and tournaments
- project-based and outdoor learning opportunities
- co-curricular activities and school events

The school therefore maintains clear medical procedures, trained first aid personnel, emergency communication systems and appropriate risk assessment processes to ensure that injuries, illness and medical emergencies are managed professionally and consistently. This policy outlines the school's approach to:

- first aid provision and emergency response
- management of injuries and illness
- medication and medical information
- chronic medical conditions and healthcare planning
- sports fixtures, educational visits and off-site activities
- safeguarding and confidentiality expectations
- communication with parents and external medical services

2. Scope

This policy applies to:

- all students
- teaching and non-teaching staff
- volunteers and visitors
- contractors working on site
- all on-site and off-site school activities

The policy applies during:

- the normal school day
- Morning Sports
- co-curricular activities

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- ISAAK fixtures and sporting events
- educational visits and residential trips
- school-organised transport and travel
- events hosted on or off campus

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Educational Visits Policy
- Risk Assessment Policy
- Wellbeing Policy
- Attendance Policy
- Staff Code of Conduct
- Emergency Evacuation Procedures

3. Guiding Principles

The school's approach to first aid and medical response is guided by several key principles which reflect both safeguarding expectations and the operational realities of an active international school environment.

Duty of Care - The school has a responsibility to take reasonable steps to protect the health, safety and wellbeing of students, staff and visitors during school activities and events.

Timely and Appropriate Response - Medical concerns should be responded to promptly, calmly and appropriately in order to minimise risk and support wellbeing.

Safeguarding - Medical response systems form part of the school's wider safeguarding responsibilities. Staff should remain alert to situations where injury, illness or repeated medical concerns may indicate wider safeguarding or wellbeing concerns.

Professional Competence - Only appropriately trained staff should administer first aid beyond immediate basic support. Staff should always act within the limits of their training and confidence.

Inclusion and Participation - Students with medical conditions should, wherever reasonably possible, be supported to participate fully and safely in school life.

Confidentiality and Respect - Medical information must be handled sensitively and shared only where necessary to protect health, safety and wellbeing.

4. Medical Provision at 7Hills

At 7Hills International School, students who become unwell or injured during the school day will normally report to reception, pastoral staff or a first aid trained member of staff for initial assessment and support.

Minor illness and injuries are typically managed on site through:

- basic first aid
- short periods of observation
- hydration and rest
- communication with parents where appropriate

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Where concerns are more significant, the school may:

- contact parents for collection
- recommend external medical review
- arrange referral to a clinic or hospital
- contact emergency services where required

The school recognises that emergency response times and traffic conditions within Kampala may vary considerably. As a result, calm decision-making, effective supervision and clear communication are particularly important during medical situations. The school maintains:

- appropriately stocked first aid kits
- trained first aid personnel across departments
- emergency contact systems
- accident and incident reporting procedures
- healthcare information for students
- emergency medication access where appropriate

First aid kits are maintained in key locations including:

- reception
- sports and PE areas
- science and practical learning areas
- school vehicles where appropriate
- educational visit and trip bags

The Operations Manager oversees the maintenance and review of medical supplies and first aid equipment.

5. Roles and Responsibilities

Effective first aid provision relies upon shared responsibility across the school community.

5.1 Head of School

The Head of School holds overall responsibility for ensuring that appropriate first aid systems, staffing and procedures are in place across the school. This includes oversight of:

- staffing and training
- safeguarding alignment
- medical response procedures
- policy implementation
- emergency planning

5.2 Operations Manager

The Operations Manager oversees the operational coordination of first aid and medical provision across the school. Responsibilities include:

- maintaining first aid supplies and equipment
- coordinating staff training

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- overseeing accident and incident reporting
- supporting emergency planning and risk assessment processes
- ensuring first aid arrangements for trips and fixtures

5.3 Designated Safeguarding Lead (DSL)

The DSL is responsible for responding where:

- injuries raise safeguarding concerns
- patterns of unexplained injury emerge
- medical concerns overlap with wellbeing or protection issues
- confidentiality or welfare concerns arise

5.4 First Aid Trained Staff

Appropriately trained staff are responsible for:

- providing first aid within the scope of their training
- responding calmly and professionally
- maintaining accurate records
- escalating concerns appropriately
- communicating with relevant staff and families where required

5.5 All Staff

All staff are expected to:

- respond appropriately to illness or injury
- know how to summon assistance
- follow school procedures
- maintain appropriate supervision
- report concerns promptly

6. Responding to Illness or Injury

When a student or member of staff becomes unwell or injured, the immediate priority is to ensure safety, assess the situation and provide appropriate support. Staff responding to medical concerns should:

- remain calm and reassuring
- assess immediate risk
- seek trained support where necessary
- avoid moving injured individuals unnecessarily
- maintain supervision of other students
- contact leadership or emergency services where appropriate

The school recognises that many injuries within an active school environment are minor and may occur during:

- Morning Sports
- PE lessons
- break and lunch periods
- playground activities

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- ISAAK fixtures
- practical learning activities

However, all injuries should be treated seriously and monitored appropriately. Where there is uncertainty regarding the severity of an injury, staff should always seek additional support or medical advice.

7. Emergency Medical Situations

Medical emergencies may include:

- breathing difficulties
- loss of consciousness
- seizures
- severe allergic reactions
- serious bleeding
- suspected fractures or spinal injuries
- significant head injuries
- chest pain
- overdose or self-harm concerns
- serious sports injuries

In emergency situations:

- trained first aid support should be summoned immediately
- emergency services should be contacted where required
- parents or carers should be informed as soon as practicable
- safeguarding and supervision responsibilities must remain in place throughout

Where hospital treatment is required and a parent or carer is not immediately available, a member of staff may accompany the student until family support is available.

8. Morning Sports, ISAAK Fixtures and Physical Activity

Physical activity forms a central part of student life at 7Hills International School through Morning Sports, PE lessons, co-curricular sport and participation in the ISAAK league. The school recognises that participation in sport and physical activity increases the likelihood of:

- minor injuries
- strains and sprains
- dehydration
- heat-related illness
- impact injuries and concussion concerns

Appropriate supervision, hydration and first aid provision are therefore essential. For Morning Sports and PE activities, staff should:

- monitor weather and heat conditions
- encourage regular hydration

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- ensure students are appropriately supervised
- respond promptly to signs of illness or injury

For ISAAK fixtures, tournaments and off-site sporting events, the supervising staff member or trip lead must ensure:

- a first aid kit is available and accessible
- emergency contact information is carried
- students with medical conditions are identified in advance
- emergency medication is accessible where required
- transport and supervision arrangements are appropriate
- staff understand emergency communication procedures

The school also recognises that medical provision may vary between ISAAK venues and schools. Staff supervising fixtures should therefore exercise professional judgement and maintain communication with school leadership and parents where medical concerns arise.

Where injuries occur during fixtures or sporting events, parents will normally be informed as soon as reasonably practicable.

9. Educational Visits and Off-Site Activities

Educational visits form an important part of the educational experience at 7Hills and require appropriate medical planning and risk assessment.

Trip leaders are responsible for ensuring that:

- medical information is reviewed before departure
- students requiring medication or healthcare support are identified
- emergency contact details are accessible
- first aid provision is appropriate to the activity and location
- supervising staff understand emergency procedures

Risk assessments for visits should consider:

- travel time and transport conditions
- access to medical facilities
- supervision ratios
- environmental and weather conditions
- student medical and dietary needs
- communication systems and mobile coverage

10. Medication in School

The school recognises that some students may require medication during the school day in order to participate safely and effectively in school life.

Medication should only be administered where:

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- written parental consent has been provided
- medication is clearly labelled
- dosage instructions are clear
- medication is medically necessary

Prescription medication should normally:

- be provided in original packaging
- include the student's name
- include dosage and expiry information

Records must be maintained regarding:

- medication administered
- dosage and timing
- staff member involved
- any concerns or side effects observed

Students should not normally carry medication independently unless this has been agreed through an Individual Healthcare Plan or is medically necessary, such as inhalers or EpiPens.

11. Students with Medical Conditions

7Hills is committed to supporting students with medical conditions so that they can participate fully and safely in school life wherever reasonably possible. The school recognises that some students may require:

- ongoing medical support
- emergency medication
- healthcare planning
- adjusted supervision arrangements
- communication between home and school

Where appropriate, Individual Healthcare Plans may be developed to outline:

- medical needs and symptoms
- emergency procedures
- medication requirements
- participation considerations
- staff responsibilities
- communication arrangements

Relevant staff will be informed of significant medical conditions where necessary to protect student wellbeing and safety.

12. Allergies and Anaphylaxis

The school recognises that allergies may present serious medical risks for some students.

Parents are responsible for ensuring the school is informed regarding:

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- allergies
- dietary restrictions
- emergency medication requirements
- changes to medical information

Where a student is identified as being at risk of anaphylaxis:

- emergency medication should remain accessible
- relevant staff should be informed
- healthcare planning should be implemented
- emergency procedures should be clearly understood

All allergy concerns should be treated seriously.

13. Accident Reporting and Record Keeping

Accidents, injuries and significant medical concerns should be recorded appropriately in accordance with school procedures.

Accurate reporting supports:

- safeguarding
- health and safety monitoring
- risk assessment review
- communication with families
- organisational accountability

Records should normally include:

- date and time
- nature of injury or illness
- treatment provided
- actions taken
- staff involved
- communication with parents or carers where applicable

14. Confidentiality and Medical Information

Medical information is sensitive and must be handled professionally and confidentially.

Information will only be shared:

- where necessary to protect health and safety
- with relevant staff members
- in accordance with safeguarding responsibilities
- in line with school data protection expectations

The dignity and privacy of students and staff should always be respected.

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15. Staff Training

7Hills International School is committed to ensuring that appropriate staff receive relevant first aid and medical response training. Training may include:

- emergency first aid
- CPR and AED awareness
- anaphylaxis response
- asthma management
- sports injury response
- safeguarding-linked medical concerns
- concussion awareness
- emergency medication procedures

Training provision will be reviewed periodically to ensure adequate coverage across:

- academic departments
- operations teams
- sports programmes
- educational visits and off-site activities

16. Monitoring and Review

The school will review first aid provision and medical response systems regularly to ensure procedures remain effective, realistic and aligned with safeguarding and operational expectations.

Review processes may include:

- accident and incident analysis
- review of recurring injury patterns
- staff feedback
- risk assessment review
- evaluation of training needs
- review of sports and trip procedures

This policy will be reviewed annually by the Senior Leadership Team and Board of Directors.

17. Distribution and Access

This policy is available to staff and families through the school website and internal systems. Printed copies may be requested from reception.