



St Joseph's School
Kingswood

FIRST AID, HEALTH MANAGEMENT AND SEVERE ALLERGY POLICY

ST JOSEPH'S SCHOOL KINGSWOOD

Rationale

St Joseph's Kingswood is a Catholic School in the Josephite tradition. 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 school is committed to providing a safe, supportive and responsive environment that cares for the health and medical wellbeing of each person.

Scope

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

1. FIRST AID

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

- Promote recovery e.g. Supportive bandaging, antiseptic use
- Preserve life
- Protect a person, particularly if that person is not conscious
- Prevent a condition worsening

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.

Every worker in St Joseph's School Kingswood will be trained and competent to provide basic first aid. There should always be one adult who can competently deliver expired air and cardiopulmonary resuscitation. In South Australia, the Department of Education, Training and Employment has developed, with Australian Red Cross SA Division and St John Ambulance Australia SA Inc, a one day equivalent first aid training program specific to education services. Called Basic Emergency Life Support (BELS) it incorporates the basic principles and procedures of first aid. This course will be undertaken every 3 years. A copy of the certificate is to be centrally filed.

One staff member will co-ordinate first aid procedures, supervise the first aid facility, ensure adequate documentation, and maintain and secure the contents of the school's first aid kits. First aid kits are situated in the front office, all classrooms, OSHC and backpacks are available for use on outdoor education opportunities. The first aid kits will be regularly assessed by St John's First Aid or other authorised organisation.

At all times one staff member situated in the Front Office must have training in Senior First Aid. Some students may require procedures that are in addition to those taught in basic first aid training.

These procedures are available to be learnt in advanced first aid training courses . e.g. Epi-Pen use. For all other procedures assistance will be required from health professionals.

Some students may have a “Not For Resuscitation” (NFR) order as part of the palliation of a deteriorating and life-threatening condition. First Aid should still be provided to this student, and Emergency or Medical professionals will make the decision about whether the situation is one where the NFR order should be applied.

1.1. Procedures

Located in each classroom and in each first aid bag (carried by Duty Teacher) are yellow and red cards

- **Red card indicates emergency situation.**
Red card is handed to adult or responsible student to take to front office for immediate attention

- **Yellow card indicates assistance is required**
Yellow card is handed to adult or responsible student to take to front office for assistance

- A phone call can be made to the office during lesson times for an emergency situation or for assistance.

- For more minor matters, the student concerned can present to the office for management in the First Aid area located near the front office.

A record will be kept of all students who are treated. All incidents that are not deemed entirely trivial (Appendix A) will be notified to the student’s emergency contact person at the time. A note will be sent home with all students notifying the parents/caregivers of the treatment administered.

A list of students (and photograph) at risk through illness or allergy is compiled. Senior first aid staff will continually update this list and it will have prominent place in First Aid Area.

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 staff member unless that would leave the remaining students inadequately supervised.

All families are covered for CCI Accident and Emergency Policy which allows staff to call an ambulance in an emergency at the cost of the insurer.

Accidents involving staff members should be documented under the guidelines of the Occupational Health, Safety and Welfare provisions.

2. 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, continence issues, 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 staff 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
- support a range of curriculum access options (for example, distance or hospital-based schooling)
- report to parents and guardians any observations which could indicate health-related concerns

2.1. 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.

Required emergency medication e.g. EpiPen will accompany the student on approved outdoor education opportunities. The responsible teacher will ensure its collection and return before and after the excursion.

Medication and instructions must be stored in the Office NOT in the classroom.

It is not the staff member's responsibility to seek out the student to administer the medication.

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

- EpiPens are to be kept out of student reach in an unlocked cupboard for ease of access by any person trained to administer an EpiPen. Thermal carry packs will be used to maintain safe medication temperature when transported on excursions.
- All other medications are stored in the First Aid room located near the front office in a locked cupboard or refrigerated according to product instructions.

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.

The only exception 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.

2.2 Communicable Diseases

Good health is vital to school progress. It is recommended that routine vaccinations are administered before a child commences school.

If there is an outbreak of a communicable disease in the school the school will notify the families and provide information about the symptoms and signs, and exclusion times.

2.3 Head Lice

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

3. SEVERE ALLERGY POLICY

St Joseph's is committed to minimizing the risk of severe allergic reactions by educating our students, parents and staff 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 staff 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

3.2 Strategies for Anaphylaxis prevention (risk minimisation)

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
- Families are to provide food and drinks for their child which do not contain nuts
- 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
- The tuckshop is not to store or sell products which contain known high allergen triggers
- 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 First Aid Area. Authorised staff are, as part of their induction, are given information about students at risk.

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 staff member.

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

4 EMERGENCY CONTACT FORMS

At the start of each year, all parents are required to complete or revise a confidential health, medication and allergy information and contact form. It is the responsibility of the parents or guardians to advise the school of any changes to contact details.

5. Appendix A

Minor First Aid presentations NOT requiring immediate notification to student's emergency contact person;

1. Presents non-specifically unwell and improves with rest
2. Headache and improves with rest
3. Stomach ache that improves with rest
4. Itch that improves with topical creams
5. Incontinence
6. Minor grazes
7. Minor bruising
8. Blisters
9. Splinters
10. Blood nose that stops bleeding within 10 minutes
11. Administration of medication as per parent's written instruction
12. Administration of Asthma puffer with immediate resolution of symptoms. Notify if presents more than once in the school day