



Medical, Sickness and First Aid Policy

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1 Purpose

The College is committed to the health and wellbeing of all students and taking reasonable care to protect them from foreseeable injury. An important part of this commitment is this medical, sickness and first aid policy. It is acknowledged that parents/guardians retain primary responsibility for their child's health care. This includes responsibilities for providing accurate, up-to-date relevant information for staff regarding children's routine and emergency health care needs.

The College does not have the facilities or training to care for sick students other than provide First Aid. If a student has recently contracted an illness, is infectious and/or needs rest and recuperation, his or her care generally is the responsibility of the family. In the case of a medical emergency, the College will contact the appropriate emergency services and notify the parent/guardian accordingly of such action.

The College has a number of qualified Senior First Aid Officers that are in attendance at the College from 8.15am to 3.30pm each day during school terms.

2 Scope of Policy

This policy applies to all enrolled students at the College.

The following principles and practices guide the effective management of student medical, sickness and first aid within the College:

- the safety of the student must be paramount in emergency situations
- the safety of children is a collective community responsibility
- in a situation which requires immediate emergency action, a student's safety must not be jeopardised by delays from waiting for parent/guardian consent
- this policy covers all aspects of the College's jurisdiction, from classroom to playground, playing fields, first aid room, after school care programs, out of school hours sport, excursions, camps, trips and transportation
- emergency health data is collected annually for all students and include parental/guardian contacts, and the students' medical conditions, medications and allergies
- students with specialised health needs should have in place at the College an individual Health Care Plan
- good health will be the result of collaboration between the student, their family and their medical practitioner.

3 Definitions

A **medical emergency** is defined as a situation that requires immediate emergency action to be taken without waiting for parent/caregiver consent. Delays in these circumstances could compromise safety.

A **Health Care Plan** (HCP) outlines recommendations for routine and emergency health care, in the education setting, for a specified period of time. It should be authorised by the treating health professional and signed and released by the parent/guardian.

In the education and care context, **Duty of Care** is a common law concept that refers to the responsibility of staff to provide children and young people with an adequate level of protection against harm.

4 Policy

Staff Training

The College will have a number of staff that hold a Senior First Aid qualification (renewable every 3 years) including First Aid Officers (x2), OSHC Director, Head of PE/Health, nominated staff as back-ups for the First Aid Officers and nominated staff attending interstate/remote and overseas camps. These staff may be required to undertake a CPR refresher course.

All other teaching staff are required to hold Basic Emergency Life Support (BELS) training (including Asthma & Anaphylaxis). This training is compulsory and will be made available every three years and will be at the expense of the College.

Facilities and Management of First Aid Supplies

The College will provide a First Aid Room, where students requiring First Aid may be attended to, or students feeling unwell may rest before being collected by an authorised nominee.

The First Aid Room will contain general First Aid supplies, medication for specific students provided by parents/guardians (labelled according to procedures), personal protective equipment for First Aid staff, running water, and a workstation linked to the College database. It will be maintained and stocked by the First Aid Officer.

The College will maintain a number of portable First Aid kits for staff use, and ensure these are accessible for all College Activities. These will be managed by the Senior First Aid staff.

Medical Records

The College will confidentially store all student medical information on the College Database. This "Medical & Health Information" will be reviewed annually, via the annual family data update, and as parents/caregivers supply updated information.

Additional information is required for condition specific needs such as diabetes, epilepsy, cystic fibrosis, asthma and severe allergies etc. A meeting may be arranged between relevant College staff and parents to create a Health Support Plan.

Teachers are provided with medical information for their students, including those with ongoing HCP's. In addition, relevant medical information for students and copies of relevant Policies and Procedures are provided to relief teachers in TRT folders.

Accident & Incident Reports

All visits to the First Aid Room are recorded on the College Database, and are communicated to parents by First Aid staff. When an accident, injury, or near-miss occurs and requires medical treatment, an Accident & Injury Report Form is to be completed by the staff member who witnesses the accident or to whom the accident is first reported and the treating First Aid Officer.

The Business Manager will contact third parties who require notification, such as Worksafe SA, and will investigate any hazards which contributed to the accident, injury or near-miss.

Parents/Guardians must be informed of any accident or incident involving their children as soon as possible after the event occurs. The following information is to be conveyed:

- confirmation that their child was involved in an accident, together with a description of the nature of the accident; and
- details of any injuries sustained; and

- details of any follow up action taken – e.g. first aid, ambulance.

Copies of completed Accident & Injury Report forms will be kept on the student file. If parents/guardians are initially contacted by phone, details of the conversation may be included in the record of the incident.

Anaphylaxis & Asthma

All staff with students who suffer from anaphylactic reactions and/or asthma in their classes will be made aware of the students' conditions and requirements, with the relevant information contained on the College student database. Staff will be provided with appropriate training as part of the 3 year BELS renewal, including instructions in relation to administering an Epi Pen and asthma reliever medication. A revision of training is made available by First Aid staff at the commencement of each year at a whole staff meeting. Details of all students (including photo identification) known to be at risk from anaphylaxis will be made available to all staff at the beginning of each school year, or as they become known.

5 Responsibility for implementation, monitoring, and continual improvement

Principal

The Principal must ensure that staff, students and their families understand and follow the College's health support procedures. It is the Principal's responsibility to:

- alert families to the need for HCP's if students need individual support
- develop, monitor and review health support procedures
- manage health support planning
- involve relevant staff in health support planning, including staff risk assessment
- manage confidentiality
- ensure staff training requirements are fulfilled
- ensure delegated staff responsibilities reflect duty statements or position descriptions
- ensure facility standards are met
- manage archives of documented information.

Staff

A staff member's first duty is to the students in his or her care. For students with health support needs, this means the staff member:

- helps families understand health support planning procedures at the College
- provides basic first aid
- facilitates individual HCPs
- develops learning and care programs which accommodate HCPs
- give consideration to offering alternative programs where participation in the planned program could place the student with health issues at risk
- reports to parents and guardians any observations which could indicate health-related concerns
- delivers learning programs that support safe and effective health care management.

All staff must take reasonable care to protect their own health and safety and that of others at the College. In providing student health care they should therefore:

- become familiar with policies and procedures that guide work performance
- follow instructions related to health and safety
- contribute to risk assessment processes

- accept responsibility for safe working conditions within their control. This includes the responsibility to notify the College should their own health, including their infection status, pose any risk to others
- safeguard the privacy of health information, using privacy principles
- use equipment provided for health and safety purposes
- assist with the maintenance of clean and safe equipment and premises
- apply standard precautions against transmission of infections
- perform tasks in line with the training received.

Parents and guardians

Parents and guardians are primarily responsible for the health and wellbeing of their children and are required to:

- provide relevant health care information
- liaise with health professionals to provide HCP's which create minimum disruption to learning programs
- assist students for whom they are responsible to self-manage, as much as is safe and practical, their health and personal care needs
- where medication is prescribed to children in their care, take responsibility for ensuring all medication provided is up to date and within relevant expiry periods.

Students

Wherever possible, students should be supported to learn responsibility for their own health and personal care needs in non-emergency situations. Students in Junior School/Middle School will need supervision of their medication and other aspects of health care management. Senior School students may take responsibility for their own health care, in line with their age and stage of development and capabilities, following agreement by the student and his or her family, the College and treating health professionals.

6 Related policies, procedures and support documents

Medical, Sickness & First Aid – Procedure

Accident & Injury Report Form

Camp Consent Form

Medication Plan (two-leaf Prescription and/or Over the Counter)

Asthma Care Plan

7 Resources

Education and Early Childhood Services (Registration and Standards) Act 2011

<http://www.legislation.sa.gov.au>

Work Health & Safety Act SA 2012

<http://www.legislation.sa.gov.au>

First Aid in the Workplace, Code of Practice, Safe Work Australia, March 2015, safework.sa.gov.au

8 Revision Record

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