



**St Peter's
Woodlands**

First Aid, Injury, Illness, & Medications Policy



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1. Introduction

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.

2. Staff Training

All employees on regular duty in the First Aid Room will be trained to at least HLTAID 004 (Provide an emergency first aid response in an educational and care setting). Training shall be during School time and at the School's expense. These staff may 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 Years, the EA to the Head of Early Years, and all permanent and contract staff employed in the Early Learning Centre will be trained to at least HLTAID 004 (Provide an emergency first aid response in an educational and care setting) if they do not have these qualifications upon commencement of employment. Training shall be during School time and at the School's expense.

The OSHC Coordinators, and all permanent and contract staff employed in the OSHC, will be trained to at least HLTAID 004 (Provide an emergency first aid response in an educational and care setting) if they do not have these qualifications upon commencement of employment. Training shall be during School time and at the School's expense.

It is the responsibility of all the above employees to maintain currency of First Aid and CPR qualifications.

Other employees may be trained to HLTAID004 level, providing such training occurs in the employee's own time at their own cost.

All other employees, including casual employees in the School (R-7) the ELC and the OSHC, are required to hold HLTAID002 (Provide basic emergency life support qualification) as a minimum. 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

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 ICT equipment linked to the school database. It will be maintained and stocked by the First Aid Officer, based 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 First Aid Officer, based in the Front Office.



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

4. Guiding Principles – Categories of Injury/Illness and Medication

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

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). These are available to all staff via the school learning management system, iWise, and class teachers have copies of action plans and relevant information housed in easily accessible red folders in each classroom.

In addition, a summary of relevant medical information for students, including where to access action plans and more details on individual students, are provided to relief teachers in TRT folders. An overview procedure document is also provided in TRT folders for relief staff to access.

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

When a student is in the First Aid Room, staff are able to view the location of the child and the status of their illness/injury via iWise.

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 Director of Human Resources to complete the processing and to archive the Form.

The Director of Human Resources 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

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

7. Anaphylaxis

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

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.

School and Staff Process

- All staff with students in their classes who suffer anaphylactic reactions will be made aware of the students' conditions and requirements. Staff can access current information about the student at any time via iWise, and are to keep a copy of any action plan in the classroom red folder (medical information).



- 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 as they become known.
- Copies of the Student's Action Plan will be stored at Front Office, in the First Aid Room with the student's medication, and in the classroom red folder (medical information).
- 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.
- School communications including the SPW website will be used to highlight and reinforce the Anaphylaxis Policy.
- During whole school activities (ELC–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.
- 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.
- SPW encourages a "nut aware" position throughout the site and at all activities run by SPW involving children. In some instances, where specific needs arise, a single classroom or year level may be deemed "nut free", and communication will be developed specifically for this instance, including signage and correspondence to families. If necessary, and with permission for parents/caregivers, students, may undertake learning activities which educate classmates on the allergy and management.

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 HLTAID002 (Provide basic emergency life support qualification). Certain staff are also required to hold HLTAID 004 (Provide an emergency first aid response in an educational and care setting). All teaching staff and First Aid Staff are to ensure they are aware of the process to be undertaken to administer an Epi-Pen, should this be required.

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 accessed 5 March 2018

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

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 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.

School and Staff Process

- All staff with students in their classes who suffer from asthma will be made aware of the students' conditions and requirements. Staff can access current information about the student at any time via iWise, and are to keep a copy of any action plan in the classroom red folder (medical information).
- 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 as they become known.
- Copies of the Student's Action Plan will be stored at Front Office, in the First Aid Room with the student's medication, and in the classroom red folder (medical information).
- 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.

Training - Asthma

All SPW staff are to have and maintain qualifications/certification in HLTAID002 (Provide basic emergency life support qualification). Certain staff are also required to hold HLTAID 004 (Provide an emergency first aid response in an educational and care setting). All teaching staff and First Aid Staff are to ensure they are aware of the process to be undertaken to administer asthma medication, should this be required.

9. Breaches of this Policy

Breaches of this policy will be investigated by the Director of Human Resources and may lead to disciplinary action.



10. Further Information

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

None

Related Policies

CURR-25	Outdoor Education
PRIN-04	Child Protection
PRIN-10	Emergency
PRIN-07	Critical Incident
WHS-34	Skin Protection

Related Procedures & Standard Operating Procedures

WHS-13-01	First Aid – Child is injured
WHS-13-02	First Aid – Child is sick
WHS-13-03	First Aid – Child requires medical attention (offsite)
WHS-13-04	Off-Campus First Aid Overview
WHS-13-05	Infectious Diseases
WHS-13-06	Categories and Processes for Administering Medication and First Aid
WHS-13-07	Anaphylaxis
WHS-13-08	Asthma
WHS-13-09	Food Handling and Storage
WHS-13-11	Administration of Student Medical Plans

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 Staff
INFORMATION	Student Teacher
INFORMATION	Work Experience Student
FOLDERS	TRTs
FOLDERS	Class/Subject