

Date Reviewed: 7/8/2015
Date of next Review: 4/8/2016



FIRST AID POLICY

The following guidelines outline school procedures.

Medical/Emergency Contact Information

Parents are asked to complete an enrolment form and regularly update medical/emergency information for their child.

Infectious Diseases

Parents are asked to contact the office in cases where children contract communicable diseases. Children who are ill with an infectious disease must not attend school until they have fully recovered. The only exception to the rule is that children with certain skin diseases may return once appropriate treatment has commenced and they have a medical clearance.

For infectious diseases there are minimum periods for students to be absent from school. In some cases a medical practitioner's certificate of clearance is required to return to school. . It is imperative therefore that parents ensure that our Medical and Emergency contact information is up to date.

If school staff are concerned with students attending school, after illness, staff may contact SA Health on 1300 232272 for further information.

Immunisation

It is recommended that your child been immunised against the following diseases – tetanus, diphtheria, whooping cough, poliomyelitis, measles, mumps and chicken pox. You can arrange for more information on immunising by phoning your local council City of Prospect 82695355.

In case of doubt, or for further information, advice should be sought from the appropriate clinic, Child and Youth Health Medical Officer or your family doctor.



Illness at School

In the event of minor accidents or illnesses, children will be cared for at the front office where the first aid room is situated.

If children are hurt or unwell and we consider that they should not remain at school, all endeavours will be made to contact a parent or other emergency contact. A general consent form is sent home at the beginning of each school year for permission to give appropriate first aid when contact cannot be made.

The staff have a duty of care to all students attending school, so in the event that a child is sent to school unwell, parents / caregivers will be contacted to take the child home.

In the event that emergency contacts cannot be made, the school will take whatever action is considered appropriate for the safety of the child.

Special Medical Information

A display of photographs of children with special life-threatening medical problems is set up in the staff room, first aid room and in yard duty bum bags. Details of their medical conditions and actions to be taken in an emergency are attached to their photographs.

Parents need to provide an up to date health care plan from the child's doctor. School staff will meet with parents to document an action plan. Consent will be sought before this information is displayed.

Medication at School

Administering medication to students is the responsibility of parents/caregivers, unless negotiated with leadership. The medicines need to be correctly labelled with the child's full name. Chemists labels with dosages explained are required. It needs to be sent to the office to be administered by front office staff.

Medications must be current and not out of use by date.

Generally, older students are able to accept responsibility for their own medication, including the use of aerosol "puffers, provided the criteria below are met. However, school staff will assist children when appropriate. In cases when medication must be taken during the school day, as stated in a health care plan prescribed by the student's doctor, the following applies:



- to carry their puffer at all times.
- Medication must be sent in a container clearly labelled with the child's name and class.
- The name of the medication, the dosage and times the medication is required must be clearly indicated.
- Written directions from the student's doctor **must** be provided.
- Camps – when classes attend camps, teachers need a doctor's letter provided with the current health care plan.

Medication will be stored in the office area so children on a health care plan have supervised access to their prescribed medication. There is a locked cupboard with each child's medication in a labelled box.

Allergy Aware Policy

Rationale

The Australasian Society of Clinical Immunology and Allergy state that "Whilst it is primarily the responsibility of the parent that the child is taught to care for themselves, the school has a role to implement the care plan and reinforce appropriate avoidance and management strategies." ASCIA Guidelines for Prevention of Food Anaphylactic Reactions in Schools, Preschools and Childcare, 2011 www.allergy.org.au

DECD schools are required to provide safe and supportive learning environments. At Prospect this includes providing for the needs of students and staff who have anaphylactic conditions

Operational Guidelines

School Responsibilities

Students with anaphylactic reactions require:

- A standardised Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan which includes a photo of the student, his/her allergies, what action to take in the instance of a reaction occurring, and the name and contact details of the doctor who completed the plan. This information will be available for the class teacher, relief teacher's package, First Aid Room and Staff Room and yard duty bags.



- Support from the class teacher and other staff in implementing the Health Care Plan.
- Promotion of appropriate avoidance and management strategies through the newsletter.
- Provision of additional information to classes with students of risk of anaphylaxis if requested by doctor.

Staff Responsibilities

Staff will:

- Support allergy awareness by reinforcing the Policy through classroom activities.
- Reinforce the Policy through reminders in class communications when they have students with nut related anaphylactic reactions.
- Be confident and trained in the use of an Epi-pen, associated triggers and prevention strategies.
- Educate students about the hazards and risks associated for students with allergies.
- Reinforce and advise students not to share or trade their food and be vigilant when supervising the eating of recess and lunch foods.
- Encourage students to wash their hands after eating to avoid cross contamination.
- If recommended by the student's doctor, classes with younger students (Pre-school to Year 3) may be provided with additional parent information. This may include a letter of request for parents of that classroom not to pack certain foods where the relevant nut is the main ingredient. (It does not apply to "may contain traces of nuts.")
- Office staff to notify class teacher if a student is receiving first aid following a break.



Students Responsibilities

Students will:

- Not share or trade food
- Be aware of students in the class who have any allergy, including nut, and be sensitive to their needs.
- Wash their hands after eating food containing ingredients that students are allergic to
- Eat away from students with allergies

Ambulance

In cases of serious accident or illness at school, an ambulance will be called. Parents are advised to have ambulance cover for their children. This also applies to all activities arranged by the school (including camps, excursions and school sport.)

First Aid

A staff member is on first aid duty in the office at recess and lunch times. If a child is hurt in any way, children must first see a teacher on yard duty. They will be sent to the office when necessary with a pink slip to explain what they need. Teachers on yard duty and in classrooms have a basic first aid kit for minor injuries. Accurate records are kept noting treatment given and appropriate action taken.

Sometimes students are sent home. Again, it is vital that emergency contact details are accurate and up to date.

It is the responsibility of the yard duty teacher to assess each injury. Depending on the severity of the injury and if the student is able to walk to



the office the first aid officer will administer support, and make a decision whether it is necessary to telephone parents/ emergency contacts or an ambulance.

If the duty teacher is unsure of the severity of the injury, a red first aid card can be sent to the front office and a senior first aid officer will come and assess the situation. At all times DECD policies and procedures must be followed, and in need an ambulance will be called.

Emergency (Evacuation/Invacuation) Procedures

The school has developed emergency evacuation and invacuation guidelines. Staff are serviced regarding these procedures. Practices involving the whole school are held twice a year.

Sun Protection

Prospect has a hat policy which is strictly enforced. Students are expected to wear school hats during play breaks and sports lessons.

Hats in school colours can be purchased from the Front Office.