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## *DEBNEY MEADOWS PRIMARY SCHOOL*

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### First Aid Policy

#### 1. POLICY STATEMENT

At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term first aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs.

Debney Meadows Primary School has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

This policy has been developed to assist supporting student health within a school environment in a pro-active manner.

#### 2. GUIDELINES

2.1 Generally, schools are unable to provide for ill and recuperating students. Teachers require students to have relatively stable health and clear care plans. For example, teachers can generally safely supervise a child with a chronic health condition such as asthma or diabetes where the individual's health is relatively stable and predictable and care recommendations have been documented and agreed to by the school. If, however, a student has recently contracted an illness, is infectious and/or needs rest and recuperation, his or her care generally should be the responsibility of the family.

2.2 The school principal will ensure that families understand and follow the school's health support procedures.

2.3 At the initial meeting with families, prior to acceptance of enrolment, the principal or their nominees should specifically ask whether a child or student has any individual emergency or routine health and personal care support needs, such as: predictable emergency first aid associated with, for example, anaphylaxis (severe, life threatening allergy), seizure management or diabetes routine supervision for health care safety, such as supervision of medication personal care, including assistance with personal hygiene, continence care, eating and drinking transfers and positioning, and use of health related equipment.

2.4 Parents/carers are primarily responsible for the health and wellbeing of their children.

2.5 The school principal will ensure that allocation of staff duties anticipates predictable short and long-term health support needs of children and students in their care.

2.6 First Aid support in the school will be provided in response to unpredictable illness or injury.

### 3. PROGRAM

3.1.1 Debney Meadows Primary School has procedures for supporting student health for students with identified health needs (see Appendix A) and will provide a basic first aid response to ill or injured students due to unforeseen circumstances (see Appendix B) and requiring emergency assistance.

3.1.2 The first-aider will seek emergency assistance in situations where his or her training is not sufficient to keep the student safe. First aid trained staff should not have to wait for parent or guardian approval to take this emergency action. Delays could compromise safety. The first-aider should, however, notify the child's or student's emergency contact person as a matter of priority to inform him or her of the action taken. School procedures should ensure parents/carers are aware of, and accept, this policy with its associated obligation for payment by families for ambulance and other emergency services.

3.2 It is the principal's responsibility to:

- alert families to the need for health care plans if children or students need individual support
- develop, monitor and review the school's health support procedures
- manage health support planning
- involve relevant teachers in health support planning
- manage confidentiality
- ensure staff training requirements are fulfilled
- ensure delegated staff responsibilities reflect duty statements
- ensure facility standards are met
- be aware of health care services which visit the school
- manage archives of documented information (See Appendix A: Management of Students with Health Care Needs)

3.3.1 If there is an indication that individual health care may be needed by a student, the parent/carer should be asked to provide a health care plan, written by a relevant health professional. The care plan should document recommended emergency and routine health

and personal care support for the child or student. Information about medical conditions (such as asthma, epilepsy and incontinence) must be provided by a doctor or, in some cases, a clinical nurse consultant working under the direction of a doctor. A therapist (for example, a physiotherapist or a speech pathologist) will usually document information about therapeutic such as transfers and positioning, and mealtime assistance.

3.3.2 Some students will have a health care need identified after enrolment. The same steps should be followed. An interim health support plan might be needed.

3.4 It is the responsibility of parents/carers to:

- provide relevant health care information to the school
- liaise with health professionals to provide care plans which create minimum disruption to learning programs
- assist children or students for whom they are responsible to self manage, as much as is safe and practical, their health and personal care needs (See Appendix A: Management of Students with Health Care Needs)

3.5 It is the responsibility of parents/carers to:

- administer first aid for unpredictable illness or injury
- coordinate provision of first aid, including monitoring of equipment and facilities
- administer additional individual first aid support as negotiated (for example, administration of adrenalin via Epi-Pen for anaphylaxis)

Note: Invasive emergency care (such as administration of rectal diazepam for seizure management) is not a standard first aid procedure and so requires the involvement of a registered nurse. (See Appendix B: First Aid Care Procedures)

3.6 The school will have a number of teachers and educational support staff trained in first aid able to treat unpredictable illness or injury.

One member of staff will be delegated the task of coordinating first aid procedures, supervising the first aid facility and maintaining and securing the contents of the school's first aid kit. A relief staff member will be nominated in the event of the absence of the first aid coordinator. Other staff with first aid qualifications will be identified and available to assist. (See Appendix B: First Aid Care Procedures)

#### 4. LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- <http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/environment/4-5.pdf>
- <http://www.education.vic.gov.au/hr/ohs/health/firstaid.htm>
- <http://www.education.vic.gov.au/hr/ohs/hazards/Firstaid.htm>
- <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm>
- <https://www.eduweb.vic.gov.au/edulibrary/Schools/Forms/General%20School%20Forms/medication%20authority%20form-frm-v1.0-may%202008.doc>
- <https://www.eduweb.vic.gov.au/edulibrary/Schools/Forms/General%20School%20Forms/medication%20administration%20log-tmp-v1.0-may%202008.doc>

Appendices which are connected with this policy are:

## 5. EVALUATION