OSHC FIRST AID, HEALTH MANAGEMENT AND SEVERE ALLERGY POLICY

St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

Purpose

St Joseph’s OSHC is committed to providing a safe, supportive and responsive environment which cares for the health and medical wellbeing of each person.

Scope

All members of the OSHC team are responsible for promoting adherence to the policy, and to comply with the policy and standards.

FIRST AID

The priority of the educator will be to administer appropriate and prompt first aid as required to ensure the safety and wellbeing of the children and staff at the service.

First Aid is provided in response to sudden illness or injury to;

- Preserve life
- Protect a person, particularly if that person is not conscious
- Prevent a condition worsening
- Promote recovery

First Aid incorporates basic life support i.e. emergency procedures to;

- Recognise and manage a clear and open airway
- Restore breathing or circulation
- Monitor well-being, using techniques as described by approved first aid training providers, until the person recovers or is transferred to the care of an ambulance officer or other health professional.

All OSHC educators will be trained and competent to provide basic first aid. There should always be one educator available who is trained in expired air and cardiopulmonary resuscitation plus the management of anaphylaxis and asthma. The Principal, in conjunction with the Director, will ensure First Aid Certificates are current and centrally filed.

The Director will co-ordinate first aid procedures, supervise the first aid facility, ensure adequate documentation, and maintain and secure the contents of the OSCH first aid kit. The first aid kit will be regularly assessed by the Director.
The Director, in conjunction with the Principal, will determine the designated first aider for the shift.

**Procedures**

In emergency situations each educator will carry an OSHC phone to ring through to the Director or for medical assistance.

The telephone numbers for Emergency Services and the Poisons Unit will be clearly displayed in the OSHC Room.

Minor matters may be dealt with onsite. Educators have access to a bum bag containing limited first aid supplies. If necessary educators may treat injuries at the School First Aid room or use the First Aid Kit located in the OSHC Room or Hall kitchen.

A record will be kept of all students who are treated. Parents will be informed by medical notification slip or by phone call if deemed necessary.

A list of students (and photograph) at risk through illness or allergy is available in the Medical Folder located in the OSHC Room. A senior first aid member will continually update this folder.

In cases of medical attention being required, the senior first aider will contact the student’s emergency contact person to take them to seek medical advice. However they will not wait for their approval if it is determined that urgent medical attention is required as delays could compromise safety. Once practicable the student’s emergency contact person will be notified.

Any student transported by emergency services should be accompanied by a educator unless that would leave the remaining students inadequately supervised.

All families are covered for CCI Accident and Emergency Policy which allows educators to call an ambulance in an emergency.

All serious incidents, injury, trauma or illness a child suffers whilst in care will be documented on the Injury & Incident Record which details:

- Name and age of the child
- Circumstances leading up to the incident or injury
- The time and date the incident occurred or illness began
- Actions taken by educator
- Any medication given
- Any medical personnel contacted
- Details of any witnesses
- Name, date and time of the person(s) who were notified
- Signature of the person recording the incident

Serious incidents will be reported immediately to the School Principal who will report to the Regulatory Authority as required.

Accidents involving educators should be documented under the guidelines of the Work, Health and Safety provisions.
HEALTH MANAGEMENT

It is the responsibility of the parents or guardians to inform the school of any individual health and personal care support needs, e.g. Anaphylaxis, seizures, diabetes, medication, hepatitis, continence issues, HIV/AIDS, etc.

If there is an indication that an individual health care plan is needed, they should be asked to provide a health care plan written by a relevant health professional.

For students with health support needs educators will:

- help families understand health support planning procedures at the school
- provide basic/senior first aid
- facilitate individual health support plans
- develop learning and care programs which accommodate health support plans
- offer alternative programs where participation in the planned program could place students with health issues at risk
- report to parents and guardians any observations which could indicate health-related concerns

Medication:

Only medication prescribed for the student by a qualified medical practitioner should be administered.

The parent(s) or guardians must request administration of the medication in writing and issue full instructions.

Medication and instructions must be stored as per product instructions. They will be kept in the First Aid room and relocated to OSCH as deemed necessary.

Storage of medication should be secure with clear labelling and access limited to the educators responsible for medication storage and supervision.

- Individual named Epipen’s are to be kept out of student reach behind the door of the school administration office.

Analgesics such Paracetamol which can be purchased without prescription can mask signs and symptoms of serious illness or injury, and therefore are not used as standard first aid. They will only be administered if requested in writing by parent(s) or guardians, and instructions are provided. Verbal consent can be obtained by the Certified Supervisor if deemed necessary.

The only exceptions to these rules are where medication is included in the first aid kit for use in a standard first aid procedure e.g. Emergency Asthma medication.

A record will be kept of all students who are treated.

Everyone supervising medication needs to ensure that the right child, is given the correct dose of the right medication, at the correct time.
Severe Allergy Policy

St Joseph’s is committed to minimizing the risk of severe allergic reactions by educating our students, parents and educators about potential risks of known allergy triggers affecting our community. These could include peanut products, egg products, dairy, etc. The school recognizes that each case poses differing levels of risk.

Education and training of educators responsible for the care of students at risk will address;

- What anaphylaxis is
- Triggers for allergic reactions
- How anaphylaxis is recognised
- How anaphylaxis can be prevented
- Treatment for a child with an anaphylactic reaction
- Instructions for using an Epipen

Strategies for Anaphylaxis prevention

Information is sent out each year stating that St Joseph’s Kingswood is a severe allergy aware school and advises that the following will apply;

- Families are to label drink bottles and lunch boxes
- Sharing of food is not permitted
- All donated food goods are to be clearly labelled with a list of ingredients
- Use of highly allergenic foods in craft is not permitted
- All personnel undertaking activities involving cooking must be fully aware of all students at risk and take necessary precautions to avoid exposure to the student’s at risk trigger according to the individual action plan of the student.

If a child is known to be at risk of anaphylaxis the parents or guardians are to be asked to provide a health care plan written by a relevant health professional.

A list of students (and photograph) at risk through allergy is compiled. Staff will continually update this list and it will have prominent place in the First Aid Area and a copy in the OSHC Room.

If anaphylaxis occurs treatment will be provided according to the student’s individual action plan. An ambulance will be called immediately upon anaphylactic treatment and parents will be contacted by the senior first aid educator.

A record will be kept of all students who are treated.

Asthma Policy

Aim
To ensure that all children with asthma are appropriately cared for while attending OSHC and that staff are trained to meet the needs of children with asthma.

Procedure:

1. Parents of children, who have been identified as suffering from asthma, must provide an asthma management plan from their G.P. on enrolment and whenever the plan is updated.
2. If a child suffers from asthma, appropriate medication must be provided.
3. OSHC educators will be trained in asthma management.
4. OSHC will maintain an Asthma First Aid kit.
ASTHMA

Asthma Attack Procedures:

1. Educators should check the child’s file, including the individual asthma management plan for the child (trigger factors and correct medication).

2. Trained staff should administer medication to the child in the event of an attack.

3. Children can be authorised to self-administer their medication if the required authorisations and practices are required.

4. In the event of an Asthma attack staff will notify parents by phone as soon as possible.

5. Educators will follow the management plan.

6. Educators will ring for an ambulance in accordance to the management plan.

7. Educators will ring parent(s)/carer to notify and ask that they meet the child and the staff member at the Women’s and Children’s Hospital.

8. When ambulance arrives a qualified staff member will accompany the child to the hospital if possible unless the commitments to the other children using the OSHC service does not permit this.
Infectious Diseases Policy

The St Joseph's OSHC service aims to help prevent the spread of infectious diseases by following the guidelines for prevention of infectious diseases as outlined in “Staying Healthy in Child Care” by the National Health and Medical Research Council. Children suffering from infectious diseases will be excluded from OSHC for the length of time specified or on the written advice from the child’s medical practitioner.

- Hand washing is considered to be the most effective way of controlling infection in the Service. Reminders on when to wash hands will be placed in OSHC. Staff and children should wash their hands or use approved hand sanitiser:
  - before handling and preparing food and eating
  - after wiping a nose
  - after playing outside
  - after handling animals.

- The Service will ensure that toilets and hand washing facilities are easily accessible to children. Children will be encouraged to flush toilets and wash hands after use. To maintain cleanliness, toilets will be checked & cleaned regularly by staff.

- Children will be encouraged to dispose of tissues immediately after being used.

- Surfaces will be cleaned regularly.

- Areas contaminated with body fluids will be disinfected with a bleach solution using the manufacturers recommendations.

- Children will be provided with individual drinking and eating utensils at each mealtime. Utensils will be thoroughly washed after each use. Staff will encourage children not to use drinking or eating utensils that have been used by another child or dropped on the floor.

- Educators will encourage children not to eat food that has been handled by another child or that has been dropped on the floor.

- Food will be kept and served hygienically, following principles Educators have learnt at food and handling professional development training.

- Information on hygiene and dental care principles and practices will be available at the Service.

- Any animal or bird visiting the Service will be maintained in a clean and healthy condition. (Refer to DETE Animal Ethics Code.) Children will be supervised during contact with animals and discouraged from putting their faces close to animals. Children will wash and dry their hands after touching animals.
**Exclusion**

- Children and staff with infectious diseases will be excluded from the Service in accordance with the National Health and Medical Research Council guidelines. A medical certificate is required after contracting diphtheria, hepatitis, polio, tuberculosis, typhoid and paratyphoid before the adult or child can be re-admitted to the Service. After other infectious diseases the need for a medical certificate will be at the discretion of the Director or senior staff member.

- If a child is unwell at home, parents / guardians are asked not to bring the child to the Service.

- If there is an outbreak of head lice in OSHC the school will notify the families and provide information about the symptoms and signs, treatment and exclusion times

- If an educator is unwell they should not report to work. Educators should contact the Director at the earliest possible time to advise of their inability to report to work

- The Director is responsible for ensuring the services policy on exclusion of children with infectious diseases is made available to families and that all information is current and available.

**Police created:** 2012

**Policy reviewed date:** 2015

**Police review date:** 2016