

## The Avenue School

### Policy & Procedure Document

Policy number	4.10	Version	1.0
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Student Welfare		

### Title: Care Arrangements For Ill Students

#### Purpose

This policy is designed to ensure that The Avenue School carries out specific care arrangements and first aid needs for students who may become unwell at the school or on an approved activity.

#### Aims

- To ensure that first aid facilities are provided.
- To ensure that anaphylaxis and asthma management kits are provided for emergencies.
- To ensure that sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice.
- To ensure that staff response to a first aid issue is appropriate.
- To ensure that appropriate first aid equipment is available in the case of illness or injury.

#### First Aid Definition

First aid involves emergency treatment and support to preserve life through:

- Clearing and maintaining open airways.
- Restoring breathing or circulation.
- Monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse.
- Protect a person, particularly if they are unconscious.
- Prevent a condition worsening.
- Promote recovery.

#### Implementation

##### Principal's Obligations:

The Principal is responsible for:

- Assisting teachers, youth workers and staff to support student health and wellbeing.
- Ensuring all students requiring support have a student health & wellbeing plan and the appropriate first aid response noted in the plan.
- Ensuring that processes are followed so student's emergency contact details are up to date.
- Ensuring that all medications that may be held for a student's medical needs are within their use-by-date.

Page No:	1	Date:	8/12/2024
Care Arrangements for Ill Students Policy			

- Working with staff to conduct regular reviews of care strategies and risk assessment processes and develop new care strategies to raise awareness in the school community about health and safety issues to strengthen the care response provided.

## **First Aid Response**

### Identified health need:

First aid requirements for students with identified health care needs will be documented in the Student Wellbeing Plan or Anaphylaxis or Asthma Management Plan.

A photo of each student and a description of their health care needs are provided to First Aid officers, teachers and other staff as deemed necessary.

### **Care of a Student who is Unwell or Injured:**

If a student is sick or receives an injury when at school, the Principal is notified to oversee their care. Unwell or injured students may need to leave the classroom and attend the first aid room. They will be looked after by the youth worker or support staff member. The classroom teacher or teacher on duty ensures the student is not left alone.

If a student feels unwell, a staff member will make an assessment of signs and symptoms and take action accordingly, including notifying the parent or emergency contact. If there is any concern about the student's immediate condition being of a serious nature, or a sense that the student's condition is deteriorating an ambulance will be called.

If a student needs first aid, a staff member with first aid qualifications will attend to the student and will arrange for supervision until the student is able to return to class. If the student is not well enough to return to class, their parent/guardian will be contacted to arrange for their return home. First aid equipment and materials are located in the office and first aid room. Ice packs are located in the freezer, in the common kitchen area.

In the event of a student needing medical attention, staff will attempt to contact the parent to advise them. If the student needs to lie down, a folding bed, clean linen, pillow and blanket are available in the first aid room.

If a student is sick or injured outside class time, students are advised to attend the office where measures for care as outlined above will be instigated.

An ambulance will be called in the following circumstances:

- Loss of consciousness, even if only briefly.
- A less than alert conscious state.
- Suspicion of a fracture.
- Suspicion of a spinal injury.
- Damage to eyes or ears.
- Deep open wounds.
- Or any other apparent medical emergency

Details of any actions taken will be recorded on an incident report form and on the Student Management System.

Page No:	2	Date:	8/12/2024
Care Arrangements for Ill Students Policy			

## **Asthma/Anaphylaxis Management:**

Asthma/Anaphylaxis emergency first aid kits are available at the office. Kits must be taken on off-site activities/excursions.

### The emergency asthma kit contains:

- Blue/grey reliever medication such as Asmol or Ventolin.
- Disposable spacer devices (used to assist with the effective inhalation of the reliever medication).
- Clear written instructions on how to use these medications/devices and steps to be taken in treating a severe asthma attack.
- A record sheet/log for recording the details of a first aid incident, such as the number of puffs administered.

### The emergency anaphylaxis kit contains:

- EpiPen
- Clear written instructions on how to use an EpiPen and steps to be taken in treating anaphylaxis.

## **First Aid Equipment:**

A First Aid station is located in the office and in the first aid room. Any medication provided by a student's parent/carer or adult/independent student is to be stored separately from the first aid equipment.

A comprehensive list of recommended contents are available via:

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/resources>

Portable first aid kits are available for excursions and yard duty.

These kits should contain:

- Two pairs of single use nitrile gloves.
- Sterile saline sachets or ampoules for irrigating eyes and minor wounds.
- Gauze and band aids.
- A resuscitation face mask.

## **Associated Documents:**

- First Aid Policy
- First Aid Equipment Checklist
- Distribution of Medication Policy
- Medication Authority Form
- Medical Information Form