



McAuley Catholic Central School

First Aid Policy 2015

FIRST AID POLICY

Purpose

To provide guidelines for the provision of assistance at school to students who have health support needs, including:

- ✓ the provision of temporary care when students become unwell at school
- ✓ the administration of prescribed medications and health care procedures, and
- ✓ the development of individual health care plans for specific health conditions that can result in emergency situations and require specific management strategies

Definitions

First Aid:

The initial administration of treatment in the case of illness or accidents that may need to be actioned prior to the involvement of a doctor or full medical care being obtained.

Anaphylaxis:

An acute multi-system severe Type 1 hypersensitivity allergic reaction and a severe, whole body allergic reaction. The most severe form of allergic reaction.

Cardiopulmonary Resuscitation (CPR):

The technique that combines expired air resuscitation and external chest compressions for a victim whose breathing and heart have stopped or are severely impeded.

First Aid Qualifications:

Qualifications for first aid gained as part of a nationally accredited course by a nationally accredited provider.

Asthma:

A chronic, inflammatory lung disease that inflames and narrows a person's airways making it difficult to breathe. This can be triggered by exposure to particular identified substances or conditions or the result of exertion.

Diabetes (Mellitus):

A condition in which there is too much glucose in the blood caused by the body not producing sufficient insulin to counteract it or the insulin is not working properly in controlling the glucose level in the blood.

Epilepsy:

A disruption in brain function that results in recurrent seizures. This does not affect the person's ability and intelligence to take part in typical activities of the school.

Policy

The medical welfare of students is a part of the duty of care for students at McAuley Catholic Central School.

- ✓ We will have a designated First Aid Officer on both Primary and Secondary Campus and every staff member will have *CPR* and anaphylaxis training as a minimum qualification.
- ✓ McAuley will have at least 2 staff members or 10% of the staff (whichever is the greater) who are current in *First Aid* qualification.
- ✓ Under the provisions of Workplace Health and Safety legislation, the school will have and maintain first aid kits that are readily accessible. The first aid kits contents and locations will comply with these regulations. The First Aid Officer is appointed to be responsible for the kits.
- ✓ The school will have procedures, including the use of the Catholic Church Insurance Accident Form, for recording injuries requiring First Aid or other medical treatment.

Procedures

First aid

McAuley is responsible for providing first aid at the school level. The designated First Aid Officer at McAuley is the Office Manager on either Campus.

First aid facilities will be provided to the First Aid Officer and other first aid providers and must be adequate for the immediate treatment of injuries and illnesses that may arise at the school. The First Aid Officer will monitor the level of supplies and ensure that new supplies are ordered as required.

The school's first aid procedures must be prominently displayed for all staff.

Rigorous hygiene and infection control procedures will be followed. This will include as a minimum:

- ✓ gloves for attending wounds/grazes where saliva or blood is involved
- ✓ disposable cups for drinking water
- ✓ disposable containers for vomiting
- ✓ using hand washing soap and paper towels

Full first aid kits will be located in the First Aid Room and smaller, portable kits will be made available for teachers to take on excursions. First aid kits will be clearly identified and well maintained.

Care of students who become unwell at school

Students who are injured or become unwell at school are best transferred to the care of a parent/guardian or caregiver. It is the school's responsibility to make them comfortable before appropriate medical attention is received.

The Office Manager is responsible for these sick/injured students. The procedures that are to be followed are displayed clearly in the First Aid Room. This role can also be carried out by other staff members authorised by the Principal.

The Principal is responsible for negotiating an appropriate arrangement for temporary care of students who are unwell or injured at school.

Administration of prescribed medications and health care procedures

The administration of prescribed medications and health care procedures in school is carried out by the Office Manager. Any appropriate training will be provided.

The Principal or delegate is informed by a parent/guardian when students require medication during the school day.

No medication is given to a child without the written permission of a parent/guardian.

Parents are to supply the appropriate medical equipment for administration of these medications. All medication is supplied to the school in the container in which it was dispensed. It must also be clearly labelled with:

- ✓ the child's name
- ✓ the drug's name
- ✓ the dosage and frequency to be given
- ✓ the prescribing doctor's name and phone number .

All medicine stored on the school premises is kept in an appropriately suitable locked cupboard. Provision is made, where practical, for staff to work in teams so that drugs are administered in the presence of another adult.

A record of all medication dispensed must be maintained. This includes: the date, time, student, substance administered, dosage amount and name of person administering the medication.

Supervision is to be arranged where a student self-administers medication.

Alternative arrangements may involve parents/guardians if suitable staff are not available to administer the medication.

Guidelines for dispensing analgesic substances

Schools do not dispense analgesic substances for pain relief.

Aspirin or a medication containing aspirin may be harmful to the recipient and is administered only in cases when written authorisation by the student's doctor states that aspirin has been prescribed for a specific condition.

Where it would be unreasonable to obtain written permission, oral permission may be obtained over the phone from a parent or guardian to administer paracetamol. A record is kept of any medication dispensed at school.

Guidelines for the dispensing of prescribed medication other than schedule 8 drugs

The Office Manager will ensure that students requiring prescribed medication attend at the appropriate time and place for their medication and will determine the most appropriate time for this to occur in consultation with parents.

All medication will be administered in the front office under the supervision of the Office Manager. Teachers will assist in developing strategies in the classroom that can remind the student to attend the front office for administration of the medication. When a student has missed a time for medication the Office Manager will, at the nearest available time will go to the classroom to seek the student or check for absence.

All permission notes, deeds of indemnities and any other relevant written records are maintained by the school for as long as the school maintains the student's records.

The procedures will make provision for changes occurring in the administration of medication when students are working outside the usual classroom situation.

Guidelines for the dispensing of asthma medication

All staff must be made aware of the information available from the Asthma Foundation on the management of asthma in schools.

Parents will provide their child's medication, clearly dated and in the original labelled container. A spacer, and mask as required, should also be supplied. Staff will allow students with asthma, and who require it, to have their medication on their person and are supported to self-manage their asthma in line with their age and stage of development. Staff will encourage students to be educated in their use of asthma medication and minimise the exposure to known triggers.

The school will maintain a register of students with asthma and alert staff of any changes to a student's asthma management plan.

The school will seek a separate Action Plan devised and documented by a student's doctor for those students who may require emergency assistance.

Individual health care plans

An individual health care plan is developed for any student:

- ✓ diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis
- ✓ diagnosed as being at risk of an emergency who requires the administration of health care procedures.

The individual health care plan will:

- ✓ contain a current photo of the student

- ✓ specify the student's specific health care needs
- ✓ describe agreed actions to meet these needs
- ✓ include emergency phone numbers for ambulance, the parent and an emergency contact

Approved by:	McAuley Executive
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