



# First Aid Policy

## Revision History

Version	Date	Author/Owner	Summary of change
1.0	2020-12-14	Melanie Simon	<p>Initial Draft by Melanie Simon on 2020-10-23</p> <p>Reviewed by the Compliance Manager on 2020-11-09</p> <p>Reviewed by Christof Martin &amp; Maclean Braganza on 2020-11-10</p> <p>Approved by the SDSC on 2020-12-10</p> <p>Approved by the Board on 2020-12-14</p>
2.0	2022-03-28	First Aid Department - Operations Manager	<p>Review cycle - Updated to reflect changes in opening hours, the inclusion of all community members on campus or during school trips, and clearer descriptions of responsibilities</p> <p>Approved by the SDSC on 2022-03-10</p> <p>Approved by the Board of Governors on 2022-03-28</p>



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## 1 Introduction / Purpose

GESS's main concern is the health, safety, and physical wellbeing of all members at GESS on campus or during school trips. The First Aid Policy also aims to support and welcome students with medical conditions.

The first aid team of GESS consists of trained medical personnel who are able to support the community when there is a need for first aid and can provide all students with different medical conditions the same opportunities as the rest of the students in school to help parents to feel secure with the care of their children at GESS.

The first aid team will ensure that students and other members of GESS on campus can:

- be healthy
- stay safe
- make a positive contribution
- achieve and maintain a healthy wellbeing

GESS aims to provide fast and efficient first aid in a supportive and nurturing environment while caring for students and staff holistically.

The First Aid Policy is drawn up in consultation with a wide range of key stakeholders within the school community. The First Aid Policy is published on the parent portal and the internal staff policy page to ensure full implementation.

## 2 Scope / Applicability

This policy sets out the responsibilities of the first aid team and other staff members in responding to medical incidents and when handling medications and applies to all staff, students, and visitors, excluding those renting our facilities on weekends/evenings.

## 3 Policy

### 3.1 First Aid Team

- A qualified first aid officer will be on duty during official school hours. The school has three different clinics (main office, sports hall, and Pre-School area) to attend to our student's and staff's medical needs.
- According to Singapore law, the first aid team is aware of and follows the Storage of Medication Procedures (e.g., Storage of Controlled Drugs), and only qualified first aid staff have access to medication.
- The first aid team is the point of contact (POC) for MOH-related matters and will follow the prevention and control of the Infectious diseases guidelines as per Ministry of Health instructions.

- Only a qualified first aid officer is allowed to administer medication in line with the Administration of Medication Procedure, and with parents' written consent, an exception will be made for over-the-counter medication, where oral consent (over the phone) from parents is sufficient. All medication dispensed will be documented.
- Medical records are kept mainly electronically using the school's Information Data systems, except for our [Health Care Plans](#), where a parent's signature is required. The first aid staff will update the student's medical record with any information given by the parents.
- The first aid team is responsible for monitoring common triggers by using the Singapore National Environment Agency website [www.nea.gov.sg](http://www.nea.gov.sg) e.g., haze, dengue. GESS will send out communication accordingly to the community.
- The first aid department ensures that the Accident and Incident Procedures are followed.

### 3.2 Other staff members

- Any student requiring first aid treatment must be sent to the nearest first aid office on returning to school for assessment and any further treatment.
- Staff members must ensure that the Accident and Incident Procedures are followed.
- All staff understand their duty to care for children and young adults in the event of an emergency. PE teachers and coaches are required to undergo a certified first aid course every 2 years.
- For off-site trips, teachers have to get in touch with the first aid department and will be provided with a first aid kit and students' medications where applicable. A first aid officer will be sent along on the trip if deemed necessary. GESS aims to include all students with medical conditions in all school activities where possible. Teachers will have to get internal first aid training beforehand on overnight trips with students. A staff member must ensure they have the phone numbers of the first aid contact person on their mobile phones. Teachers will have to collect and sign out named Epipens and/ or diabetic boxes from the relevant first aid office to accompany the child to the off-site location for off-site trips.
- All staff members working with groups of students have access to the Health information of students in their care via electronic records.

### 3.3 Parents and students

- Parents must inform the school of any important medical history or changes thereof and must complete the [Request for Medication to be Given at School Form](#) for all prescribed medication (any medication provided to be kept at school is within its use-by date) to be administered during the school day or school trips. All forms are made available on the [Parent Portal](#).

- Parents are responsible for ensuring that students are fit for the school, free of any flu-like symptoms, contagious infections, or fever (>37.7 °C). This includes school trips.
- Parents and students must follow the rules and regulations regarding students who are absent or sent home due to illness. All necessary information can be found on the [Parent Portal](#).

## 4 Definitions

**Infectious diseases:** diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi, which can be spread, directly or indirectly, from one person to another.

**Health Care Plan:** serves to collect data about chronic diseases from students (data and information regarding students' medical conditions, if any) to better provide them with the best support during school hours and trips. The information from the HCP will be shared with the teaching staff via SEQTA.

**Over-the-counter medications:** Medications can be purchased without a doctor's prescription in Singapore.

## 5 Policy authority

Policy Owner:	First Aid Department, Operations Manager
Implementation Body:	First Aid Department
Governing school subcommittee:	School Development Subcommittee
Next required review date:	March 2024
Final Approval:	Board of Governors

## 6 Related policies/references/processes

[First Aid Guidelines](#)  
[Accident and Incident Procedure](#)  
[Administration of Medication Procedure](#)  
[Infectious Diseases Procedures](#)  
[Record Keeping Procedure](#)  
[Storage of Medication Procedures](#)  
[Students absent due to illness Procedure](#)  
[Healthcare Plan](#)  
[Haze Policy](#)  
[Infectious Disease Policy](#)



CELEBRATE YOUR  
*Roots*  
DISCOVER YOUR  
*Wings*

## 7 Policy Compliance

### 7.1 Compliance Measurement

Compliance / Audit will verify compliance to this policy and related procedures through various methods, including but not limited to business tool reports, internal and external audits, and feedback to the policy owner.

### 7.2 Non-Compliance

By accessing any GESS systems with personal or school-supplied technology, every user understands and will abide by the above policy and the Technology Use Regulation (TUR). It is understood that violation of the above Policy and Rules is unethical and may constitute a criminal offense. Should a user commit a violation, the access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.