

Policy & Procedure

First Aid

This policy applies to the staff, parents/guardians, volunteers and students involved with ICMG Saturday Turkish School. Its purpose is to define responsibilities of staff, parents/guardians and outline the procedures to be followed if a child requires first aid treatment.

- Children's Service Act 1996.
- Children's Service Regulations 2009.
 - a) Regulation 31(g) required details of lawful authority to consent medication administration.
 - b) Regulation 33 requires a child's enrolment include detail of the name, address and telephone number of any person who has lawful authority to request or permit the administration of medication to the child.
 - c) Regulation 34 requires health details to be kept in child enrolment.
 - d) Regulation 36(1) and (3) outline the matters to be recorded in the Medication record.
 - e) Regulation 83(1) (2) and (3) outline the requirements for the authorising person to request medication administration.

f) Regulation 89(1) outlines the importance of parent/guardian notification of infectious disease.

- Health (Infection Diseases) Regulations 2001. □
Schedule 6 – Exclusions from school for Infectious Diseases.
- Occupational Health and Safety Act 2004.
- Privacy act 1988 (Commonwealth)
- Health Records Acts 2001 (Victoria)
- Information Privacy Act 2000 (Victoria)

Implementation

**Illness spreads quickly in school settings and we are responsible for the well being of all the children in the school. The Principal may require that a doctor's written clearance be presented to assure that the child is not contagious to other students and staff at ICMG Saturday Turkish School.*

1. The school will maintain a register of students with medical conditions, including individual management plans.
2. Children who are unwell should not be brought to school. However, if the child is brought to school, the teacher may decide he/she is not fit to stay at school. Parents /guardians or emergency contact will be notified. In such circumstances the sick child will be required to be collected from school promptly.

3. The “Administering Medication Policy” must be abided to when medication is brought to school to be dispensed.

4. All injuries or illnesses that occur during school hours will be referred to the admin room which will be managed by the principle first aid officer on duty.

5. All injuries or illnesses reported to the admin room will be documented in the Daily Register.

6. Minor injuries will be treated by a Level 2 first aid trained staff on duty, while more serious injuries need to be managed by principle or first aid officer who will initiate a referral to the local medical officer.

7. Students with action plans and other medical conditions are displayed in the admin room, are displayed with homeroom teacher. Medical Conditions of students are updated annually or as per treating doctor’s report.

8. During class times all students are required to present with a written pass upon arrival to the admin room.

9. During recess and lunch times students do not require a pass to attend the admin room.

10. First Aid materials will be kept in the admin room.

11. No medication including headache tablets will be administered to children without the express written permission of parents/guardians. Once the parent/guardian completes the „Authorisation to Administer Medication Form“, each administered dose is recorded in the „Medication book“ and the „Daily register“.

12. The admin room will not be locked to allow access for designated first aid officers. A comprehensive supply of basic first aid items will be stored in a locked cabinet in the first aid room.

13. All Primary classrooms have been provided with a first aid kit. During the final week of each term first aid kits are submitted to the first aid room for replenishment. Once these first aid kits are complete each will be returned during the first week back from the term break. It is the responsibility of each teacher to have their packs replenished at the end of each term or as necessary.

14. The first aid packs are to be used by the classroom teacher during minor injuries.

15. The Principle is responsible for the first aid/admin room. During the absence of the Principle the first aid officer will resume the admin/first aid room's responsibility.

16. A sufficient number of staff are trained First Aid Level 2 and will maintain a current CPR qualification.

17. A register of qualified and trained Level 2 First Aid staff will be maintained. Date of each qualification and expiry date is recorded.

18. Teachers must collect student Action Plan packs from the general office prior to any excursions organised. Teachers are to have a refresher session with the first aid officer a day before the excursion or camps to familiarise themselves with the use of an EpiPEN, Asthma Ventolin pump or any other device that is allocated to the student attending an excursion.

19. Teachers/staff members must collect the first aid back pack from the general office before leaving school grounds to attend an excursion. Upon arrival to school from the excursion teacher/staff member must return the excursion pack to the admin room. In the event of using any item from the first aid back pack it must be taken to the first aid room for replenishment.

20. Students who are unwell will be referred to the first aid room for basic assessment. If the child is unable to return to class the parent/guardian will be contacted to collect student. In the event the parent/guardian cannot be contacted the emergency contact will be called.

21. Any student who is collected from school by parent/guardian as a result of an injury at school, or who is referred to a doctor/hospital for further assessment and treatment will be registered in the „Daily Register“ and in the „Accident/Illness Report“ for the purpose of a follow up call by Primary VP or Secondary VP. A copy of the Accident/incident report to be given to the Principal. Once a follow up has been conducted the forms are to be returned to the first aid room for filing.

22. Superficial head injuries will also be registered in the Daily Register as well as a letter sent to parent informing about the incident and advising the parent/guardian of the signs and symptoms to be aware of. A follow up courtesy call may also be conducted if concern is raised by staff.

23. First Aid officers undertake the initial care of injuries and illnesses during school hours. This should be consistent with their skills and knowledge acquired from training. If in doubt the first aid officer should refer to the family doctor to seek medical advice or arrange for assistance from emergency services. First Aid Officers are not responsible for ongoing medical care.

24. For minor injuries, basic first aid will be provided and student or staff will return to their designated area.

25. All staff are expected to be familiar with the guidelines for treating Asthma attacks, Anaphylaxis treatment and Diabetes requirements. Any refresher sessions may be organised with the school nurse upon appointment.

26. Any student who has had lice sighted on their head must be excluded from school and requested not to return until it has been treated.

27. Any student with a contagious condition must be removed from class setting and excluded from school until a clearance letter is provided by the treating doctor, as per Health (Infection Diseases) Regulations 2001-S6 – Exclusions from school for Infectious Diseases.

28. All records relating to an employee's treatment must remain confidential in accordance with the requirements of the Privacy Act 1988.

29. Schools can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.

ICMG Saturday Turkish School is steadfast to ensuring safe and appropriate administration of medication in accordance with legislative requirements. In addition to responding to the needs of the child if the child is injured or becomes ill, ICMG Saturday Turkish School is committed to as far as practicable, to provide a safe and healthy environment for all children enrolled.

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staff, parents/guardians and outline the procedures to be followed if a child requires medication.

Legislation

- Children's Service Act 1996.

- Children's Service Regulations 2009.
 - a) Regulation 31(g) required details of lawful authority to consent medication administration.

 - b) Regulation 33 requires a child's enrolment include detail of the name, address and telephone number of any person who has lawful authority to request or permit the administration of medication to the child.

 - c) Regulation 34 requires health details to be kept in child enrolment.

 - d) Regulation 36(1) and (3) outline the matters to be recorded in the Medication record.

 - e) Regulation 83(1) (2) and (3) outline the requirements for the authorising person to request medication administration.

 - f) Regulation 84 (3) outline the requirements for storage of prescribed Anaphylaxis medication on site.

 - g) Regulation 89(1) outlines the importance of parent/guardian notification of infectious disease.

- Occupational Health and Safety Act 20

