




<b>POLICY</b>	 <b>SPW</b> EARLY LEARNING AND PRIMARY EDUCATION
Title: <b>First Aid, Illness, &amp; Medications Policy</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 1 of 8</b>
No.: <b>WHS-05</b>	
Issue Date: <b>November 2014</b>	
Last Reviewed: <b>December 2015</b>	
Next Review Date: <b>December 2018</b>	

# First Aid, Injury, Illness, & Medications Policy

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## 1 INTRODUCTION

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The safety and wellbeing of all students at St Peter's Woodlands Grammar School is of utmost priority at all times. The staff of SPW are not trained medical officers, rather are trained first aiders. Whenever there is any doubt about the treatment to be provided for a student, an ambulance should be called. The best interests of the students drives any decision-making.

This policy outlines general principles for managing First Aid, Illness, Accident, Injury, and Chronic Conditions (ie Anaphylaxis and Asthma) at SPW.

*This policy is supported by additional guidelines and procedures which are located on the SPW intranet.*

## 2 STAFF TRAINING

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All employees on regular duty in the First Aid Room will be trained to Senior First Aid level during School time and at the School's expense. (This qualification is also termed Apply First Aid or Provide First Aid, and may be gained through St John's or Red Cross training.) These staff will also be required to undertake a CPR refresher course annually in order to remain current. These employees will be paid a First Aid Allowance in accordance with the St Peter's Woodlands Grammar School Inc. Enterprise Agreement 2013 and School Assistants (Non-Government Schools) Award.

The Head of Early Learning and the Assistant Head of Early Learning will be trained to Senior First Aid level. As outlined above, this will be during School time and at the School's expense. It is the responsibility of these employees to maintain currency of First Aid and CPR qualifications.

Other employees may be trained as Senior First Aiders, providing such training occurs in the employee's own time. Employees who wish to undertake this training should negotiate this with a member of the Executive Leadership Team. The cost of this training, if agreed, may be met by the School.

All other employees are required to hold Basic First Aid training (ie Basic Emergency Life Support). This training will be made available every three years and will be at the expense of the School.

It is the responsibility of any employee who, for whatever reason, is unable to attend the scheduled training session to negotiate with a member of the Executive Leadership Team and arrange attendance at an alternative time. Training costs will be met by the School, but the employee may be asked to attend training in their own time.

## 3 FACILITIES AND MANAGEMENT OF FIRST AID SUPPLIES


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The School will provide a First Aid Room, where students and staff 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 (labelled according to procedures), personal protective equipment for First Aid staff, running water, and a workstation linked to the school database. It will be maintained and stocked by the Senior First Aid staff in the Front Office.

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

The School will create and maintain Procedures for the management of First Aid Supplies, Medication, and Medical Records.

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## 4 GUIDING PRINCIPLES – CATEGORIES OF INJURY/ILLNESS AND MEDICATION

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The School will maintain Procedures for administering First Aid and Medication to students, under the following categories:

### Category A

Students presenting with a minor injury or illness.

### Category B

Students requiring medication on a short-term basis (eg antibiotic or cough medicine).

### Category C

Students requiring ongoing medication.

### Category D

Students who suffer from a chronic or life-threatening medical condition.

### Category E

Students requiring long-term medication which is self-administered

### Category F

Students or staff who suffer a serious injury.

### Head Injuries

All head injuries are to be referred to the Front Office for investigation, treatment and observation. Parents/caregivers are to be contacted regarding any head injury.

## 5 MEDICAL RECORDS

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The School will store all student medical information on the School Database. This information will be reviewed annually, via the annual family data update, and as parents/caregivers supply updated information.

Teachers are provided with medical information for their students, including those with ongoing medical plans (ie those in Categories C, D and E, above). In addition, relevant medical information for students and copies of relevant Policies and Procedures are provided to relief teachers in TRT folders.

All visits to the First Aid Room are recorded on the School Database, and are communicated to parents by the use of Diary Notes issued by First Aid staff.


When an accident, injury, or near-miss occurs, and Accident & Injury Report Form is to be completed by the staff member who witnesses the accident or to whom the accident is first reported. These Forms are kept in the School until the student reaches the age of 18 years, as actions for compensation can be lodged against the School at any time until then. The Form is to be given to the Principal as soon as possible after the event, and will be passed to the Human Resources Manager to complete the processing and to archive the Form.

The Human Resources 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.

## 6 INFECTIOUS DISEASES

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The School will maintain separate Procedures to manage Infectious Diseases at SPW.

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## 7 ANAPHYLAXIS

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### 7.1 INTRODUCTION

Anaphylactic reactions can be life threatening. The most common causes in young students are eggs, peanuts, tree nuts, cow milk, bee or other insect stings.

### 7.2 SCOPE

This policy applies to SPW staff, students, parents/caregivers, contractors and volunteers. This policy refers to students when they are at SPW during school hours, or at School-organised activities on site or off-site.

### 7.3 OBJECTIVES

To provide definitions of anaphylaxis and its triggers in a school setting.

To create basic guidelines for the maintenance of medical records and medication at SPW.

To define basic protocols for managing risk and managing anaphylactic episodes at SPW.

### 7.4 REQUIREMENTS

#### 7.4.1 Medical Information


Medical information will be collected at the time of enrolment, and updated annually. Following identification of students with allergies, parents/caregivers will be asked to provide documentation, including an ASCIA Anaphylaxis Action Plan, from a registered medical practitioner. The Action Plan should include the following:

- Clear identification of the student (photo)
- Documentation of the allergic triggers
- Documentation of the first aid response including any prescribed medication
- Identification and contact details of the doctor who has signed the action plan.

Identification: a signed Anaphylaxis Action Plan containing photo identification of the student is considered sufficient. The identification of students by Medic Alert bracelets or other forms is not mandatory. As food allergies may change with time, it is important that the medical information is reviewed annually and parents/caregivers contact the School if details change.

#### 7.4.2 School and Staff Process

- All staff with students who suffer anaphylactic reactions in their classes will be made aware of the students' conditions and requirements. Staff will be provided with professional development as required, including instructions in relation to administering an Epi Pen. Professional development in this area will be updated every three years, in line with First Aid training. Details of all students known to be at risk from anaphylaxis will be distributed to all staff at the beginning of each school year, or as they become known.
- Regular assessments will be conducted of the potential for accidental exposure to allergens while student/s at risk of anaphylaxis are in the care of the School.
- Ongoing communication between parents/caregivers and staff regarding the current status of a student's allergies will be maintained.
- The School newsletter and other relevant communications will be used to highlight and reinforce the Anaphylaxis Policy.
- During whole school activities (P-7) where consumption of food is involved, students will be supervised by staff members to minimise the risk of coming into contact with known allergens such as nuts or nut products. Purchases by students at commercial canteens eg swimming carnival will be closely monitored. At activities where the School operates a canteen, items sold will be compatible with this Anaphylaxis Policy.

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- Nuts and nut products, especially peanut butter and Nutella should not be included in any food items brought to school by any student or sold / made available by the School. Parents/caregivers will be made aware of this.
- Copies of this policy are available on request to the School Office.

## 7.5 TRAINING - ANAPHYLAXIS

All SPW staff are to have and maintain qualifications/certification in Basic First Aid. Certain staff are also required to hold Senior First Aid qualifications. All teaching staff and Senior First Aid Staff are to ensure they are aware of the process to be undertaken to administer an Epi-Pen, should this be required. (See Section 6, above.)

## 8 ASTHMA

### 8.1 INTRODUCTION

Asthma is a condition of the airways. People with asthma have sensitive airways in their lungs which react to triggers that set off their asthma. This makes it harder for them to breathe.

Three main factors cause the airways to narrow:

- The inside lining of the airways becomes red and swollen (inflammation)
- Extra mucus (sticky fluid) may be produced, which can block up airways
- Muscles around the airways squeeze tight. This is called 'bronchoconstriction'

One in ten people in Australia has asthma. Asthma affects people of all ages. Some people get asthma when they are young; others when they are older.

Ref: [http://www.asthmaaustralia.org.au/What\\_is\\_asthma.aspx](http://www.asthmaaustralia.org.au/What_is_asthma.aspx) accessed 16 March 2015

### 8.2 SCOPE

This policy applies to SPW staff, students, parents/caregivers, contractors and volunteers. This policy refers to students when they are at SPW during school hours, or at School-organised activities on site or off-site.

### 8.3 OBJECTIVES

To provide definitions of asthma and its triggers in a school setting.

To create basic guidelines for the maintenance of medical records and medication at SPW.

To define basic protocols for managing risk and managing asthmatic episodes at SPW.


### 8.4 REQUIREMENTS

#### 8.4.1 Medical Information

Medical information will be collected at the time of enrolment, and updated annually. Following identification of students with allergies, parents will be asked to provide documentation, including an Asthma Management/Action Plan, from a registered medical practitioner. The Action Plan should include the following:

- Clear identification of the student (photo)
- Documentation of the triggers
- Documentation of the first aid response including any prescribed medication
- Identification and contact details of the doctor who has signed the action plan.

Identification: a signed Asthma Action Plan containing photo identification of the student is considered sufficient. The identification of students by Medic Alert bracelets or other forms is not mandatory. As asthmatic

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conditions, triggers, and reactions may change with time, it is important that the medical information is reviewed annually and parents/caregivers contact the School if details change.

#### 8.4.2 School and Staff Process

- All staff with students who suffer from asthma in their classes will be made aware of the students' conditions and requirements. Staff will be provided with professional development as required, including instructions in relation to administering Ventolin or other similar medication. Professional development in this area will be updated every three years, in line with First Aid training. Details of students known to be diagnosed with asthma will be distributed to all the child's teachers at the beginning of each school year, or as they become known.
- Ongoing communication between parents/caregivers and staff regarding the current status of a student's asthma will be maintained.
- The School newsletter and other relevant communications will be used to highlight and reinforce the Asthma Policy.
- Copies of this policy are available on request to the School Office.

### 8.5 TRAINING - ASTHMA

All SPW staff are to have and maintain qualifications/certification in Basic First Aid. Certain staff are also required to hold Senior First Aid qualifications. All teaching staff and Senior First Aid Staff are to ensure they are aware of the process to be undertaken to administer asthma medication, should this be required. (See Section 2, above.)

## 9 BREACHES OF THIS POLICY

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Breaches of this policy will be investigated by the Human Resources (HR) Manager and may lead to disciplinary action.

## 10 FURTHER INFORMATION

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Further information regarding this policy is available from any member of the Executive Leadership Team.

If any of the documents below are altered, corresponding alterations may need to be made in other documents.


### Relevant Legislation

### Related Policies

POLICY Outdoor Education  
 POLICY Child Safety & Wellbeing  
 POLICY Emergencies, Evacuations, Lockdowns & Critical Incidents  
 POLICY Excursions  
 POLICY Healthy Eating  
 POLICY Skin Protection

### Related Procedures & Standard Operating Procedures

WHS-05-01 PROCEDURE – First Aid – Child is injured  
 WHS-05-02 PROCEDURE – First Aid – Child is sick  
 WHS-05-03 PROCEDURE – First Aid – Child requires medical attention (offsite)  
 WHS-05-04 PROCEDURE – Off-Campus First Aid Overview

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- WHS-05-05 PROCEDURE – Infectious Diseases
- WHS-05-06 PROCEDURE – Categories and Processes for Administering Medication and First Aid
- WHS-05-07 PROCEDURE – Anaphylaxis
- WHS-05-08 PROCEDURE – Asthma
- WHS-05-09 PROCEDURE – Food Handling and Storage

### Related Forms & Checklists


- FORM Accident & Injury Report Form
- FORM Incident Form
- FORM Diary Note (Maze – First Aid Room Attendance)
- FORM Excursion Risk
- FORM Medical/First Aid Plan – Ongoing Condition
- FORM Medical/First Aid Plan – Temporary Condition
- FORM Medication Authority

### Related Safe Work Practices & Guidance Notes

None

### Related Other Documentation

- MANUAL Child Protection Manual
- INDUCTION Contractors
- INDUCTION Staff
- INDUCTION Relief Teacher
- INFORMATION Student Teacher
- INFORMATION Work Experience Student
- FOLDERS TRTs
- FOLDERS Class/Subject

	10 December 2015
<b>PRINCIPAL</b> (Signature)	<b>DATE</b>