

# **ST EUPHEMIA COLLEGE**

**K-12**



## **STUDENT MEDICAL NEEDS AND FIRST AID PROCEDURES 2014**

## **Introduction**

These Procedures are to be read in conjunction with the Student Medical Needs and First Aid Policy of St Euphemia College.

## **Procedures**

### **Individual Student Health Care Plans**

The following procedures support the promotion of student health for students with identified health needs and will provide a basic first aid response to ill or injured students.

The Enrolment Form contains a section on Medical Information where parents or caregivers state whether their children suffer from any medical condition. Permission should be given from parents or caregivers to obtain medical information on the children's condition and treatment from the children's doctor in an emergency situation where the School needs more information and advice than is available on the student's health care plan.

If there is an indication a student may need individual health care, the parent or caregiver should be asked to provide a health care plan, written by a relevant health professional. A health care plan must be provided if a student:

- is diagnosed with asthma, type 1 diabetes, epilepsy or anaphylaxis
- is diagnosed as being at risk of an emergency
- requires the administration of health care procedures.

The Principal/Delegated Authority has the discretion to request a written individual health care plan. The decision will be guided by circumstances where the Principal/Delegated Authority judges where it is considered the plan will assist the needs of the student.

Staff involved in the administration of individual health care plans including prescribed medications, need to be informed of the plan.

The individual health care plan will:

- Specify the student's specific health care needs
- specify the student's specific health care needs
- describe agreed actions to meet these needs
- include emergency phone numbers for ambulance, the parent or caregiver and an emergency contact
- include attachments as relevant such as:
  - an emergency care/response plan
  - a statement of the agreed responsibilities of different people involved in support
  - a schedule for the administration of prescribed medication.

The development of the individual health care plan may incorporate a risk management process to manage risk to the student, other students or staff.

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

### **First Aid Care Procedures**

All staff at St Euphemia College are trained in first aid.

## **Administration Staff Duties**

The Administration Staff are required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent or caregiver notifications.

The Administration Staff are expected to:

- ensure details of students' health needs are recorded on the School's database
- ensure Action Plans are located with the student's emergency medication or equipment
- ensure that equipment, medication and consumables used to treat students' health conditions are:
  - stored in the original container and in accordance with the manufacturer's recommendations
  - readily accessible at all times (eg not locked in a cupboard or room)
  - available for use by the students for School activities held out of School hours, eg camps, cocurricular clubs, excursions, after school sport and training
- administer medications if qualified to do so
- administer first aid in accordance with policy and procedures
- take care of students who become ill and keep them comfortable and safe until their parents or caregivers arrive to pick them up
- contact parents or caregivers of students who have been injured or have become ill
- handle enquiries from parents or caregivers
- attend staff meetings to become familiar with the medical needs of students
- support the Principal/Delegated Authority, teaching staff and students
- ensure first aid qualifications are current and up to date
- record the following in the 'Register of Injuries and First Aid Treatment'
  - head injuries
  - eye injuries
  - sprains and strains
  - deep cuts
  - burns
  - allergic reactions
  - difficulties in breathing
  - fainting
  - seizures
  - excessive bleeding
  - loss of consciousness
- record whenever medication is administered, or serious injuries occur
- ensure students are signed out by parents or caregivers, upon their arrival, due to illness and/or injury
- report immediately to the Principal/Delegated Authority of any serious injury or illness
- maintain and restock the School's first aid supplies.

## **Procedures for Medical Treatment**

In the event of a student requiring medical attention, an attempt will be made to contact the parents or caregivers before calling for medical attention except in an extreme emergency.

Accidents and injuries are recorded on the Student Accident/Incident Form as specified in the Policy (see Appendix 1).

A Record of First Aid Treatment will be kept in the Administration Office.

First aid kits will be available for all groups that leave the School on excursions/camps/sport.

Portable first aid kits for the Primary School are available for staff on playground duty. These kits will contain:

- plastic gloves
- sterilised wipes
- gauze and bandaids
- first aid pass to take to Sick Bay.

The School will contact parents, caregivers or emergency contacts for the following occurrences:

- head injuries
- eye injuries
- sprains and strains
- deep cuts
- burns
- allergic reactions
- difficulties in breathing
- fainting
- seizures
- excessive bleeding
- loss of consciousness.

### **Illness**

In the case of a student who is ill, a note should be given by the teacher for the student to present at Sick Bay. (Appendix 2)

High School teachers need to consider sending a peer to accompany the sick student to Sick Bay. In Primary, students will be sent to Sick Bay accompanied by a peer.

### **Serious Accidents Procedures**

In the event of serious accidents/injuries the School Principal/Delegated Authority must be notified immediately and appropriate first aid will be administered.

Serious accidents include:

- head injuries
- eye injuries
- sprains and strains
- deep cuts
- burns
- allergic reactions
- difficulties in breathing
- fainting
- seizures
- excessive bleeding
- loss of consciousness.

## **First Aid Advice for a Serious Playground Incident**

If a serious accident occurs in the School playground, the following procedures should be followed.

- Immediately contact the Principal/Delegated Authority. Staff are reminded that panic stations exist in the Primary School (Area C - behind the School Canteen) and High School (Southern Undercover Area) which can be used for this purpose.
- Send a runner to the Administration Office to inform the Principal/Delegated Authority of the accident.
- Ensure the student is kept as comfortable as possible and clear the playground of any unnecessary people.
- The Administration Staff are to contact the parents or caregivers.
- Apply first aid procedures as required.

## **Contacting Ambulance**

If an ambulance is required, the student's parents or caregivers must be contacted immediately. In the event of contacting an ambulance a member of staff should go to the School gate to guide the ambulance to the accident site upon arrival. Where possible a print out of the student's medical information should be provided to ambulance paramedics.

Accident/Incident reports (see Appendix 1) need to be completed immediately after dealing with the injury or illness of the student. The staff member, present at the time of the incident must complete accident/incident report.

## **The Sick Bay**

Procedures for use of beds are as follows:

- the Administration Staff will monitor the Sick Bay and decide when it is appropriate for the student to return to his/her classroom
- should they decide the student is too unwell to return to the classroom, arrangements should be made for the student to be collected by a parent or caregiver as soon as possible. Parents or caregivers will sign out students in the Sign Out Book upon arrival
- High School students will be scanned out on departure with their parents or caregivers.

## **Sending Students Home**

If a student needs to be sent home, the parent, caregiver or emergency contact is to be notified and asked to collect the student as soon as possible.

Where a parent, caregiver or emergency contact cannot be notified, then the student will remain at School, either in the Sick Bay or classroom, until the end of the School day.

## **Administering Medication**

The Administration Staff only will administer medications in the Office/Sick Bay. It is School Policy that written consent with instructions must be given to the School for all medications to be administered. Forms for this purpose are contained in Appendix 3. The administration of all medications will be recorded. Teachers are required to administer medications, accompanied by written consent with instructions only during out of school activities such as excursions, camps or sports.

In some instances, for example at Primary School camps, pain relief, such as panadol or nurofen may be administered by the teacher if the need arises, as long as prior written consent has been provided.

Teachers need to ring the parents or caregivers to confirm written authorisation and record any medications given.

The Principal/Delegated Authority is responsible for ensuring that arrangements and procedures are in place for the administration of medication. The Principal/Delegated Authority will also determine who will administer the medication. The staff member who administers medication must complete the Record of Health Care Support/Administration of Medication Form (Folder in Office Area) Appendix 4.

### **Supply of Medication**

Secure delivery and storage of prescribed medication are important for the safety of the student requiring prescribed medication as well as for the safety and welfare of other students in the School.

Parents or caregivers are responsible for supplying their child's prescribed medication and any associated equipment needed for the administration, which is replaced after use (i.e. consumables).

Prescribed medication should be delivered on a daily basis and in a pharmacy labelled container detailing the student's name and the prescribed dosage.

### **Storage of Prescribed Medications**

Decisions about where prescribed medication is to be stored should be made by the Principal/Delegated Authority on a case by case basis taking into account the needs of the student to access the medication, the value of minimising disruption to their learning program as well as giving due consideration to keeping the medication secure.

In general, the prescribed medication needs to be stored in a secure and accessible location/s except in circumstances where students need to carry their prescribed medication for immediate access.

The School will make best efforts to store the prescribed medication in accordance with any special requirements for storage provided by the pharmacist or medical practitioner.

All medication will be stored in the School's Sick Bay room.

### **Exceptions**

**For some conditions, prescribed medication and equipment may need to be accessible immediately.**

For example, for asthma and anaphylaxis, prescribed medication such as asthma relievers (eg. Ventolin) or adrenaline auto injectors (eg. EpiPen) will need to be available immediately.

### **Assessment and First Aid Treatment of an Asthma Attack and Anaphylaxis**

Details of the first aid treatment for asthma and anaphylaxis are contained in the Asthma and Anaphylaxis Policy and Procedures.

## **Assessment and Treatment of Epilepsy**

Epilepsy is a neurological condition, also known as a seizure disorder. During an epileptic seizure students may show signs of:

- change of skin colour
- temporary or long term loss of consciousness
- confusion
- loss of muscle control.

## **First Aid and Treatment of Epilepsy**

First aid treatment for epileptic seizures will be included in the Student's Health Plan. This should be obtained from the student's doctor.

When a student has a seizure teachers/support staff should:

- stay with the person
- time seizure
- protect from injury especially the head
- roll onto side after jerking stops or immediately if food, fluid, vomit in mouth.
- observe and monitor breathing
- gently reassure until recovered.

Staff should not:

- put anything in the person's mouth
- restrain the person
- move person unless in danger.

Staff is to follow the procedures outlined on Appendix 6.

## **Medication for Epilepsy**

Students who suffer epilepsy are usually provided with an anti-epileptic drug (AED) to prevent further seizures. The choice of drugs is dependent on the patient and the type of epilepsy they have. Students may also have emergency medication that will be administered to the student in case of a fit or seizure in accordance with their Health Care Plan and administration of prescribed medication.

# St Euphemia College



## ACCIDENT FORM

Name: \_\_\_\_\_ Class: \_\_\_\_\_

### Accident Details

Date of Injury: \_\_\_\_\_

Time: \_\_\_\_\_

Where did the accident occur? \_\_\_\_\_

Describe the injuries \_\_\_\_\_

Explain what happened \_\_\_\_\_

Was medical attention secured? \_\_\_\_\_ Name of Dr/Hospital \_\_\_\_\_

On whose Authority?                      Principal                      Teacher

   Director of Primary                      Parent

What action was taken? \_\_\_\_\_

### Name of Witnesses:

Teachers \_\_\_\_\_

Students \_\_\_\_\_

Teacher on Duty: \_\_\_\_\_ Signature: \_\_\_\_\_

Principal/Director: \_\_\_\_\_ Date: \_\_\_\_\_



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## SICK BAY SLIP



Sick Bay Slip

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Symptoms/Injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher: \_\_\_\_\_

# St Euphemia College



## ADMINISTRATION OF MEDICATION

This form is to be used when a parent or caregiver requests School staff to administer medication to their child on a short term basis.

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Teacher/Year Coordinator: \_\_\_\_\_

Medical Instructions: To be completed by parents or caregivers.

Name of medication	
Expiry date	
Dose/Frequency As per pharmacist's label	
Duration	From: _____ to: _____
Administration	By Administration Staff
Storage Instructions	Stored at School  Refrigerate  Keep out of sunlight  Other

This administration of medication form authorises School staff to follow my/our advice and/or that of our medical practitioner. It is valid for the specified time period as noted above.

Parent or Caregiver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# St Euphemia College

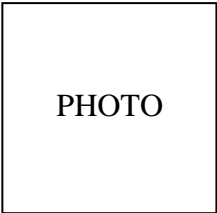


## ADMINISTRATION OF MEDICATION

RECORD OF HEALTH CARE SUPPORT / ADMINISTRATION OF MEDICATION				
Date	Time	Support/Medication	Staff member	Signature

## **EMERGENCY RESPONSE PLAN** **SEIZURES**

Student's Name \_\_\_\_\_  
 Effective Date: \_\_\_\_\_ to \_\_\_\_\_



**EMERGENCY CONTACT INFORMATION:**

**Mother**

Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_

**Father**

Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Phone: \_\_\_\_\_

<b>TYPE OF SEIZURE</b>	<b>ACTION</b>
Signs (What is seen) # _____ # _____ # _____ # _____	1. Remain calm. Time seizure. Stay with the student. Send for assistance and contact emergency services. 2. DRSABC. 3. Remove harmful objects. Put flat item under head and shoulders. (Towel) 4. If unconscious, roll into recovery position. 5. May experience confusion when seizure is over. 6. Reassure student. Maintain dignity.
Symptoms (What the child feels) # _____ # _____ # _____	

<p><b>PLAN PREPARED BY:</b></p> <p>Dr: _____</p> <p>Signed: _____</p> <p>Date: _____</p> <p style="text-align: center;">PARENT CONSENT</p> <p>Signed: _____</p> <p>Date: _____</p> <p style="text-align: center;"><b>Medication Details</b></p>	<p><b>PERSONAL ACTION PLAN</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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