

POLICY ON MINOR INJURIES, FIRST AID & EMERGENCY

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April 2021, April 2022, April 2023, April 2024, April 2025, April 2026
Policy to be reviewed again in April 2027

Definition

This Policy ensures that all students and staff receive safe, timely, and appropriate medical care within the school premises.

It outlines procedures for:

- Injury reporting
- First aid management
- Documentation
- Incident reporting
- Emergency response and referral

Audience Target

- School doctor(s) and nurse(s)
- Leadership team
- Teachers
- Students
- Parents
- Support staff (including bus staff, assistants, and all employees)

First Aid and Accident Reporting Procedure

3.1 Clinic Pass System

- Each classroom is assigned a unique Clinic Pass.
- The Clinic Pass ensures that:
 - The teacher is aware of the student's visit to the clinic
 - The visit is authorized and supervised
- Students must present a Clinic Pass upon arrival to the clinic.

⚠ Students will not be attended without a Clinic Pass, except in emergency situations.

3.2 Communication of Incident Details

- The teacher or responsible staff must communicate details of the incident to the clinic.
- This may be through:
 - A written note accompanying the student
 - Verbal communication via support staff
- The communication should include the key details of the incident, such as:
 - Time
 - Location
 - Nature of the incident

3.3 Transfer of Student to Clinic

- The student must be sent with:
 - Clinic Pass
 - Incident details
- KG / younger students → accompanied by teacher or assistant teacher
- Other areas (bus, corridor, playground) → support staff may accompany
- The concerned teacher or Section Head must be informed prior to transfer.

3.4 Clinical Assessment and First Aid

- Upon arrival, the student is assessed by the nurse, including evaluation of vital signs and the nature of the injury.
- First aid is administered in accordance with established clinical guidelines and scope of practice, ensuring appropriate and timely care.
- Cases requiring further clinical evaluation or advanced management are referred to the school doctor, and subsequent care is provided in line with medical advice.

3.5 Parent Communication Protocol

- Emergency first aid is administered immediately, regardless of parent availability.
- Parents must be contacted:
 - Before administering any medication
 - If the child needs to be sent home
 - In case of moderate or serious injuries
- Communication responsibilities:
 - Incident details → by responsible staff (teacher / bus staff / supervising staff)
 - Medical updates (first aid provided) → by nurse or doctor

3.6 Documentation

All cases must be recorded in:

- First Aid Register (manual logbook)
- MOGRASYS (electronic medical record system)

Documentation must include:

- Student details
- Date and time
- Nature of injury/complaint
- Treatment provided
- Outcome/action taken

3.7 Incident Reporting

An Incident Report must be maintained in the clinic for:

- Fights or intentional injuries
- Injuries during laboratory/practical sessions (e.g., science experiments)
- Injuries due to safety hazards
- Serious injuries

Must be reported to:

- Class teacher and/or Section Head
- Health & Safety Officer (if hazard-related)
- School Counselling Team (e.g., RISE Department) for behavioural or emotional-related incidents

3.8 Emergency Management and Transfer

- In cases of serious conditions (e.g., unstable vital signs, suspected fractures, or significant injuries):
- Immediate first aid is provided
- Emergency transfer is initiated
- If parents are unable to reach the school promptly:
- Ambulance services will be activated
- The student will be transferred to hospital without delay
- A referral form will be:
- Provided to parents upon pickup
- Or sent along if referred for external medical care
- ✓ Detailed procedures are outlined in the Policy on Emergency Patient Transfer and Referral

3.9 Communicable Diseases

- If a student is suspected or confirmed to have a communicable or infectious condition:
- The parent will be advised to take the child home
- The student may return to school:
- Only after full recovery and clearance as per school health guidelines

3.10 Investigation and Preventive Action

- All incidents are reviewed and investigated
- Root cause analysis is conducted
- Preventive measures are implemented to:
- Improve safety
- Prevent recurrence

RECORDS MAINTAINED

Daily First Aid Register
Monthly Referral Register

Regards



Dr. Thanaz Abdul Rahman
School Doctor

