



St Francis Xavier Primary School

First Aid and Medication Policy

Rationale:

At St Francis Xavier Primary School, we believe the school requires clear guidelines regarding the application of:

- ❖ First aid to students, staff, parents and other incidents at the school requiring assistance relating to the health of individuals.
- ❖ The administering of medications required due to:
 - ongoing medical conditions such as asthma and anaphylaxis;
 - allergies caused by insect bites and/or chemical reactions, food allergies etc.;
 - short term illness required by students resuming school however needing to complete a course of medication;
 - non-prescription medications due to illness.

Purpose

At St Francis Xavier Primary School:

- ❖ the school attempts to have at its disposal all relevant and current medical information on staff and students so that incidents of a foreseeable change in medical conditions can be planned for and acted upon in an informed manner by trained first aid staff; (ICON)
- ❖ students who have medical conditions, requiring some ongoing orally administered medication at school can participate in school activities;
- ❖ the school is a safe workplace for students, staff, school community members and visitors alike and has defined areas for the safe storage of medications as well as set procedure to cope with accidents and emergencies;
- ❖ the teaching staff have at their disposal, details regarding the appropriate first aid to be administered for common medical conditions such as asthma, anaphylaxis reactions, epilepsy and diabetes;
- ❖ all staff undergo Level 2 First Aid training every 3 years (2021, 2024, etc.)

Implementation:

That all St Francis Primary School staff are made aware of:

- ❖ students in the school with existing medical conditions such as anaphylaxis, asthma, epilepsy, diabetes, allergic reactions, ADHD and the appropriate treatment if these medical conditions arise;
- ❖ students who are immune compromised as a result of medical treatment and/or congenital disease and who may be impacted by a contagious disease;
- ❖ procedures for the administering of prescription and non- prescription medications to students at school;
- ❖ procedures for treating students, and other individuals who may require first aid while at school or involved in a school sanctioned activities (i.e. excursions, camps);
- ❖ medications for specific students and school medications be stored and labelled with a photo in an area with restricted access to students (usually First Aid Room).
- ❖ that EpiPens for children with anaphylaxis be stored in the sickbay and in the classroom in the teacher's desk (top drawer) and are clearly labelled.

St Francis Xavier Primary School has a First Aid Room with well stocked first aid equipment (e.g. band aides, bandages etc.), warm water, pump action antiseptic soap, hand wipes, disposable latex gloves, paper towel, plastic sealable bags, disinfectant and detergents to clean as required, and a sharps container.

Our objective is that all St Francis Xavier staff will have current "Level 2, Senior First Aid" & "First Aid Management of Anaphylaxis" qualifications.

STUDENT RECORDS

- ❖ When students are enrolled at the school, parents are required to complete a medical details section of the enrolment form and provide an immunization certificate. When a child has a medical condition, the parents are requested to also include any emergency treatment that may be needed. This information is stored in ICON.
- ❖ Parents are advised annually (February) through a new form (Confidential Family Information) of the need to update medical records and emergency contact details. This Confidential Family Information form is sent home annually to be updated.
- ❖ Students with known medical conditions are required to have the parent and doctor complete either a Student Medical Condition Management Plan (e.g. Action Plan for Anaphylaxis or Allergy) or a Foundation Victoria's Asthma Management Plan. This is to be reviewed and updated annually. These forms detail a description of the condition, symptoms of deterioration of the condition, usual medical treatment needed at school, medical treatment if the condition deteriorates and the name and address of emergency contacts and the student's doctor. They include a current student photo.
- ❖ Copies of Medical Condition Management Plans are to be housed, within each classroom, in the First Aid Room and in the Casual Relief Teacher folders. The school office scans Management Plans to the student's records, kept on line. (ICON)
- ❖ Medical alerts/Health Emergency Information for students is shared with staff at the beginning of each year. Staff are asked to be familiar with all students with high medical/critical needs across the school.
- ❖ A photo of each child with a condition that may require specific treatment is displayed in the First Aid Room with a description of the treatment.
- ❖ Parents have a responsibility to notify the school if their child is diagnosed with a contagious illness. The school will then notify the parents via the school newsletter or a letter to parents from the grade and those with immune suppressed status.
- ❖ Staff members are encouraged to record on their personal files any relevant medical conditions, which can be accessed by the Principal in strictest confidence, as well as who to contact in the event of staff illness or a medical emergency.

STUDENT USE OF MEDICATION

St Francis Xavier Primary School discourages the administration of temporary medication during school time where it can be avoided. If there are instances where medication must be given during school time, then:

- ❖ Children requiring medication must bring a signed and dated medication consent form from their parent.
- ❖ Medication containers must be clearly marked with:
 1. student's name;
 2. the name of the medication;
 3. the dosage required and its frequency;
 4. the times that it needs to be administered;
- ❖ If medication is brought to school, it must be given to the classroom teacher who will send the medication and form from the parent to the office.
- ❖ Medication will be housed in the office or the refrigerator in the First Aid Room.
- ❖ Office staff are to record any medications administered on a SFX Medication Register.
- ❖ Medication forms are to be returned to the classroom teacher at the end of the day or days of administration to be stored with the letters of absence.
- ❖ All classroom teachers should make themselves aware of the medical conditions of their students and medications taken by the child.

- ❖ Students requiring long term administration of medication will hopefully be trained to administer their own medication with staff supervision. When this is the case, the medication will be kept in the school's First Aid Room.
- ❖ Students with asthma requiring their asthmatic reliever sprays (e.g. Ventolin, Respolin) will attend First Aid where their medication is stored and their Asthma Management Plan will be followed.
- ❖ Additional asthmatic reliever sprays (Ventolin) and spacers are to be stored in the first aid room as a spare. These are to be used by asthmatic students having breathing difficulties if they do not have their own medication.
- ❖ In an emergency and in the absence of a student's Asthma Management Plan the Emergency Action Plan as recommended by Asthma Australia will be followed. A poster detailing this plan is displayed in the first aid room.
- ❖ Children requiring a nebulizer must follow the procedure for the administration of medications and have it administered by office staff in the first aid room.
- ❖ Paracetamol will not be distributed to students without the written consent of the parent/guardian and it must be supplied by the parent. Any issuing to students must be recorded in the Medication Register.

FIRST AID

- ❖ Staff rostered onto sick bay duty are required to have a current Level 2 First Aid Certificate. This must be updated every three years.
- ❖ St Francis Xavier Primary School provides adequate first aid equipment including protective barriers such as, disposable gloves, antiseptics, disposable Expired Air Resuscitation face masks.
- ❖ All teachers in schools are now mandated to have anaphylaxis training every year.
- ❖ Staff members are required to record all first aid administered to students, staff and parents in the First Aid Register housed in the first aid room. Those of a major nature are to be recorded in the C.C.I. Accident Book, housed in the Principal's office.
- ❖ Where a student receives a bump to the head, parents/guardians must be notified and spoken to.
- ❖ First aid supplies and stocks are to be housed in the first aid room. Surplus stock is kept in the locked cupboards in the First Aid Room and will be replenished as needed by the Office Manager.
- ❖ 3 Portable first aid kits, to be used on excursions, are to be kept in the first aid room. The teacher using any supplies from these kits is to inform the First Aid Co-ordinator (SFX Office Manager) about the need to replenish the first aid bag
- ❖ Three first aid kits for use by the staff at recess and lunch times are housed in the office.
- ❖ First aid supplies are to be regularly checked and maintained by the First Aid Team (Learning Support Officers/SFX Office Manager).
- ❖ When going on an excursion the teacher in charge of a group of children is to take the General Consent forms with them and must be easily accessible should the need arise.
- ❖ An AED defibrillator is located outside the Deputy Principal's office.

SERIOUS INJURIES

In the event of a serious accident or incident to a student at school the attending staff member's primary 'duty of care' remains with the injured student at all times.

- The attending staff member should remain with the student and communicate with the front office by sending a message/urgent assistance required...card.
- An immediate decision must be made (Principal or Principal nominee) as to whether or not an ambulance is required before contacting the parents or guardians.
- Where an injured student is required to travel by ambulance to hospital, and in the absence of a parent/guardian, a staff member familiar to the student will travel with them from the site for medical treatment.
- At all times during treatment, infection control measures must be implemented e.g. gloves to be worn, isolate children if required.
- All First Aid treatment is to be recorded in the First Aid Register. The school's insurer will be contacted and relevant notification forms completed in the event of a serious injury.

- In the event of broken bones, loss of consciousness and lacerations, requiring stitches a representative of the school must contact Worksafe immediately on 13 23 60.

MINOR BUMP AND HEAD INJURY PROCEDURE

St Francis Xavier Primary School is committed to providing an immediate & effective response to any student who sustains a bump or knock to the head. The school is acutely aware of the potential severity that head injuries present and takes this responsibility seriously.

- ❖ All Head Injuries, no matter how minor must be immediately assessed in the 'First Aid Room' by a Staff Member who holds current First Aid Accreditation (Level 2) and the Principal or nominee.
- ❖ Parents/guardians must be contacted for all head bumps or injuries, no matter how minor.
- ❖ All head bumps or injuries must be recorded in the First Aid Register housed in the first aid room
- ❖ Minor bumps to the head are defined as those where the student displays no physical or cognitive symptoms after a knock, bump or blow to the head. Where a student sustains a minor bump to the head, the student will be assessed by the attending Staff Member and monitored for a minimum of 10 minutes. This allows the student to rest & for the attending Staff Members to conduct further monitoring.
- ❖ If at any time a teacher suspects that the student's condition has deteriorated they must contact the office and send the student back to 'First Aid Room' immediately. The school office manager or nominee will contact the student's parents or guardians and the student's condition will be monitored until their parents or guardians arrives to collect them.
- ❖ For more serious head injuries, immediate First Aid will be administered by the attending Staff Member, with a member of the Leadership Team notified. The student will remain in the 'First Aid Room', with their condition monitored until their parents or guardians have been contacted. It will be suggested that the parents or guardians attend the school to collect their child and seek medical advice.

This will be necessary where a head injury results in the following:

- Broken Skin
- Bleeding
- Swelling / Lump
- Bruising
- Dizziness
- Constant headache, particularly one that gets worse
- Slurred speech or confusion
- Vomiting
- Extreme irritability or other abnormal / uncharacteristic behaviour

Where a student displays the following symptoms as a result of head injury the attending Staff Member will, without hesitation, take appropriate action, which may include contacting emergency services (000).

- Stumbling or difficulty walking
- Oozing blood or watery fluid from the nose or ears
- Difficulty waking up or excessive sleepiness
- Unequal size of the pupils (the dark centre part of the eyes)
- Double vision or blurry vision
- Unusual paleness that lasts for more than an hour
- Convulsions (seizures)
- Difficulty recognizing familiar people
- Weakness of arms or legs
- Persistent ringing in the ears

Where a student receives a minor bump to the head or more serious head injury that does not result in further medical attention, parents will be advised via a phone call and/or First Aid Register to:

1. Seek medical attention if they are in anyway concerned about the condition of their child.

2. Seek immediate medical attention if any of the following symptoms are displayed within 8 hours of the incident:
 - Constant headache, particularly one that gets worse;
 - Slurred speech or confusion;
 - Nausea or vomiting;
 - Extreme irritability or other abnormal behaviour;
 - Increased drowsiness;
 - Lack of concentration, confusion or disorientation;
 - Dizziness or loss of balance;
 - Blurred or double vision;
 - Difficulty recognizing familiar people;
 - Weakness of arms or legs;
 - Persistent ringing in the ears.

BLOOD SPILL & NEEDLE STICK GUIDELINES

St Francis Xavier Primary School ensures that all teaching, non-teaching staff & casual relief teachers use safe practices in the management of blood spills and other body fluids to minimise the risk of transmission of infectious diseases, including bacterial and viral infections.

- ❖ Blood or body fluid spills will be attended to by a teaching or non-teaching staff member immediately.
- ❖ Students who are bleeding will be escorted to the First Aid room where they will be treated, unless it can be safely done so using the class or yard duty first aid kit.
- ❖ In the event of a student sustaining an injury where there is bleeding, they must be escorted from the playground or sporting oval to the First Aid Room for attention, unless it is inappropriate to do so & adds risk of further injury.
- ❖ All wounds are to be treated, dressed and covered.
- ❖ The school will provide students with alternative clothing should their garments be infected with blood or body fluids.
- ❖ All parents/guardians will be immediately made aware of any incident where their child has been treated in the first aid room for bleeding or a loss of body fluids, or if their child has been involved with another bleeding child.

NEEDLES/SYRINGES

In the event that a needle or syringe is located on the St Francis Xavier Primary School site the school does maintain an approved disposal container for discarded needles, stored out of reach of students in the First Aid room. Upon discovering a needle or syringe on the school site staff members, non-teaching staff or casual relief teachers must report it to a member of the leadership team immediately. The area must be cordoned off to prevent students entering.

Disposal of Syringes

The attending staff member must:

- Put on single-use gloves;
 - Place the SHARPS DISPOSAL container on the ground next to the syringe;
 - Using tongs, pick up the needle syringe from the middle keeping the sharp end away from themselves and place it in the disposal container, needle point down;
 - Note: Never try to recap a needle, even if the cap is also discarded;
 - Screw or close the lid of the disposal unit (sharps container);
 - Rinse the tongs under HOT water;
 - Remove gloves and place them in a plastic bag. Seal the bag and dispose of it in a rubbish bin;
 - Wash hands in warm soapy water and dry thoroughly;
 - Deliver the disposal unit (sharps container) to a member of the Leadership Team for appropriate disposal.
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- ❖ All children are to be trained annually in the action to take if they find a stray syringe.
 - ❖ Where possible, an older responsible child is to "guard" the syringe while another child goes to notify a staff member

NEEDLE STICK INJURIES

In the unfortunate event that a staff member, non-teaching staff member, casual relief teacher, contractor, student, parent or visitor sustains a needle stick injury.

- The injured area must be immediately flushed with flowing water.
- Wash the affected area with warm soapy water, then pat dry.
- Cover the wound with waterproof dressing.
- Report the injury to a member of the Leadership team immediately.
- The injured person must arrange to seek medical attention and advice from their doctor as soon as is reasonably practicable.
- If a student sustains a needle stick injury, their parents or guardian must be contacted immediately, with a member of the Leadership Team accompanying the student to the nearest doctor/medical centre.

Evaluation

This policy will be reviewed as part of the school's review cycle, or as changes may arise due to changes of procedures.