



First Aid Policy

2026– 2027

POLICY INFORMATION	
Last review date:	August 2026
Reviewed by:	School Clinic
Next review date:	August 2027
Approved By:	Principal – Daspo Yiappos

SCHOOL CLINIC FIRST AID POLICY

PURPOSE

To ensure that all students who sustain an injury or develop an acute illness during school hours receive prompt, appropriate, and safe first aid, with timely communication to parents/guardians and referral for further medical care when required.

SCOPE

This policy applies to all students who require first aid or immediate medical attention while under the care and supervision of the school.

POLICY STATEMENT

- The school clinic will provide first aid and immediate medical care for injuries or acute illnesses that occur during school hours and within the school premises, or during school-approved activities under the school's supervision.
- All students presenting to the school clinic will undergo an initial assessment by the doctor or clinic staff. Appropriate first aid will then be provided according to the student's condition and the school's clinical procedures.
- First aid will be provided within the scope of practice of the school clinic staff and in accordance with applicable DHA requirements and school clinical protocols.
- If administration of any oral medication is required, appropriate parental/guardian consent will be obtained by telephone before administration, unless the situation is an emergency where immediate treatment is necessary.
- Parents/guardians will be informed by telephone and/or through a Clinic Visit Form when the injury or illness requires further observation, medical evaluation, treatment, or follow-up outside the school clinic.
- In the event of an accident or medical emergency, the parent/guardian will be informed immediately, and appropriate emergency measures will be initiated without delay. The School Principal, Administrative Officer, and relevant Supervisor will also be informed promptly.
- A detailed incident/medical report will be completed by the school doctor or designated clinic staff for significant injuries, accidents, emergencies, or other incidents requiring documentation. A copy will be provided to the Principal/School Administration as per school procedure.
- If the parent/guardian cannot be contacted, the clinic staff will provide appropriate emergency first aid and medical care within their scope of practice. If further medical treatment is required, the student will be referred or transferred to the nearest appropriate healthcare facility.
- In a serious or life-threatening emergency, or when immediate hospital transfer is required, ambulance services will be activated without waiting for parental arrival, while continuing appropriate emergency care until transfer.

- The student will be accompanied or handed over to the appropriate medical/emergency personnel according to the school's emergency procedures, and the parent/guardian will be informed of the student's condition and transfer arrangements.
- All first aid, treatment, referrals, parent communication, and follow-up actions will be appropriately documented and maintained confidentially in the student's medical/health record.
- First aid supplies and emergency equipment will be maintained, checked regularly, and readily accessible in the school clinic and other designated areas as required.

RESPONSIBILITIES

School Doctor/Nurse

- Assess the student's condition and provide appropriate first aid.
- Identify cases requiring referral or emergency intervention.
- Obtain parental consent where required.
- Communicate with parents/guardians.
- Complete appropriate medical and incident documentation.
- Maintain confidentiality of student health information.
- Ensure appropriate follow-up and handover when required.

School Administration

- Support the implementation of the First Aid Policy.
- Ensure appropriate communication between the clinic, school staff, and parents.
- Support emergency procedures and access to ambulance/hospital services when required.

Teachers/Supervisors

- Report injuries, accidents, or sudden illness to the school clinic promptly.
- Ensure that the student is safely accompanied to the clinic when appropriate.
- Provide relevant information regarding the incident to clinic staff.
- Follow instructions provided by the school clinic during emergencies.

Parents/Guardians

- Provide accurate and updated emergency contact details.
- Inform the school of relevant medical conditions, allergies, medications, and other health concerns.
- Respond promptly to communication from the school clinic.
- Arrange further medical assessment or treatment when advised by the school clinic.

RECORD KEEPING

All first aid consultations and significant medical incidents will be documented appropriately, including:

- Student's name, class, and section
- Date and time of incident/clinic visit
- Location and circumstances of the incident
- Initial assessment and findings
- First aid/treatment provided
- Medication administered, if applicable
- Parent/guardian communication and consent
- Referral or hospital transfer, if required
- Name/signature of the clinic staff providing care
- Follow-up advice and outcome

All records will be maintained securely and confidentially in accordance with applicable school, DHA, and data-protection requirements.

This policy applies to the 2026–2027 Academic Year.

The School Clinic will review its procedures periodically to ensure that they remain appropriate, effective, and aligned with school requirements, safeguarding procedures, and applicable health regulations.

Policy Owner: School Clinic

Academic Year: 2026–2027

Review Date: To be reviewed annually or when required.