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## Cranbourne West Primary School No. 5189

# FIRST AID, MEDICINE AND STUDENT HEALTH POLICY

### **RATIONALE:**

The First Aid program should enable the students, staff and parents to have a system that enables correct protocol to be carried out with regards to the welfare of the students.

First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time.

### **IMPLEMENTATION GUIDELINES:**

1. Parents must provide proof of immunisation upon a child's enrolment.
2. A written record of the child's physical and health status, noting any medical condition, needs to be presented. Emergency contacts, family doctor, ambulance membership, court intervention orders and siblings need to be recorded. At the beginning of each school year or when changes occur parents/guardians will be required to update this medical report.
3. The medical status of each child will be made available to the classroom teacher.
4. Each child with an ongoing medical condition e.g. asthma, ADHD, epilepsy, severe allergic reactions or long-term/seasonal medical conditions such as hay fever requires a medical condition management plan formulated by the doctor in consultation with the parents. Copies of medical management plans will be kept with the medication and medication delivery devices used to treat such conditions are to be provided by the parents. Anaphylaxis management plans are as per the legislation.
5. Parents are responsible for the regular maintenance of their child's medical/emergency information with appropriate expiry dates of medication and medication delivery devices.
6. While every effort is made to look after children, parents are urged not to send sick children to school. This will help with the recovery of the child and help to reduce the spread of infection. (Please refer to the table of 'Minimum Period of Exclusion from Schools and Childrens' Services for Infectious Diseases, Cases and Contacts as prescribed under Regulations 13 & 14 of the Health [Infectious Diseases] Regulations 2001 – Schedule 6).
7. Parents will be notified if their child is sick at school or has a condition that requires exclusion [as per the schedule.] The parent will need to collect their child or organise another adult to collect them. Photo ID is required to collect students from school.

It should be realised that in the case of serious injury or illness, neither the Principal, First Aid Co-ordinator nor the teacher is required to diagnose or treat the condition/illness, apart from carrying out the appropriate First Aid procedures. Diagnosis and treatment is the responsibility of the ambulance officer called to the scene or medical practitioner that the parent/guardian takes the child to.

1. In accordance with DE&T regulations, all first aid staff must have current qualifications in Level 2 First Aid, First Aid Management of Anaphylaxis (22099VIC), Asthma (22282VIC) and CPR (HLTAID001).
2. The school will have maintained first aid kits and portable first aid kits containing the recommended first aid and supplementary first aid supplies in accordance with the CWPS OHS 007-05 First Aid Kits Checklist.

3. The staff member[s] closest to the situation at hand will attend to the child. In cases of serious injury, illness or where the teacher feels their knowledge to be inadequate, the child will be referred to a qualified First Aide Co-ordinator, who will administer first aid, within the limits of that staff member's skills and expertise.
4. As a general health precaution, adequate hygiene practices must be used at school. Staff will use disposable gloves, tissues or hand towels, thoroughly wash hands and nails and use 'No Touch' technique.
5. All moist lesions or weeping abrasions should be covered. If they cannot be covered, the child, as a precaution, should remain away from school until the wound has healed or can be covered. Where medical judgements are needed to assess possible risks, a doctor's advice may be sought in consultation with the student's parents / guardians and a medical certificate supplied to the school.
6. In severe cases of illness or injury or with cases which cause concern, the child's parents will be contacted. If the parent(s) are unable to be contacted, the school will endeavour to contact the emergency person nominated by the parents. If this is unsuccessful, or in exceptional circumstances, the Principal will make a decision on the course of action to be taken.[eg. call an ambulance]

### **FIRST AID TRAINING**

First Aid (Level 2)	HLTAID003
Emergency First Aid Response in an Education or Care Setting	HLTAID004
Verifying the Correct Use of Adrenaline Auto-injector Devices	22203VIC
First Aid Management of Anaphylaxis	22099VIC
First Aid Management of Asthma	22282VIC
CPR	HLTAID001

### **MEDICATION**

Definition of medicine: Any substance used to alleviate any medical condition.

1. Parents need to complete the medication form and supply school with the medication. Form to be completed and signed each time medication is given to the child by staff member.
2. Parents are to be encouraged to come to the school to administer medicines to their own child.
3. Children may carry their own asthma sprays e.g. Ventolin, if they are trained in the correct use and a parent's permission has been given.
4. Over the counter medications including eye drops and analgesics/cough mixtures are to be treated at school in the same manner as prescription medicines.
5. All medicine should be kept in an appropriate locked place away from children's access.

### **DISPENSING OF MEDICATION**

1. Students may only obtain their medication from a staff member. Once the medication is dispensed, the time, dosage and who dispensed it will be recorded on the sheet provided. These sheets will be collated and kept as a record with First Aid personnel/teacher.

2. All medications that are to be administered by school personnel must be clearly marked with the name of the drug, the dosage required and the name of the child. Medications must be given to the First Aid Officer on arrival at school and signed in by the parent or guardian.
3. If medication for more than one day (short term illness) is to be left at school, an indication of the number of days the dosage is to be repeated must be made prior to its use. Only the amount of medicine required to be dispensed that school day should be sent to the school. Staff are to be notified immediately of any changes to the dosage.

### **RECORDING OF FIRST AID TREATMENT**

1. In cases of serious injury or injuries of concern on an excursion or camp, the DE&T injury report form will be filled out by the appropriate staff member.
2. All visits to First Aid room are to be recorded in a daily register.
3. More serious incidents are to be recorded on Cases 21 [incident/accident]
4. The Office of Emergency Management is to be notified for serious injuries/incidents.
5. Victorian Workcover Authority (VWA) to be notified if serious.
6. All medical documentation will be archived for the appropriate time as per the Disposal Schedule. [30 years]

### **EXCURSIONS/CAMPS**

1. A portable First Aid kit must be taken on excursions and camps [including spare equipment].
2. The camp/excursion leader will designate a participating First Aid trained staff member to collect, store and administer medication to those children whose parents have supplied the medication, whilst on the camp or excursion. Each child's management plan is to be placed in a clear portable bag which contains medication and/or devices for each child. A person will also be responsible for the first aid kits.
3. An emergency medical form will be sent home prior to the camp/excursion, to be returned to school promptly with detailed and accurate information.
4. When an injury occurs the attending teachers will decide on the appropriate First Aid treatment.
5. In severe cases of illness or injury, the child's parents will be contacted. If the parent(s) are unable to be contacted, the school will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the teacher in charge will make the decision on the course of action to be taken.

### **MISCELLANEOUS**

1. In the case of any media attending the school because of an illness/accident, only the school principal or a nominee will be permitted to make comment to the media.
2. Immediate student welfare assistance is available through the appropriate community/educational support services (see attached listings).
3. In the unlikely situation where a staff member administers medication and is then sued for negligence, the policy of the DE&T, Reference Guide 6.14.2.1. will apply.

This policy has been developed from guidelines set out in the Student Health section of the Schools of the Future Reference Guide, February 1996, under the provisions of the Occupational Health and Safety Act 1985.

### **EVALUATION:**

Practices put into place deal effectively with any first-aid incidents that occur in the school grounds and within school hours.

A review of the practices put in place will be conducted annually by the First Aid co-ordinator to ensure that current practices take account of any changes.

## **FURTHER REFERNCES**

The following documents are located in the School's OHSMS.

- CWPS OHS 007-01 First Aid and Infection Control Procedure
- CWPS OHS 007-02 First Aid Risk Assessment
- CWPS OHS 007-03 Guidelines for Hepatitis
- CWPS OHS 007-04 First Aid Summary Sheet
- CWPS OHS 007-05 First Aid Kits Checklist