RAFFLES INTERNATIONAL SCHOOL

Policy on Minor Injuries, First Aid and Emergency

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever-changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Adopted: June 2017
Last Revised/Amended: October 2021, January 2023, October 2024
Next review: October 2027

CEO/Board		**Principal**
Head of Primary School	**Head of Secondary School**	**Other relevant staff**

POLICY ON MINOR INJURIES, FIRST AID AND EMERGENCY	
School Name: **Raffles International School**	Issue date: **11.6.2017**
Section: **School Clinic**	Revised/ Amended: **15.10.2024**
Subject: **Policy on minor injuries, First aid and Emergency**	Revision Due Date: **15.10.2026**

PURPOSE:

- To identify the first aid needs of the students.
- To provide the Medical Staff working in the school setting with a set of first aid care guidelines that can be utilised during the delivery of care to ill or injured students.
- To ensure that there are procedures in place to assist staff and students in the event of a medical emergency.

POLICY STATEMENT:

- To ensure adequate and appropriate first aid to pupils, staff, and the procedures are in place to meet that responsibility.
- To ensure that first aid provision is available at all times while the students are on the school premises, and also off the premises when they are on field trips and sporting events.
- The medical staff is trained in Basic Life Support and First Aid.
- Training in Basic first aid is provided to the PE staff and key school personnel.
- Ensure that an Emergency Management Protocol is in place and an Ambulance is summoned when the need arises.

PROCEDURES:

- A sick child is sent to the clinic with a nurse pass.
- Administer the appropriate first aid.
- Refer the child to the school doctor for advice whenever necessary.

Minor illness:

- In the event of minor illnesses like abrasion, small cuts, headache, stomach pain, nausea, a short rest in the clinic is encouraged and the child is sent back to the class when feeling better and after re-assessment.
- Parent to be contacted if illness persists, before administering any medication orally and if the child needs to be taken home or if any outside medical care is required.
- If unable to contact parents and follow-up care is required a note is sent home to inform the parents (reason and treatment given).
- All cases of head bump or head injury, inform the parent.
- If the child needs to go home for medical reasons a 'Permission slip' is to be signed by nurse, class teacher and Principal.

Serious Accidents:

- In the event of an accident in school, the School Doctor/Nurse must be called immediately, and the child should not be left unattended at any time. The Doctor/Nurse must assess the extent of the child's injury to the best of his/her ability and act, accordingly, not hesitating to call an ambulance where necessary. The parent is advised on further medical management by the medical staff.
- Parents and teachers are informed by the nurse. Serious Incidents are reported to the Head of Primary / Head of Secondary and School Principal as soon as possible.

Reporting Accidents and Documentation:

- In case of a serious accident, an accident report form must be completed by the Doctor/Medical staff and eyewitnesses and include the time and place of the event; and a brief description of the nature of the event. The member of staff who is first on the scene fills the Accident Form giving information which includes location/ time/nature of injury/ cause and names of people involved. The incident will be investigated, and remedial action will be taken as necessary. The completed form is kept in the students' School health record.
- Accidents/Dangerous occurrence /Referred cases will be documented electronically in the Accident report Log.

Emergency Management:

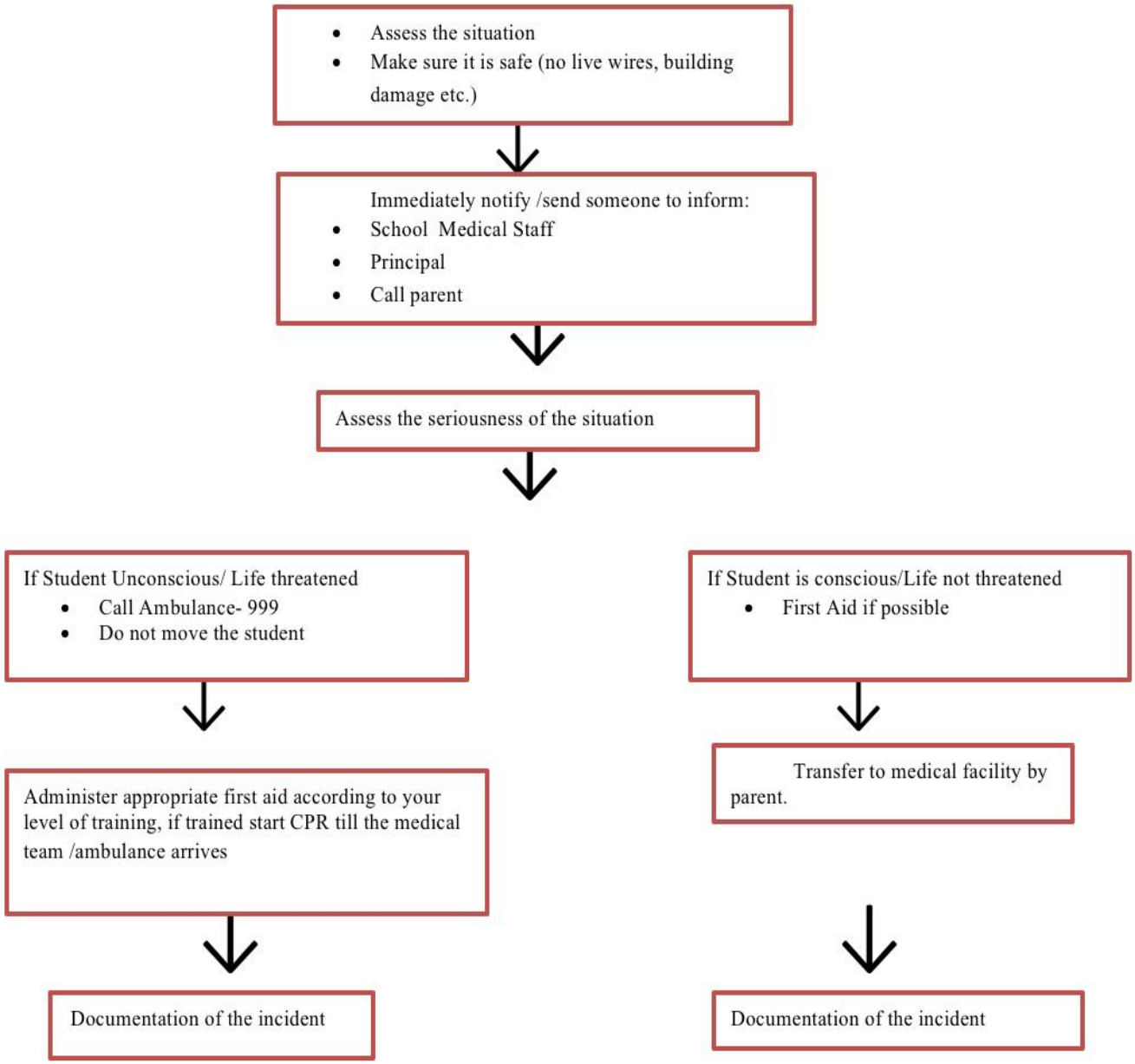
- In case of a life-threatening emergency, call 999 / 998.
- If an ambulance is deemed necessary immediate first aid treatment must be given as required by the medical staff while a second member of the medical staff calls the ambulance 999 / 998, informs the parents / guardians and the principal.

ATTACHMENTS/TOOLS:

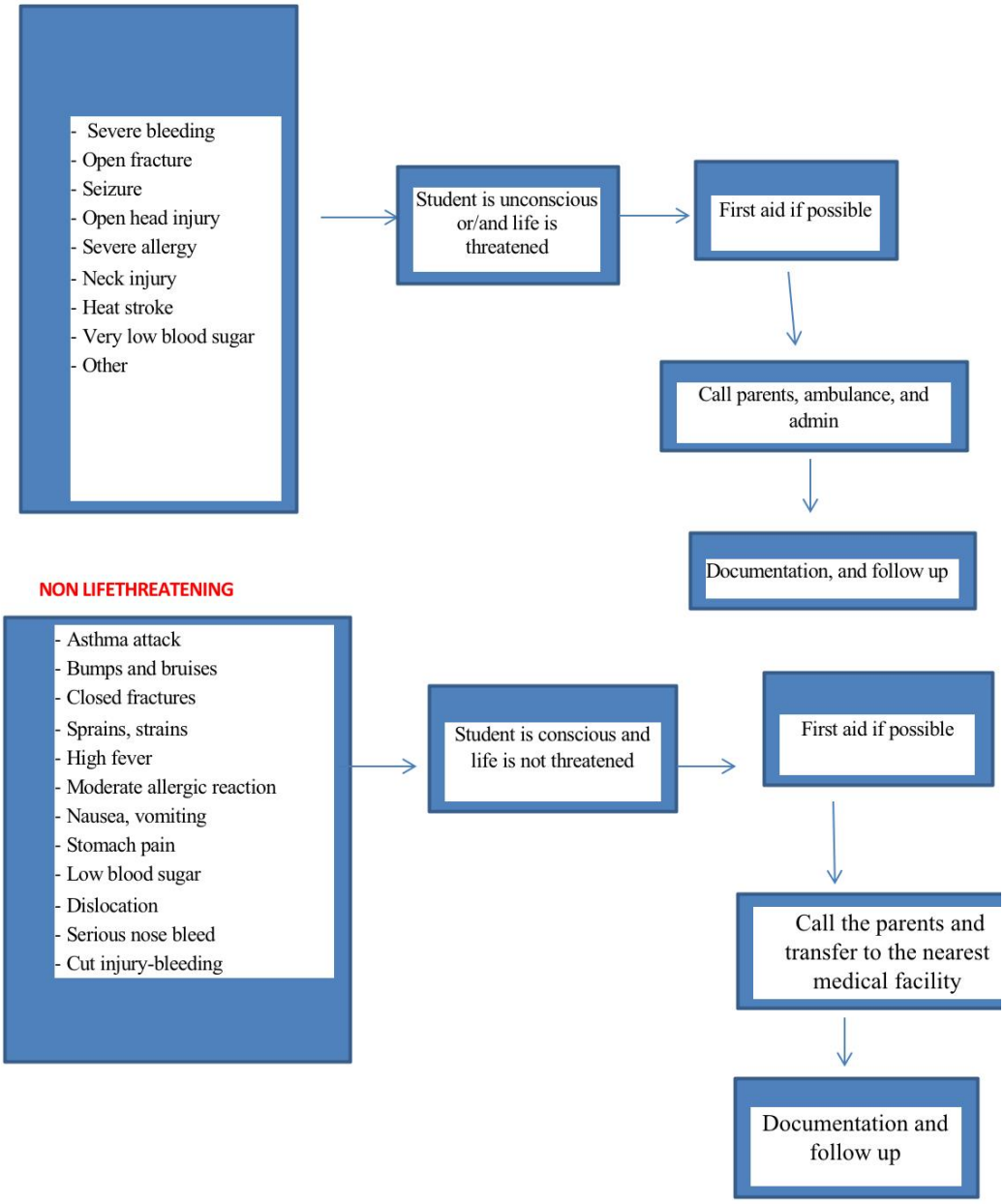
Action Plan for school staff
Emergency flow chart

RAFFLES INTERNATIONAL SCHOOL

4.1. ACTION PLAN FOR SCHOOL STAFF WITNESSING A MEDICAL EMERGENCY



4.2. Emergency flow chart – LIFE TREATENING



This policy is to be read in conjunction with:

- Health and Safety Policy
- Safeguarding Policy