
First Aid and Health Management Policy and Procedures



St Columba College
A joint Anglican and Catholic College

First Aid and Health Management Policy

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ACKNOWLEDGEMENTS

Acknowledgement of Country

St Columba College Munno Para Inc. acknowledges the first custodians of Australia - First Nations Peoples - and we pay our respects to elders, past, present and future.

Work, Health and Safety Acknowledgement

St Columba College is committed to protecting the health and wellbeing of all who are involved in the College Community. There is a distinct alignment between Work Health and Safety (WHS) principles and the Anglican and Catholic values we espouse. An "ethic of care" for self and for each other's safety and wellbeing underpins the goals of WHS. St Columba College is committed to the development and maintenance of a best practice WHS culture and endeavours to assist all personnel to implement its legal and policy responsibilities as crucial features of safe and vibrant school communities.

DOCUMENT CONTROL

Policy Leader	Principal
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Approval Authority	St Columba College Council
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First Aid and Health Management Policy

1. Preamble

- 1.1 St Columba College is committed to excellence in all areas of College life. This includes ensuring the obligations under the WHS Act to provide first aid services to students, staff, contractors, visitors and volunteers are met. This includes providing first aid response to staff and students in a manner that ensures that the health of students and staff is a priority and acted upon in an appropriate manner.
- 1.2 This policy outlines the roles and procedures that are in place within the College for the management and administration of first aid, management and administration of prescribed and non-prescribed medication to students, procedures for medical incidents, ambulance callouts and procedures for the use of Automated External Defibrillator (AED).

2. Definitions

- 2.1 "Parent" as used within the context of this document is to be defined as the primary caregiver and, in accordance with such usage, may be the birth parent, adoptive parent, legal guardian, foster parent, or caregiver. It is assumed, unless advised otherwise, that the person(s) who have the primary care of the child also have the authority to speak on their behalf regarding health care and medication.
- 2.2 "Medication" as used within the context of this document is a substance taken to prevent illness or pain and/or maintain or promote health. The term medication includes all substances administered for a therapeutic purpose as part of prescribed care. Therapeutic substances include synthetic chemicals, herbal extracts, vitamins, minerals, oxygen and blood/blood products. Therapeutic substances come in many forms and may be ingested, inhaled, injected, inserted or applied. (Australian Health Practitioner Regulation Agency standards for medication management).

3. Aims

- 3.1 Work with parents, staff and students in the process of managing student's medical information and medication requirements on a daily basis.
- 3.2 Ensure staff are trained in the management and administration of student medication.
- 3.3 Minimise the risks involved with the administration of medication in the school environment.
- 3.4 Follow established WHS guidelines, local State and Federal legislation and Australian Health Practitioner Regulation Agency legislation, regarding the administration of medications to students.

4. Roles

4.1 Role of College Council

- 4.1.1 Ensure that a First Aid and Health Management Policy and procedures are in place.
- 4.1.2 Review the First Aid and Health Management Policy on a regular basis.
- 4.1.3 Support the Principal in ensuring that resources are in place to support first aid procedures.

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4.2 Role of Principal

- 4.2.1 Ensure that the First Aid and Health Management Policy is implemented.
- 4.2.2 Support the College Nurse and Senior First Aid Officers to ensure that procedures are consistent across the College.
- 4.2.3 Provide opportunities for the staff to access training in the administration of medication to students.
- 4.2.4 Ensure that all staff obtain and regularly update BELS (Basic Emergency Life Support) first aid qualifications.
- 4.2.5 Maintain student and parent confidentiality with regard to all medical information obtained in consultation, or in writing.
- 4.2.6 Ensure that training is up to date and undertaken by all senior first aiders.
- 4.2.7 Implement Critical Response Policy and debriefing following an event.

4.3 Role of College Nurse/ First Aid Officer

- 4.3.1 Consult with parents regarding their child's medical condition and medication requirements.
- 4.3.2 Maintain student and parent confidentiality with regard to all medical information obtained in consultation or in writing.
- 4.3.3 Keep parents informed about ongoing management and administration of their child's medication.
- 4.3.4 Follow all College Procedures in relation to the management and administration of student medication.
- 4.3.5 Administer medication safely and effectively.

4.4 Role of Parents

- 4.4.1 Provide the College with relevant details of student's health requirements, complete medication authorisation forms as required, and consult with the College Nurse as the need arises.
- 4.4.2 Follow all College Procedures in relation to the management and administration of student medication.
- 4.4.3 Obtain written authorisation for the College Nurse/First Aid personnel to administer medication from their child's medical practitioner.
- 4.4.4 Supply the College Nurse/First Aid personnel with medication their child requires, to be brought to the College Office by a responsible adult.
- 4.4.5 Medication to be provided in its original container, and must be labelled clearly, including the student's enrolment name, the name of the drug, dosage amount, administration procedure, the time and interval of the dose.
- 4.4.6 Notify the College in writing of any change to the administration of their child's medication (e.g. dose to be given).
- 4.4.7 Collect medication when requested to do so by the College Nurse or First Aid personnel.

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4.5 Role of Prescribing Professional

- 4.5.1 Provide necessary authorisation in writing as required by College Policy and Australian Health Practitioner Regulation Agency.
- 4.5.2 Provide feedback, support, and consultation, if required, in the process of preparing and administering a Student Health Management/Care Plan.

4.6 Role of Teachers

- 4.6.1 Be aware of the Medical/health alerts for each student in each class they teach.
- 4.6.2 Adhere and follow student action plans at all times.
- 4.6.3 Report all concerns to Head of School.
- 4.6.4 Communicate with College Nurse/First Aid officer any concerns regarding the health needs of individual students.
- 4.6.5 Maintain confidentiality.

4.7 Role of Students

- 4.7.1 Comply with any Medical Management Plan as agreed upon by the College Nurse and the student's parents.
- 4.7.2 Notify the College Nurse/First Aid Officer of any unusual side effects whilst taking medication.
- 4.7.3 Present themselves at the predetermined time to receive their medication, or request medication from first aid officers when required.
- 4.7.4 Must not carry or have in their possession any medication other than Asthma medication, whilst under the care of St Columba Staff. There must be a yearly updated Asthma plan at the College for this to apply.
- 4.7.5 Must not share/give any medication to other students.
- 4.7.6 Inform the teacher when needing to attend the first aid room for medication.

5. Confidentiality

- 5.1 Confidentiality is a central issue in establishing who has a need to know students' medical details. Concern for students' rights to privacy requires that their health needs be discussed with understanding and sensitivity.
- 5.2 The College uses and manages personal information as per the National Privacy Principles contained in the Privacy Act 1988 and the St Columba College Privacy Policy.

6. Documentation

- 6.1 All student medical information and first aid assistance is documented in the College's data system.
- 6.2 The College Nurse/First Aid Officer provides student with documentation for parents of any medication administered and or first aid given, when deemed necessary.

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7. Medication and Storage

- 7.1 Medications are stored in a locked cabinet accessible only to authorised personnel and an ongoing updated register of all medication is kept in each first aid room. The student medication register is monitored through student health plans and is overseen by the College Nurse. Medications are stored in the following ways:
- The medication needs to be in the original container.
 - Information on the container includes the student's enrolment name, the name of the drug, dosage amount, administration procedure, and the time interval of the dose.
 - The parent has requested in writing that the medication be administered at school.
 - Authorisation has been documented by the prescribing medical practitioner.
 - The College Nurse, based on nursing assessment, determines that the medication can be given at school, and it is deemed necessary for the medication to be administered during school hours.
 - The administration of medication in no way violates Australian Health Practitioner Regulation agency standards.
- 7.2 A medication administration register is kept to enter the date, time and dosage of the medication given, and these details are entered by the staff member at the time of administration.
- 7.3 Medication will not be administered that is past its manufacturer's use-by date. A notice will be sent to parents requesting a re-supply of medication, or in a situation where time is a factor, parents rung and a 'best option' decision made.
- 7.4 Staff are neither required nor expected to give medication for which they do not have adequate information and/or the required professional qualifications or skills.
- 7.5 Checking of dosage and correct medication is required by two staff members.
- 7.6 Student supplied EpiPen will be kept in an unlocked cabinet in the first aid room, designated by the year level of the student.
- 7.7 In accordance with general Work Health and Safety requirements, the College will ensure that all drugs are kept in secure locations and records of all stored drugs are kept by staff.
- 7.8 Stimulant (Schedule 8) medication (Methylphenidate [Ritalin™ or Attenta™] and Dexamphetamine) requires particular care in administration and to be securely kept in a locked cabinet whilst on campus.

8. Monitoring the effects of Medication

- 8.1. Staff are not medically trained and therefore cannot be expected to monitor the effects of medication. However, if an unexpected response to medication is observed, staff should apply standard first aid emergency procedures and consult with parents.

9. Emergency care

- 9.1. Emergency medication such as reliever inhalers will be administered where appropriate in emergency situations, when no up to date Asthma plan is in place and an ambulance called.

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- 9.2. When this is a pre-existing health issue, it is not covered by the College accident emergency insurance and the parent/caregiver will be responsible for the cost of emergency transport and care.
- 9.3. Emergency medication for specific conditions may require the school to arrange for specific staff to obtain training, resulting in the appropriate credentials/expertise.

10. Long Term Medical Conditions

- 10.1. For a student with a defined medical condition and the possibility of specific emergency treatment, it is recommended that a Medical Health Plan be developed with the parents, doctor, College Nurse, Director of Inclusive Education, Principal or any other agency deemed necessary in the child's ongoing care.
- 10.2. The medical action plan would supply essential medical information, identify procedures to ensure swift responses to emergencies and provide information to help monitor the student's health and reassessment procedures.
- 10.3. Emergency medication for specific conditions may require the school to arrange for specific staff to obtain training resulting in the appropriate credentials.
- 10.4. Staff would be given access to the Students Health/Medication care plans when applicable.

11. Procedures

11.1 Medical Incident

- 11.1.1 In the case of a student feeling ill, or a medical incident, the Teacher should assess the situation to decide whether the child should be sent to the First Aid Office or contact the College Nurse to attend the casualty immediately. College Nurse and Senior First Aider are dispatched to the classroom or outdoor area. A First Aid Kit and a mobile phone are to be taken to the scene by the Senior First Aider. When the College Nurse attends the scene the Senior First Aider will then act as a support to the College Nurse and the casualty. If the College Nurse is not available, then a second first aider will attend the scene.
- 11.1.2 When attending to the casualty the first person on the scene assesses the injury or illness. If there is any doubt about the severity of the illness/injury or the need for an ambulance, err on the side of calling an ambulance immediately. If no ambulance is required the student is to be transported back to the First Aid Room either by wheelchair or by walking the child back to the First Aid Room.
- 11.1.3 If a student is to be sent to the First Aid Officer, a Medical Pass should accompany the child, stating the symptoms.
- 11.1.4 The College Nurse or Student Services Senior First Aider will then determine whether the child should:
 - a) Lie down in the sick room for a short recovery period of no longer than thirty (30) minutes, after which time, the parents will be informed by the Student Services Senior First Aider and asked to collect their child.
 - b) When the College Nurse is not present, the Student Services Senior First Aider is responsible for making regular checks on the condition of students using the sick room.
 - c) Student Services Senior First Aider must check all medical alerts on Synergetic including the medical details tab.

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- d) Parents will be informed immediately by the Student Services Senior First Aider and asked to collect their child immediately if it is apparent that the student is suffering any form of stress which would not be resolved by a thirty minute rest.
- e) The Student Services Senior First Aiders are to document all first aid treatment administered to a sick and/or injured students in Synergetic. Information which they must include is the complaint, the treatment administered, name of child, and time in and out of the sick room.

11.2 The Sick Room

11.2.1 There are limited sick beds across the three campuses of the College. Procedures for use of beds are as follows:

- a) Any child lying down in the sick room should have been referred by the College Nurse or Student Services Senior First Aider.
- b) The College Nurse, Student Services Senior First Aider and the Teacher will monitor when it is appropriate for the child to return to their classroom, wherever possible after consultation with parents.
- c) Should they decide that the child is too unwell to return to the classroom, arrangements should be made for the child to be collected by parents as soon as possible.
- d) Visitors are not permitted to visit a sick friend in the sick room as it is inappropriate for other students to be exposed to the risk, however slight, of contracting an illness. The presence of other students can also be distressing for a child who may be using another recovery bed.

11.3 Sending Students Home

11.3.1 If the College Nurse or Student Services Senior First Aider deems it necessary that a child be sent home, the parents is to be contacted and asked to collect the child as soon as possible.

11.3.2 Only Senior School students are allowed to go home by themselves during the day, after first contacting a parents by telephone and gaining permission.

11.3.3 Where a parents cannot be contacted, then the child must remain at school, either in the sick room or classroom, until the end of the school day.

11.3.4 Every effort will be made by the College Nurse or Student Services Senior First Aider to make contact with a parents so that arrangements can be made for the sick student to go home.

11.3.5 Emergency contacts listed in Synergetic are able to collect sick/ injured students from the College.

11.4 Administration of Medicine

11.4.1 Many students will at some time need to take medication during the school day. Most students will require only short term medications for treatment of common conditions such as infections and pain relief. Some students will require ongoing medication for chronic conditions such as asthma, diabetes and epilepsy.

11.4.2 Where medication must be taken by a student during school hours, the College will:

- a) Have received a medication plan signed by a doctor and parents information in relation to the administration of the medication, including dosage, time of administration, method of administration and possible reactions/side effects.

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- b) If the medication is prescription medication, the medication is to be provided to the College Nurse or Student Services Senior First Aider for storage and administration.
- c) Ensure that medication is provided to the student as and when required.

- 11.4.3 The Medication "Drug Chart" must record the time and dosage each time medication is taken by a student.
- 11.4.4 Where possible, permit students to administer their own medication, under supervision of the College Nurse or Student Services Senior First Aider. The supervising adult should ensure the medication is taken safely and in accordance with instructions.
- 11.4.5 In some cases, Senior First Aid Officer may need to be trained to administer medication such as an insulin injection.

11.5 Ambulance Callout

- 11.5.1 A medical emergency is an event that has impacted on the physical and mental safety and wellbeing of a person.
- 11.5.2 School Ambulance Cover will be provided to students only from incidents resulting from accidents where there is no known or recorded history of a pre-existing condition.
- 11.5.3 If there is any doubt about the severity of an illness/injury or the need for an ambulance, the procedures reinforces the need to err on the side of calling an ambulance.
- 11.5.4 In calling for an ambulance, a member of the Leadership Team will be notified.
- 11.5.5 Costs resulting from an ambulance callout and whether a person or family can afford ambulance service is not a consideration in making the decision to call an ambulance in an emergency.
- 11.5.6 Costs resulting from an ambulance callout for a staff member whose medical emergency is work related will have costs covered under WorkCover. For all other medical emergencies, staff are encouraged to purchase their own ambulance cover.
- 11.5.7 All staff must be familiar with the following so they can respond effectively and efficiently if asked to call an ambulance or assist in an emergency.

12. Emergency

12.1 Incident in a Classroom or Outdoor Area

- 12.1.1 College Nurse and Senior First Aider dispatched to the classroom or outdoor area. A First Aid Kit and a mobile phone are to be taken to the scene by the Senior First Aider. When the College Nurse attends the scene the Senior First Aider will then act as a support to the College Nurse and the casualty. If the College Nurse is not available, then a second first aider will attend the scene.
- 12.1.2 Student Services Officer to inform a member of the Leadership Team of the emergency.
- 12.1.3 First person on the scene will assess the injury or illness. If there is any doubt about the severity of the illness/injury or the need for an ambulance, err on the side of calling an ambulance immediately.
- 12.1.4 Student Services Officer will initially call and inform parents/caregivers that an incident has occurred.

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- 12.1.5 A member of the Leadership Team will then liaise with Parents/caregivers with information relating to the incident.
 - 12.1.6 Dial 000 for an ambulance in an emergency. Dial 112 for mobile phone.
 - 12.1.7 The caller is requested to remain with the person delivering first aid as they will need to relay information between them and the ambulance service.
 - 12.1.8 When 000 is answered, the operator will ask which service is required. Answer Ambulance and stay on the phone. Stay calm and speak slowly.
 - 12.1.9 Further information will be required including state, town and details regarding access to the site.
 - 12.1.10 A standard set of questions will be asked by the Emergency Service Operator about whether the casualty is breathing and conscious. This is why the caller needs to remain with the casualty and the College Nurse.
 - 12.1.11 The call is not to be disconnected until instructed by the ambulance service.
 - 12.1.12 When the ambulance is called, where possible arrange for someone to meet the ambulance at the entrance of the location and direct the ambulance to the casualty.
 - 12.1.13 If the casualty is a student, a college staff member will accompany the casualty to the hospital and stay with them until a parent/caregiver arrives.
- 12.2 Casualty brought to the First Aid Room**
- 12.2.1 College Nurse or Student Services Senior First Aider is to assess the injury or illness. If there is any doubt about the severity of the illness/injury or the need for an ambulance, err on the side of calling an ambulance immediately. When College Nurse attends the scene the Student Services Senior First Aider will then act as a support to College Nurse and the casualty.
 - 12.2.2 Dial 000 for an ambulance in an emergency. Dial 112 for mobile phone.
 - 12.2.3 The caller is requested to remain with the person delivering first aid as they will need to relay information between them and the ambulance service.
 - 12.2.4 When 000 is answered, the operator will ask which service is required. Answer Ambulance and stay on the phone. Stay calm and speak slowly.
 - 12.2.5 Further information will be required including state, town and details regarding access to the site.
 - 12.2.6 A standard set of questions will be asked by the Emergency Service Operator about whether the casualty is breathing and conscious. This is why the caller needs to remain with the casualty and the College Nurse.
 - 12.2.7 The call is not to be disconnected until instructed by the ambulance service.
 - 12.2.8 When the ambulance is called, where possible arrange for someone to meet the ambulance at the entrance of the location and direct the ambulance to the casualty.
 - 12.2.9 If the casualty is a student, a college staff member will accompany them to the hospital and stay with them until parents/caregivers arrives.
 - 12.2.10 Student Services Officer to inform a member of the Leadership Team of the emergency.

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12.2.11 Student Services Officer will initially call and inform parents/caregivers that an incident has occurred.

12.2.12 A member of the Leadership Team will then liaise with parents/caregivers with information relating to the incident.

12.3 Incident Occurring on Excursion

12.3.1 A BELS Trained Staff member is to assess the injury or illness. If there is any doubt about the severity of the illness/injury or the need for an ambulance, err on the side of calling an ambulance immediately.

12.3.2 Dial 000 for an ambulance in an emergency. Dial 112 for mobile phone.

12.3.3 The caller is requested to remain with the person delivering first aid as they will need to relay information between them and the ambulance service.

12.3.4 When 000 is answered, the operator will ask which service is required. Answer Ambulance and stay on the phone. Stay calm and speak slowly.

12.3.5 Further information will be required including state, town and details regarding access to the site.

12.3.6 A standard set of questions will be asked by the Emergency Service Operator about whether the casualty is breathing and conscious.

12.3.7 The call is not to be disconnected until instructed by the ambulance service.

12.3.8 When the ambulance is called, where possible arrange for someone to meet the ambulance at the entrance of the location and direct the ambulance to the casualty.

12.3.9 If the casualty is a student, a College staff member will accompany them to the hospital and stay with them until parents arrives.

12.3.10 A staff member on the Excursion is to inform a member of the Leadership Team of an emergency immediately with information regarding the incident and the hospital where the casualty was sent.

12.3.11 A member of the Leadership Team will liaise with the Excursion group as to whether the group must return to the College. Staff/Student ratios and the level of distress from students must be considered.

12.3.12 A member of the Leadership Team will initially call and inform parents that an incident has occurred.

12.3.13 A member of the Leadership Team will then liaise with parents with information relating to the incident.

12.3.14 Staff member transferred to hospital with casualty will liaise with a member of the Leadership Team regarding the best procedure on how to return to the College once parents arrives.

13. Automated External Defibrillator (AED)

13.1. Sudden Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation. This erratic and ineffective electrical heart rhythm causes complete cessation of the hearts normal function of pumping blood resulting in sudden death. The most effective

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treatment for this condition is the administration of an electrical current to the heart by a defibrillator. An AED is used to treat victims who experience sudden cardiac arrest. It is only applied to victims who are unconscious, without pulse, signs of circulation and normal breathing.

- 13.2. The AED is located at Student Services in each campus.