

## First Aid and Care Arrangements for Ill Students

*Berengarra takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015)*

### Rationale

All students have the right to feel safe and know that they will be attended to with due care when in need of First Aid in the school setting.

Students may also have a health condition or care need that could impact on their attendance and participation within school that may require short or long-term first aid and/or other planning to ensure they have equitable access to education.

### Aims

- To ensure that First Aid to students is provided when required in a competent and timely manner
- To plan with Parents/Caregivers, staff and medical practitioners for complex or on-going student medical needs eg Anaphylaxis, Asthma etc.
- To communicate student's health requirements between parents/caregivers and the school when necessary
- To provide First Aid supplies and facilities to cater for the administration of First Aid
- To maintain knowledge and capacity of staff to provide First Aid support to students

### Implementation

#### Training

- A designated First Aid Officer at each campus appointed with responsibilities as set out below.
- The First Aid Coordinator is responsible for the management and upkeep of the First aid system and supplies including conducting a First Aid Risk assessment annually.  
<http://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx>
- Selected staff on all campuses are to be appropriately trained and their training details recorded on the Training register to be kept by .....
- Further training may be required to cater for the special needs of individual students enrolling at the School eg Diabetes, Epilepsy etc.
- General organisational matters related to First Aid will be communicated throughout the year at staff meetings as part of the OHS component of meetings to update staff.
- Revisions of procedures for administering asthma and anaphylaxis medications will also be conducted twice yearly with all staff at staff meetings.
- Medical information about individual students is located in the student files.

#### First Aid Room and Equipment:

- A First Aid area will be designated at each campus
- The First Aid room will be kept up to date with supplies as per Appendix A.
- The First Aid Co-ordinator is responsible for ensuring that all supplies are accounted for, in good condition and within their 'use by date' where applicable.

- Rubber gloves are available for use in each First Aid room and are to be worn when treating injuries.
- Portable First Aid kits for use on excursions are available and must be taken on all camps and excursions.
- The Person Responsible for the excursion or camp is required to:
  - check the contents of the First Aid supplies as above,
  - replenish any used supplies
  - liaise with the First Aid Coordinator re any special First Aid requirements needed as based on the Risk Assessment for the activity.
- Medications from home to be administered at school will be kept in a locked place or fridge as required.

### First Aid

- The administration of any medication will be in accordance with the schools Medication Policy.
- A current Medication Authority form must be completed by parents/caregivers and/or medical practitioners before any medications can be administered by staff.
- No medication including paracetamol will be administered to students without the express written permission of parents/caregivers.
- All First Aid administered will be documented in the First Aid log-book located in the First Aid room. Details to be recorded are the student's name, description of problem, treatment and date.
- All treatment offered by Staff must be carried out in accordance with the most up-to- date knowledge of protective health care. Information booklets are available in the First Aid cabinet.
- First aid and other staff attending to injuries are required to wear rubber gloves as an infection control measure.
- Injuries involving blood must be covered at all times and materials containing blood are to be disposed of appropriately. Refer to references at the end of this policy.
- Students requiring rest in the First Aid room or are awaiting collection by a parent/caregiver must be supervised at all times by a member of staff,
- Students sent to sick bay must also have their names recorded on the whiteboard in the Staffroom to facilitate their supervision by support staff during this time. Also, their Home Group teacher and the office staff must be notified. It is not the responsibility of office staff to monitor the welfare of sick students.
- All staff have the authority to call an ambulance immediately in an emergency
- Any staff member calling an ambulance must ensure that the school office staff and parents/caregivers are notified immediately.

### Communication and Documentation

- The First Aid summary sheet with details of designated First Aid trained staff and emergency numbers is to be updated annually by the campus First Aid Coordinator and displayed in the relevant First Aid room. Refer to references at the end of this policy.
- At the commencement of each year and/or upon enrolment requests for updated medical and First Aid information will be sent home. This includes requests for signed and updated Anaphylaxis and Asthma plans, high priority medical forms and reminders to parents/caregivers related to the school's policies and practices to manage First Aid, illness and complex health needs throughout the year.
- The First Aid log book and record of medications administered will be kept up to date for all First Aid treatment and medications. This record is a legal document.

- For more serious injuries the parents/carer must be contacted by the First Aid officer or staff on duty so that professional medical treatment may be organised.
- Students requiring collection as a result of injury or who require treatment involving doctor/hospital or paramedic as a result of an injury will be reported on.....
- Any student who is collected from school by a parent/caregiver must be signed out in the school register at the office.
- The school will update the First Aid register of trained staff each year.

#### External providers (VET and VCAL)

- Students learning with an external provider will participate in an OHS orientation provided by the provider which will include the communication of the health needs of the student. The student will be unable to attend unless this has been completed. Students will then fall into the care of the provider whilst on their premises.
- Changes in student's medical needs will be communicated with the external provider by the school.
- Regular weekly briefings will be offered to each student in relation to their course and an opportunity for any issues or problems can be addressed during this time.

#### Excursions, Camps and Adventure Activities

- A risk assessment for all camps and excursions will be undertaken by the Person in Charge which includes consideration of the health, First Aid and medication needs of the students involved.
- A portable First Aid kit will be taken on all camps and excursions.
- The Person in Charge will co-ordinate with the First Aid Coordinator re the portable First Aid kit and its contents.
- The Person Responsible for the excursion or camp is required to:
  - check the contents of the First Aid supplies as above,
  - replenish any used supplies
  - liaise with the First Aid Coordinator re any special First Aid requirements needed as based on the Risk Assessment for the activity.
  - liaise with parents/caregivers of students with special health needs to develop an action plan related to the camp/excursion activity where required.
- All students attending school camps and excursions are to have a signed medical form by their parent/caregiver providing current medical details and giving staff permission to contact a doctor or ambulance should instances arise where the student requires treatment. Copies of the signed medical forms are to be taken on the camp/excursion as well as an original to be kept at school.
- Parents/caregivers are encouraged to discuss the particular health needs of the student with the relevant teacher or the Person in Charge prior to the camp or excursion.

#### Anaphylaxis and Asthma:

- All students with diagnosed asthma and anaphylaxis are required to have an up to date Action Plan which has been signed off by their medical practitioner.
- As the school caters for students across a wide age range the Action Plan should include information as to whether the student is responsible for carrying and administering their own anaphylaxis or Asthma medication. Refer to the school Anaphylaxis and Asthma Plans for further information.
- For students deemed capable of managing their own medication it is the responsibility of their parent/caregiver to ensure their medication is within the "use by date".
- Students not deemed so responsible will have their medication stored securely for use together with a copy of their Action Plan in the First Aid room.

- The First Aid room will also have spare Asthma and Anaphylactic medication stored securely for emergency use only.
- It is the role of the First Aid Coordinator to ensure that these medications are always within their 'use by' date.

Care of students who are ill:

- Any student who becomes ill while at school will be cared for.
- Parents/caregivers will be contacted to collect students who are too ill to continue with the school program.
- It is the responsibility of parents/caregivers to organise an authorised person to collect the student.
- While waiting to be collected students will be supervised in the classroom or the designated First Aid area.
- In cases of extreme illness or injury the staff are authorised to call an ambulance. Parents and the school office are to be notified in this instance.
- Should a student require hospitalisation, in the absence of a parent/caregiver, a member of staff may be directed by the Principal to accompany the child to hospital until such time as the parent/caregiver arrives.

***This policy will be reviewed as part of the school's annual review cycle.***

***See related Berengarra School policies:***

- ***First Aid - Blood Spills and Syringe Injuries***
- ***First Aid – Infection Prevention and Control***
- ***Infectious Diseases Policy***

***Endorsed by Board: April 2018***

***Review date: April 2022***

## Appendix A

Below are lists of suggested contents for a number of different types of kits including:

- Standard First Aid Kits for schools
- Excursion Kit
- Yard Duty Kit
- Blood/Body Fluid Spill Kit

The lists can be modified after consultation with the First Aid Coordinator and leadership on matters such as the suitability of the kit to the task or activity for which the kit is required. They will also assist workplaces in the completion of first aid provisions inspections and stocktaking. When completing the lists, workplaces should note the type of item in the kit, the expiry date of the item and whether the kit needs refilling in relation to that particular item.

### Standard First Aid Kit for schools

| Item  | Quantity       | Type        | Expiry date | Refill? |
|---|----------------|-------------|-------------|---------|
| Appropriate and current first aid manual                              | 1              |             |             |         |
| Gauze swabs   | 100            | 7.5 x 7.5cm |             |         |
| Sterile saline ampoules   | 12             | 15ml        |             |         |
|   | 12             | 30ml        |             |         |
| Paper towels  | 1 packet       |             |             |         |
| Sterile un-medicated non-adhesive dressings                           | 8              | 5 x 5cm     |             |         |
|   | 4              | 7.5 x 7.5cm |             |         |
|   | 4              | 10 x 10cm   |             |         |
| Combine pads  | 12             | 10 x 10cm   |             |         |
| Band aids – non-allergic/plain  | 1 packet       |             |             |         |
| Single use Nitrile gloves   | 3 packets      | As required |             |         |
| Steri strips (“butterfly” stitches)                                   | 1 packet       |             |             |         |
| Adhesive tape – non-allergenic/paper                                  | 1 roll         | 5 x 2.5cm   |             |         |
| Conforming bandages   | 2              | 2.5cm       |             |         |
|   | 2              | 5cm         |             |         |
|   | 6              | 7.5cm       |             |         |
|   | 2              | 10cm        |             |         |
| Triangular bandages   | 6              |             |             |         |
| Crepe bandages (hospital weight)                                      | 2              | 2.5cm       |             |         |
|   | 2              | 5cm         |             |         |
|   | 6              | 7.5cm       |             |         |
|   | 2              | 10cm        |             |         |
| Heavy elastic bandages  | 2              | 15cm        |             |         |
| Ventolin puffer   | 1              |             |             |         |
| Spacer device for Ventolin use (not reusable)                         | 1              |             |             |         |
| 70% alcohol swabs (for cleaning reusable items as required)           | 1 packet       |             |             |         |
| Written instructions on asthma management                             |                |             |             |         |
| Resuscitation face mask (reusable)                                    | 1              |             |             |         |
| Medicine measure  | 1              |             |             |         |
| Stainless steel scissors  | 1              |             |             |         |
| Heavy duty pair of scissors able to cut through clothing if necessary | 1              |             |             |         |
| Sharps/Biohazard container for contaminated waste                     | as appropriate |             |             |         |

|  |                |       |  |  |
|--|----------------|-------|--|--|
| Plastic bags for disposal of contaminated waste                    | as appropriate |       |  |  |
| Tweezers   | 1 packet       |       |  |  |
| Gel packs (kept in refrigerator)                                   | 2              |       |  |  |
| Adhesive sanitary pads   | 1 packet       |       |  |  |
| Flexible "sam" splints   | 1 set          |       |  |  |
| Safety pins  | 1 packet       |       |  |  |
| Thermal blanket  | 1              |       |  |  |
| Blanket and sheet  | 1 of each      |       |  |  |
| Antiseptic hand wash/germicidal soap                               | 1              |       |  |  |
| Box of paper tissues   | 1 box          |       |  |  |
| Ice cream containers or emesis bags for vomit                      | as appropriate |       |  |  |
| Book to record details of first aid provided                       | 1              |       |  |  |
| Non-stick un-medicated wound dressings                             | 4              | sml   |  |  |
|  | 4              | med   |  |  |
|  | 4              | large |  |  |
| Sterile eye pads   | 1 packet       |       |  |  |
| Eye wash bottle  | 1              |       |  |  |
| Burns Module (non-stick gel padded dressing with bandage attached) | 4 modules      |       |  |  |
| Spare auto - injection device                                      | as appropriate |       |  |  |

[Excursion First Aid Kits](#) (Quantities to be determined by a risk assessment in consultation with the HSR and relevant employees based on activities being undertaken)

| Item  | Quantity | Type        | Expiry Date | Refill? |
|---|----------|-------------|-------------|---------|
| Appropriate and current first aid manual    | 1        |             |             |         |
| Single use nitrile gloves                   |          |             |             |         |
| Gauze swabs                                 |          | 7.5 x 7.cm  |             |         |
| Sterile saline ampoules                     |          | 15ml        |             |         |
|   |          | 30ml        |             |         |
| Paper towels                                |          |             |             |         |
| Sterile un-medicated non-adhesive dressings |          | 5 x 5 cm    |             |         |
|   |          | 7.5 x 7.5cm |             |         |
|   |          | 10 x 10cm   |             |         |
| Combine pads                                |          | 10 x 10cm   |             |         |
| Band aids – non-allergic/plain              |          |             |             |         |
| Steri strips (“butterfly” stitches)         |          |             |             |         |
| Adhesive tape – non-allergic/paper          |          | 5 x 2.5cm   |             |         |
| Conforming bandages                         |          | 2.5cm       |             |         |
|   |          | 5cm         |             |         |
|   |          | 7.5cm       |             |         |
|   |          | 10cm        |             |         |
| Triangular bandages                         |          |             |             |         |
| Crepe bandages (hospital weight)            |          | 2.5cm       |             |         |
|   |          | 5cm         |             |         |
|   |          | 7.5cm       |             |         |

|   |                |        |  |  |
|---|----------------|--------|--|--|
|   |                | 10cm   |  |  |
| Heavy elastic bandages  |                | 15cm   |  |  |
| Ventolin puffer   |                |        |  |  |
| Spacer device for Ventolin use (not reusable)                         |                |        |  |  |
| 70% alcohol swabs (for cleaning reusable items as required)           |                |        |  |  |
| Sterile eye pads  |                |        |  |  |
| Resuscitation face mask (reusable)                                    |                |        |  |  |
| Medicine measure  |                |        |  |  |
| Stainless steel scissors  |                | medium |  |  |
| Heavy duty pair of scissors able to cut through clothing if necessary |                |        |  |  |
| Disposable splinter probes  |                |        |  |  |
| Sharps container for waste  |                |        |  |  |
| Tweezers  |                |        |  |  |
| Chemical cold packs (no refrigeration required)                       |                |        |  |  |
| Adhesive sanitary pads  |                |        |  |  |
| Flexible "sam" splints  |                |        |  |  |
| Safety pins   |                |        |  |  |
| Thermal blanket   |                |        |  |  |
| Antiseptic hand wash/germicidal soap                                  |                |        |  |  |
| Box of paper tissues  |                |        |  |  |
| Ice cream containers or emesis bags for vomit                         |                |        |  |  |
| Plastic bags for disposal of contaminated waste                       |                |        |  |  |
| Book to record details of first aid provided                          |                |        |  |  |
| Non-stick wound dressings (padded dressing with bandage attached)     |                | Small  |  |  |
|   |                | Medium |  |  |
|   |                | Large  |  |  |
| Resuscitation masks (disposable)                                      |                |        |  |  |
| Spare adrenalin auto - injection device                               | as appropriate |        |  |  |

### Yard Duty Bags

| Items  | Quantity        | Type  | Expiry Date | Refill? |
|--|-----------------|-------|-------------|---------|
| Single use nitrile gloves                            | 2               |       |             |         |
| Sterile saline ampoules                              | 6               |       |             |         |
| Gauze bandages                                       | 1               | 2.5cm |             |         |
|  | 1               | 5cm   |             |         |
| Band-Aids  | 1 packet        |       |             |         |
| Resuscitation face mask (reusable)                   | 1               |       |             |         |
| Mobile phone/cordless phone/two way radio (optional) | 1               |       |             |         |
| Heavy elastic bandages                               |                 | 15cm  |             |         |
| Spare adrenalin auto-injection device                | as appropriate. |       |             |         |

### Blood Spill/Vomit Kit

| Items | Quantity | Type | Expiry Date | Refill? |
|-------|----------|------|-------------|---------|
|-------|----------|------|-------------|---------|

|                                   |                |  |  |  |
|-----------------------------------|----------------|--|--|--|
| Single use nitrile gloves         | 1 packet       |  |  |  |
| Paper towels                      | 1 packet       |  |  |  |
| Single use plastic bags           | As appropriate |  |  |  |
| Detergent                         |                |  |  |  |
| Absorbent material "kitty litter" |                |  |  |  |
| Biohazard waste bin               |                |  |  |  |
| Eye Protection (Glasses)          |                |  |  |  |
| Gown                              |                |  |  |  |