First Aid Policy/Procedure

1 PURPOSE
The purpose of this policy and procedure is to outline the procedures related to First Aid at Taylors College.

Duty of Care
Schools have a legal responsibility to provide:

- A safe environment
- Adequate supervision

In schools with students who have medical issues, additional care must be taken.
Staff, including relief staff must have sufficient knowledge to ensure the safety of those students

2 SCOPE
This policy applies to local and overseas students undertaking any of the following courses:

- TELP
- Year 10
- Year 11
ANAPHYLAXIS

BACKGROUND

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school. Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

PURPOSE

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student’s schooling.
- To raise awareness about anaphylaxis and the school’s anaphylaxis management policy in the school community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks,
- To develop risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.

RESPONSIBILITIES

Principal

- The principal will be responsible for ensuring that all staff, relevant students and parents about anaphylaxis and the school’s anaphylaxis management policy.
- Conduct timely review of the communication plan.
- At other times while the student is under the care or supervision of the school, including excursions, camps and special event days, the principal must ensure
  - that there is a sufficient number of staff present who have up-to-date training in an anaphylaxis management training course.
  - Case management as outlined above.

Student Support Services / Accommodation Manager

- Ensure homestay parents receive notification about students who suffer from anaphylaxis.
- Liaise with Homestay Providers regarding anaphylaxis students.
- Case management as outlined above.

First Aid Officer

- First point of contact for student and staff.
- The First Aid Officer will ensure that an individual management plan is developed, in consultation with the student’s parents/local GP, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.
- The First Aid Officer checks management action plan for the child is signed by the child’s Registered Medical Practitioner and is visible to all staff. A copy of the anaphylaxis medical management action plan is included in the child’s auto-injection device (EpiPen®) kit.
- Ensures the student’s individual Adrenaline auto-injection device is stored in an insulated container (e.g. EpiPen® Kit), in a location easily accessible to adults (not locked away), inaccessible to children and away from direct sources of heat and does not pass it expiry date.
• Meet with student at start of program for further investigation, upon diagnosis, to obtain individual anaphylaxis plan, to continue to monitor changes in treatment.

Parent
• notify the school, if known at the time of enrolment, of any known diagnoses of anaphylaxis
• provide the emergency procedures plan (if parent is onshore).
• inform the school if their child’s medical condition changes, and if relevant provide an updated emergency procedures plan

Anaphylaxis Follow Up

1. If the student is deemed to be Anaphylactic an Anaphylactic Plan is written up and signed by the Doctor.
2. Anaphylaxis and Allergy Management plans can be downloaded from www.allergy.org.au
3. Notes are written in Studyglobal.
4. Homestay parents or hostel supervisors are notified.
5. Parents are notified.
Diabetes - Information

Diabetes is rarely the cause of significant absenteeism. Students with diabetes can do everything their peers can do but will need:

- Special consideration
- Extra supervision
- To eat at additional times, especially before and during sport
- Extra consideration if unwell
- Special provisions for privacy if testing blood glucose levels and injecting insulin at school or using an insulin pump.
- Management Health Care Plan incorporating medical recommendations should be developed with the school, in association with the parents/guardians and medical practitioner. This should be attached to the student’s records.

Diabetes exists when blood glucose builds up to high levels. It is due to a severe deficiency of insulin and is fatal without lifelong insulin injections. There are two main types of diabetes and Type 1 or insulin dependent diabetes which usually occurs in childhood or early adulthood however it can occur at any age. With this type of diabetes the student needs to monitor their blood glucose up to three times per day and insulin is injected accordingly. It has a huge impact on the teaching and health personnel at school.

Type 2 Diabetes is not nearly as serious and is much easier to manage, usually with diet and commonly affects adults however it is now being seen in adolescents.

The College follows the guidelines of Diabetes Australia for Duty of Care in Schools and Management of the Diabetic in Schools as above.

Diabetes Follow Up

1. If the student is diabetic, they are assessed by the First Aid Officer for their Type of Diabetes and what medication they require.
2. If they don’t have a Diabetic Management Plan they are advised to see a Doctor and have Diabetic Management Plan, giving a copy to the College. A Diabetic Management plan it should include a colour photo of the student.
3. The student is given a Health Services list and advised to visit one of these Doctors. Assistance to make the appointment is given if required.
4. The student is advised to see the First Aid Officer any time they feel unwell.
5. For students requiring medication, the following staff are notified: Principal, Head of Program, Teachers and Reception.
6. Homestay parents or lodge supervisors are notified.
7. The student is responsible for the administration and storage of their medication whilst at the College.
8. The student is told of the jelly beans in the First Aid Kits situated around the school. These are check each term to ensure they are not out of date or gone.
Epilepsy - Information

Epilepsy is a common neurological condition in which a person has a tendency to have recurring seizures.

Our every thought, feeling or action is controlled by brain cells that communicate with each other through regular electrical impulses. A seizure occurs when sudden uncontrolled bursts of electrical activity disrupt this regular pattern. Communication between cells becomes scrambled and our thoughts, feelings or movements become momentarily confused or uncontrolled.

While seizures can be frightening, in most instances they stop without intervention. Once the seizure is over the person gradually regains control and re-orientates themselves to their surroundings, generally without any ill-effects. The majority of people diagnosed with epilepsy will have their seizures controlled with medication.


Epilepsy – Follow Up

“Epilepsy Management Plans” and “Seizure Records” can be downloaded from www.epinet.org.au

1. Students who indicate that they suffer from epilepsy are assessed by the First Aid Officer to ascertain if the student has an Epilepsy Management Plan and if not, and if one is required.

   If an Epilepsy Management Plan is required, the student is given a list of medical centres and assisted to make an appointment if necessary.

2. For students requiring medication, communication should be made to the Principal, Head of Program and class teachers.

3. Homestay parents or lodge supervisors are notified.

4. The student is responsible for the administration and storage of their medication.

5. Document on Study Global
**Blood Spills and Cleaning Procedure**

This procedure is intended to safely handle and discard any human blood spill.

In the event of human blood spill, the following will apply to ensure safe removal of blood.

**Precautions Recommended when Dealing with Human Blood spills**

1. Avoid contact with blood if your own hands or lower arms have open cuts or untreated wounds.
2. Use disposable gloves provided in bio hazard spill kit.
3. Saturate disposable towel in dilute sodium hypochlorite solution, i.e. household bleach freshly diluted 1 to 5 with water, and clean the area.
4. Remove blood-stained waste materials to a plastic bag and seal for disposal or incineration.
5. Wipe area once more with disinfectant solution or disposable towel.
6. Wash hands.

**When Contamination with Blood has occurred**

1. Wash hands, lower arms and any other body parts in contact with, or splashed by blood. Thorough washing with soap and water and/or dilute hypochlorite solution i.e. household bleach freshly diluted 1 to 5 with water.
2. If the face is splashed with blood, then eyes and mouth which present exposed mucous membranes should be rinsed gently with water to minimise the risk of infection.
3. As soon as possible, refer the affected student/staff for clinical assessment which may include a program of testing for antibodies to any likely infective agent such as Hepatitis B or HIV.
5. Inform Principal.
6. Inform parents or Next of Kin.
Communication of First Aid and Emergency Procedure

This procedure is relevant in the event of a First Aid Emergency involving any person on Campus: staff, student or visitor that needs to be escorted to hospital.

1. The First Aid Officer, or another First Aid qualified staff member, is contacted by a staff member or student informing them of the Emergency.
2. The First Aid Officer/ First Aid qualified staff member contacts the Principal, Support Services Manager and Reception informing them of the need to escort a student or staff member to hospital. Reception is requested to call a Cab or use the College van.
3. The Support Services Manager will contact the parents/homestay/family member of the student or the Next of Kin of a staff member.
4. The First Aid Officer escorts the staff or student to hospital taking the school’s mobile phone, student/staff member’s health card and past history and any suitable medication:
   - If the person is having an anaphylactic reaction and does not have their own epipen, take the school’s Epipen.
   - If the person is Diabetic, take their medication and jelly beans.
   - If the person is Asthmatic take a preventative inhaler and the spacer device.
5. If the First Aid Office is to be unattended, email all staff to inform them of this, and that First Aiders will need to be contacted in the absence of the First Aid Officer.

In the event of an extreme emergency

1. The First Aid Officer or delegated person at the scene assesses the seriousness of the situation and if deemed an extreme emergency, an Ambulance is called.
2. Reception is notified, who then contacts all the relevant staff above and emails all staff re the First Aid Office being unattended.
3. The First Aid Officer stays with the student/staff member and when possible notifies the Principal of their condition.
4. The parents/family/Care Giver/ Approved Individual Nominated Care Giver/Next of Kin are notified.
5. The First Aid Officer continually updates the health notes and finalises them on return to the College and updates notes in Study Global.
Administering Medications Procedures

The Department of Education stipulates:

“All schools should have a medication management policy which outlines the schools processes and protocols regarding the management of prescribed and non-prescribed medication to students at school. This policy should be ratified by the school council and communicated to the school community.”

Students who are required to take medication at school are requested to notify the Support Services Manager.

Students and Administering Medications

Students aged 18 years are considered old enough to administer their own medications and follow their Doctors instructions.

Students under the age of 18 years may require assistance or supervision with their medication. Students who are required to take medication at school are requested notify the Support Services Manager.
Medications on Campus

- There are no drugs of addiction or prescription drugs on site.
- Medications kept in the Health Service are only accessed by authorized personnel = First Aid qualified staff. Staff are not authorized to issue medication.
- “Medication to be administered at the school must be in the original medication bottle or container and clearly labelled including the name of the student, dosage and time to be administered.”
- Medications are checked each school holidays. Stores of gels and lotions are replaced as required. Expiry dates are checked and medication replaced if necessary. Epipens are checked.

Standard Medications

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<thead>
<tr>
<th>Atkins nail paint</th>
<th>Eucalyptus Oil</th>
<th>Soov Antiseptic Lotion</th>
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<tr>
<td>Cold Sore ointment</td>
<td>Eye drops</td>
<td>Stingoes spray</td>
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<td>Cough Syrup</td>
<td>Eye stream</td>
<td>Strepsils</td>
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<td>Deep Heat Burn Aid Gel</td>
<td>Mouth ulcer crème</td>
<td>Vaseline</td>
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<tr>
<td>Eno powder</td>
<td>Mylanta- Liquid/ Tablets</td>
<td>Ventolin</td>
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<tr>
<td>Epipens</td>
<td>Paraderm antiseptic lotion</td>
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Excursions & Camps – First Aid Kits & Health Concerns

1. Refer to school policy for excursions/ camps.
2. Health service to provide first aid kit.
   - Excursions = small first aid kit
   - Camps = large first aid kit
3. A list of students with a health issue is given to the lead staff member attending the excursion or camp.
4. A list of the staff attending the camp who have a first aid qualification is also given to the lead staff member.
5. Any health problems that arise on the excursion or camp are to be documented on the student’s health card.

Pregnancy

- If a student becomes pregnant she is referred to The Women’s Hospital or a hospital of her choice for follow up..
- An appointment is made on her behalf.
- A letter of introduction is written for the student to present on her first visit.
- Her dates are established.
- Antenatal health will be discussed.
- Counselling will be offered if deemed appropriate.
- If she is under 18 years of age the Principal and Support Services Manager are notified.
**Students who are sick/unwell at school**

Students who are unwell at school, are sent to the First Aid Officer/Support Services Manager by their class teacher or they come on their own. The First Aid Officer will speak with the student to determine the issue.

The student may be advised to:

- Return to class – a student will be given a First Aid Report Back slip to verify that they attended the First Aid Office
- Rest in the sickbay – teachers will be emailed to say that the student is resting in the First Aid Room.
- Return home to rest (if under 18, the Caregiver and/or Homestay are advised that the student is unwell and returning home and to check if someone will be at home when the student arrives. If the student is not well enough to travel on their own, the Caregiver/Homestay is asked to collect the student and take them home). Teachers will be emailed to notify them that the student has returned home unwell.
- See a doctor (an appointment can be made for the student) Teachers will be emailed to notify them that the student is unwell and attending a medical appointment if they are going to miss class.
- In an emergency, an ambulance will be phoned. Staff will be notified as per First Aid Emergency Procedure.

The visit to the First Aid Room is noted on Study Global notes. This file has limited access rights.

**Version Control**

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<th>Document: First Aid Policy</th>
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