

# **FIRST AID POLICY including**

**ANAPHYLAXIS**

**ASTHMA**

**DIABETES**

**INFECTIOUS DISEASES**

**MEDICATION**



**St Francis Xavier College**  
**Berwick, Beaconsfield & Officer**  
**Established April 2009**  
**Ratified by College Board June 2009**  
**Amended November 2011**  
**Ratified by College Board November 2011**

## **VISION**

St Francis Xavier College is a Catholic community that is educative and supportive. We have a clear purpose: the development of a person of competence, conscience and compassion formed in the Christian tradition; one who is guided by a sense of hope and self belief and who will be of service in the world. We recognise God's presence in our lives by celebrating and pursuing personal excellence and by living courageously with optimism and respect for all.

## **INTRODUCTION**

First Aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services, if required. It includes safety of self and others, determining the need for and organising contact of emergency services, emergency first aid treatment, recognition and reporting of health hazards, maintenance of records and participation in safety programs.

## **PRINCIPLES**

St Francis Xavier College has a duty of care and is committed to providing a safe, healthy and supportive environment for all staff and students. The provision of a College Nurse &/or First Aid Officer ensures that, should an injury or illness occur at work or school, employees and students will have access to qualified First Aid assistance.

All members of staff have a duty of care to students, other staff members and third parties to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary, as set out in this policy.

First aid/emergency assistance is a means of supporting student and staff health and safety while awaiting professional medical assistance.

## **COLLEGE NURSES/FIRST AID OFFICERS**

One member of staff will be allocated responsibility for the overall organisation of all first aid, sick bay supervision and the maintenance of the First Aid cupboard(s) and kit(s) on each campus. This staff member should have Occupational First Aid qualifications (previously Level Three) or its equivalent, or higher qualifications.

In addition to the College Nurse / First Aid Officer, it is recommended that at least two additional Office staff have qualifications in First Aid (Level 2 First Aid or its equivalent) at each of the three Campuses.

Staff members are encouraged to maintain and/or update their First Aid qualifications through staff professional development. Staff with current First Aid qualifications should be listed with their specific type and level of First Aid training. This information will be held in the Sick Bay and updated by the College Nurse / First Aid Officer annually. The list of staff first aid qualifications should be displayed in the office and the staff room of each Campus.

## **FIRST AID KITS**

First Aid kits are stored in the Sick Bay and must be taken on all excursions, including sporting events.

First Aid Kits are also located in high risk areas of the school. These areas include, but are not limited to, Canteens, Science Technology, Food Technology, Wood Technology, Physical Education Offices and the Shed/Workshop. A stock take will be undertaken by the College Nurse/First Aid Officer at least once a term and stocks replenished with the approval of the Business Manager.

Staff may access these kits in case of emergency and must notify the College Nurse/First Aid Officer if items have been removed so they can be replaced.

Mobile Asthma First Aid Kits have been provided on each of the three Campuses for Physical Education staff to use during PHYSICAL EDUCATION classes or on relevant excursions e.g. cross country events.

A Resuscitation Bag containing the necessary equipment is located in Sick Bay on each of the three Campuses.

A "Sharps" container is located within Sick Bay at each of the three Campuses for the safe disposal of all sharps. This container should be emptied regularly by returning it to the local Council offices for exchange.

A Spills Kit suitable for vomit, blood and chemicals is located at the front office and Sick Bay at each of the three Campuses.

## **STUDENT/STAFF MEDICAL DETAILS**

A Student Emergency Details Medical Form must be completed and signed by a parent/guardian at enrolment and must be updated if any changes occur. The form must include the student's medical details and a parent's/guardian's permission for the student to receive emergency medical treatment. While the information on these forms must be treated as confidential, the forms should be readily available to First Aid officers and staff members as appropriate. In case of an emergency medical and paramedical staff should be provided with a Student Medical History that is retrieved from SAS. Instructions on how to retrieve this document must be readily available in reception and the Sickbay.

Subject teachers, Care Group Teachers and House Co-ordinators are to liaise with the College Nurse/First Aid Officer with information regarding the health changes of any student under their care.

Students with specific health needs, e.g. epilepsy, diabetes, asthma and anaphylaxis, must have individual management plans completed and signed by parents/guardians and a medical practitioner stipulating any particular care needs for their child. Other special care needs should be by consultation with parent/guardian.

Staff are encouraged to complete personal Emergency Details Medical Forms. These will be held in strict confidence in a sealed envelope by the College Nurse/First Aid Officer and made available for overnight camps or in case of a medical emergency. The envelopes/forms must be returned to the College Nurse/First Aid Officer on return to school following an overnight camp.

## **RECORD OF TREATMENT**

A record must be kept of treatment administered by College Nurse/First Aid Officer to students and staff. Student information must be recorded in SAS in First Aid and/or Medical. Staff injuries must be recorded in the Register of Injuries, located in the Business Manager's office.

All First Aid Kits contain Injury/Illness Report Forms. These forms should be completed by the teacher attending to any illness or injury sustained on an excursion or before attendance by the College Nurse / First Aid Officer. The information on the Injury/Illness Report Forms will be entered in SAS and the form must be filed in the student's file by the College Nurse /First Aid Officer.

At all times an attempt will be made to contact the parents/guardians before calling for medical attention except in an emergency. In serious cases, parents/guardians will be informed as quickly as possible of their child's condition and of the actions taken by the school.

In the event of a serious accident with a student, the attending staff member must complete a CCI Accident Report. Once completed, the report is to be signed by the Head of Campus and placed in the student's file.

All serious incidents or near accidents must be reported to a member of the College Occupational Health & Safety team. The accident environment/site needs to be preserved and not disturbed until directed by the OH&S officer.

Worksafe Incident Forms can be obtained from the Business Manager. All staff who sustain an injury while at work are responsible for reporting the incident and completing an injury form.

## **SCHOOL EXCURSIONS /CAMPS**

Teachers taking students on any excursion must obtain a student medical list from the College Nurse/ First Aid Officer for all of students attending. This ensures that teachers are aware of any illnesses or potential medical difficulties that could arise with students in their care.

Parents/guardians of students attending a school camp must complete a College Overnight Travel Medical Form detailing information regarding their health, medication and emergency numbers prior to each camp, to ensure that the school has up to date medical and emergency contact details. Students who suffer Asthma must also complete a School Camp Asthma Action Plan. Students with special dietary requirements must complete a Dietary Requirements for Camps form.

Specialist excursions/camps may require the completion of additional medical forms supplied by the excursion/camp organiser e.g. students participating in the annual Outward Bound Expedition must complete the specialist medical form supplied by Outward Bound Australia.

If teachers have concerns regarding the health of a student they should discuss this with the parents and College Nurse/First Aid Officer before the commencement of the excursion or camp.

Teachers are responsible for booking, collecting and taking a First Aid Kit on all excursions/camps. This includes extra items, such as Epipens, Emergency Asthma Kits and Diabetic Emergency Kits.

While on excursion/camp medication should, by preference, be administered by a member of staff with current First Aid qualifications.

## **ANAPHYLAXIS**

St Francis Xavier College complies with The Children's Services and Education Legislation (Anaphylaxis Management) Amendment Act, 14 July 2008, as endorsed by the Catholic Education Office. Education is provided to staff in accordance with this policy.

Epipens should be stored in an insulated container, clearly named, in a designated location easily accessible and known to all staff (not locked away), and away from direct sources of heat.

If a student attending excursions or visits off campus is known to be at risk of Anaphylaxis, teachers must ensure that the individual students Epipen Kit is taken with them. Each student must have a Management Plan for Anaphylaxis and Consent for Epipen Use completed by his/her parent/guardian and a medical practitioner. The student may also need a Food Allergy Action Plan, an Allergy Action Plan and/or a School Asthma Action Plan. These forms are all completed upon the students admission to the school or as the information becomes known.

When a staff member is unsure whether Consent for Epipen Use has been given, or a student has not previously been diagnosed with Anaphylaxis, and needs to administer an Epipen; authorisation should be sought through an emergency call and contact with Ambulance Victoria.

## **Training**

All staff who have any contact with students must undertake appropriate anaphylaxis training as per The Children's Services and Education Legislation (Anaphylaxis Management) Amendment Act, July 2008.

## **ASTHMA**

St Francis Xavier is an "Asthma Friendly School" and as such, follows the Victorian Schools Asthma Policy, as endorsed by the Catholic Education Office. Education will be provided to staff in accordance with this policy and as needed to maintain the "Asthma Friendly School" accreditation.

Students with asthma should always carry, or have available in the school, appropriate medication. Parents/guardians are responsible for ensuring that their children have an adequate supply of the appropriate medication at school.

### **Asthma Action Plans**

Every student with asthma attending the school must have an Asthma Action Plan completed by the student's parent/guardian and where appropriate a medical practitioner. This should be updated annually if possible or when there are medication or management changes. Asthma Action Plans are located in the Sick Bay. When a student attends a camp a Camp Asthma Action Plan must be completed.

A Spacer and Ventolin for managing asthma attacks are available in every school First Aid kit. Mobile asthma First Aid kits are available at each of the three Campuses.

The College Nurse/First Aid Officer must check asthma medication for expiry dates and contents left in the puffer.

## **DIABETES**

All students with Diabetes must have an Individual Management Plan for Insulin Dependent Diabetes completed by parents/guardians and a medical practitioner. The Management Plan should be updated regularly as treatment changes.

Students with Diabetes must adhere to accepted principles for disposal of any blood contaminated products and maintain strict blood product precautions.

With the parents/guardians consent, students may be responsible for the drawing up and self administration of insulin. For the safety of the individual student and other students within the school community, it is recommended that the administration of insulin be conducted within the Sick Bay where the safe storage and disposal of insulin, needles and syringes can be maintained.

Students are also encouraged to keep a Hypo Kit within the Sick Bay. It is recommended that students with Diabetes keep a glycogen injection in their Hypo Box in case of severe Hypoglycemia. Administration of this injection would usually be upon the instruction of the ambulance services by telephone.

### **GUIDELINES FOR STUDENTS WITH DIABETES UNDERTAKING EXAMINATIONS**

All students requiring special consideration/special provision when undertaking examinations should discuss their needs with the House Co-ordinator prior to undertaking the examination.

Special Provision may include:

## **Years 7 – 11**

- Snack food - must not disturb other students when opened.
- Drink - water, fruit juice, cordial.
- Toilet privileges.

Students should be seated at the side or back of the examination room, with easy access to an exit. An additional time of three extra minutes to undertake initial reading of blood glucose is permissible.

## **Year 12**

Specific documentation is to be completed in consultation with the VCE Coordinator as examinations are governed by the VCAA Regulations.

## **INFECTIOUS DISEASES and BLOOD BORNE VIRUSES**

### **Exclusion from School**

Exclusion of staff or students will take place in accordance with the Health (Infectious Diseases) Regulations 2001 for the health and safety of the remaining staff and students. These regulations, with the minimum period of exclusion, are clearly stated in the School Exclusions Table for Infectious Diseases and Contacts. A current version of this table is available from the Communicable Diseases section of the Department of Human Services or at [www.health.vic.gov.au/ideas/regulations/id\\_regs.htm](http://www.health.vic.gov.au/ideas/regulations/id_regs.htm). St Francis Xavier College will follow these recommendations.

Additional information regarding particular infectious diseases can be found at [www.health.vic.gov.au/ideas/bluebook](http://www.health.vic.gov.au/ideas/bluebook).

Regulations require parents/guardians to inform the Principal as soon as practicable if a student is infected with any of the diseases listed in the table, or has been in contact with an infected person.

### **Standard Infection Control Precautions**

Standard precautions for infection control and safe work practices are to be followed for First Aid intervention. They include good hygiene practices, particularly washing and drying hands before and after patient/student contact, the use of protective barriers that may include the wearing of gloves, plastic aprons, goggles, and the appropriate handling and disposal of contaminated waste.

Precautions are compulsory for all persons administering First Aid when contact is possible with:

- blood
- all body fluids, secretions and excretions (excluding sweat), regardless of whether they contain visible blood
- non-intact skin
- mucous membranes

Standard precautions for infection control also apply to dried blood and other body substances including saliva.

### **Exposure to Blood or Body Fluids**

If a member of staff or student believes s/he has been exposed to blood or body fluids, including injuries sustained through needle stick /sharps penetrations of the skin, staff must follow procedures as outlined in the St. Francis Xavier College Handbook under First Aid.

A record must be kept of all student incidents by the College Nurse/First Aid Officer. Student information must be recorded in SAS in First Aid and/or Medical. Staff injuries must be recorded in the Register of Injuries.

## **Contaminated Waste and Clothing**

All contaminated waste and/or clothing with blood or body substances must be placed separately in a leak proof plastic bag, tied securely, then placed inside a second leak proof plastic bag and tied securely.

## **MEDICATIONS**

All medications required by students including those used on a regular basis should have written consent by the parent/guardian. It remains the parent/guardian's responsibility to communicate with the school.

All medication - prescription and over the counter - must be clearly named and stored in a secure (locked) location and all due care and control must be maintained over their storage and administration.

The College Nurse/First Aid Officer must record the time, date, dosage and reason (if relevant) for the administration of any medication and sign the record.

This is applicable for camps and excursions, as well as in the Sick Bay. Students are not permitted to carry medication on their person or keep medication in their lockers.

Should students require medication on an excursion or camp, the nominated First Aid Officer for that camp/excursion is responsible for all medications for the duration of that camp/excursion.

The exception to this is the "Reliever" broncho-dilators such as: - Ventolin; Asmol; Respolin, Bricanyl or other. Students are encouraged to keep their "puffers" with them to use as necessary to relieve the symptoms of Asthma.

## **Medication Administration Procedure**

- All medication needs for students must be supplied by parents/guardians in its original packaging with the name and dosage of the medication clearly visible.
- All medication should be clearly labelled with the student's name and Year level.
- Students are not permitted to self medicate while at School.
- A completed Medication Form must accompany all medications to be dispensed.
- The College Nurse/First Aid Officer will only dispense the medication with parental/guardian consent and according to safe pharmacological practice.
- All medications should be given to the College Nurse/First Aid Officer prior to commencement of the school day. The medication is to be locked away safely until needed.
- Medications can be collected at the end of the day.