



ST FRANCIS DE SALES PRIMARY SCHOOL CLIFTON

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First Aid Policy

VISION STATEMENT

St Francis de Sales School is an educational community living out Good Samaritan values (each day). Our Vision is:-

- *That each child is valued and respected.*
- *That each child's giftedness is recognised.*
- *That each child's potential is realised.*
- *That each member of the school community does all for the Glory of God.*

RATIONALE

St Francis de Sales School strives to promote the health and wellbeing of our students. This policy aims to inform the School Community on First Aid procedures.

VALUES

St Francis de Sales School is a Catholic Primary School committed to the provision of a safe, healthy and caring environment. This First Aid Policy reflects the values espoused in the Mission of a Catholic School by promoting respect, responsibility, responsiveness and resourcefulness.

POLICY STATEMENT

St Francis de Sales School is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors. The school's policy applies to all who may be affected by injuries or illness during school activities, whether on or off school campus.

DEFINITIONS:

First Aid: is the emergency medical aid given to a person who is ill or injured, before professional medical attention can be obtained. It may be a minor or major illness or injury.

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DESIRABLE CONSEQUENCES

Principal and Staff Responsibilities

- Refer all injuries or illnesses that occur during class time to the office staff to manage the incident.
- Refer all injuries or illnesses that occur during recess to the staffroom to manage the incident.
- All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may consult with other staff members before deciding on the appropriate course of action.
- Administration staff to contact parents

Parent Responsibilities

- Contact school with any medical updates.
- Give their child follow up to first aid if necessary.
- Inform the school of any follow up treatment recommended by a doctor.
- Contact the school office and complete the appropriate medication forms if necessary.
- Be aware of the school's policies and procedures regarding first aid.
- Ensure contact details are up to date and have an alternative contact person and care arrangements should they be unable to remove their child from school in the event of an injury or illness.
- Sign the sign out register when collecting children from school because of illness or injury.
- Inform the school each day thereafter should the child be away from school because of the illness or injury

Student Responsibilities

- Ask teachers for first aid resources and permission to go to the Sick Bay for injuries or illnesses
- Follow the instructions of First Aid Officer or Teacher
- Immediately report to a Duty Teacher, incidents that cause injury.

School Responsibilities

- Ensure that all school First Aid Officers have undergone recognised first aid and CPR training
- Provide a first aid room comprehensively stocked with basic first aid material.
- Provide appropriately stocked first aid kits for use during sporting events, camps, excursions and all other activities undertaken away from the school.
- Communicate general and specific information regarding first aid to all staff at the beginning and throughout each year via Staff Meetings, the Bulletin and updated class folders.

- Ensure school camps, have at least one first aid trained staff member in attendance.
- At the commencement of each school year send a request for updated information home, including requests for any medical management plans and reminders to parents/caregivers of the policies and practices used by the school to manage First Aid, management, illnesses.
- Remind parents throughout the year, (via the Newsletter) of the policies and practices used by the school to manage first aid, illnesses and medications.
- Ensure a system for recording all information relevant to the first aid management of an injury or illness is maintained.
- Organise first aid duties according to the school's requirements.

First Aid Officer Responsibilities

- Purchase and maintain the First Aid supplies and resources, First Aid kits, icepacks and the general upkeep of the Sick Bay.
- Hold a current, nationally recognised first aid qualification/statement of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid units of competency. First Aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid.
- Ensure first aid training is current and records reflect qualifications.
- Provide initial care of ill or injured staff, students and others by rendering first aid care in accordance with approved training, and where appropriate, referring the casualty for additional medical advice (e.g. ambulance/doctor).
- Supervise the casualty until no further care or assistance is required, or until the person is handed over to appropriate medical care i.e. ambulance/medical personnel or the parent/carer.
- Adhere to adequate and appropriate standard precautions for infection control.

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Safe at School

Anaphylaxis Policy

(January 2014)

RATIONALE

St Francis de Sales School seeks to promote the health and wellbeing of our students. This policy aims to provide direction for the prevention, management and treatment of students with anaphylaxis. The school endeavours to provide students with anaphylaxis every opportunity to achieve optimum health and to participate fully in school life.

VALUES

St Francis de Sales School is a Catholic Primary School committed to the provision of a safe, healthy and caring environment. This Anaphylaxis Policy reflects the values espoused in the Mission of a Catholic School by promoting respect, responsibility, responsiveness and resourcefulness.

POLICY STATEMENT

St Francis de Sales School promotes a safe and supportive environment in which members of the school community acquire skills and knowledge to make decisions and perform actions that optimise the health and wellbeing of all students.

The school does not guarantee a completely allergen free environment, rather it endeavours to minimise the risk of exposure and encourage self-responsibility and plan for effective response to possible emergencies. The school is committed to proactive allergy risk management through:

- Close liaison with parents
- Encouragement of self-responsibility and learned avoidance strategies for students with allergies
- Ensuring staff has attended specific training programmes
- Establishment and documentation of a comprehensive Action Plan for the management of student health needs.

DEFINITIONS:

Anaphylaxis: is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or an insect bite). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response.

Allergen: is a normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person. The most common allergens in young children are eggs, nuts and cow's milk, bee or other insect stings and some medications.

[EpiPen: Brand name for a syringe style device containing the drug Adrenalin which is ready for immediate intra muscular injection during an anaphylactic reaction.

DESIRABLE CONSEQUENCES

Principal and Staff Responsibilities

- All staff are to be aware of the Interim Anaphylaxis Guidelines for Queensland Schools which provides specific information on how to manage and treat students with anaphylaxis
<http://education.qld.gov.au/schools/healthy/docs/anaphylaxis.pdf>
- Where written advice has been provided by the parent, that a student has been diagnosed by a medical practitioner as being anaphylactic or potentially anaphylactic, the Principal must ensure all staff, including tuckshop staff, are made aware of this child, their triggers and their condition.
- All staff are to be trained annually, on the management and treatment of students with anaphylaxis, including EpiPen training. EpiPens are to be located appropriately, securely and clearly labelled.
- Staff in charge of camps, excursions, food related studies, and sporting commitments, must ensure that they are aware of the Action Plans for all children involved who suffer allergies, and are trained in the use of EpiPens and management of anaphylaxis.

Parent Responsibilities

- Parents are to adhere to requests regarding the avoidance of allergenic food stuffs from lunchboxes and celebratory events.
- Parents are to inform the school in writing if their child has been diagnosed by a medical practitioner as being anaphylactic or potentially anaphylactic, on point of enrolment or when diagnosed, and to keep the school informed of any changes to that diagnosis.
- Parents with an anaphylactic student must complete a medical information card and provide written advice from a medical practitioner who explains the condition, defines the allergy triggers and any required medication (Action Plan).
- Parents of a student who has been diagnosed by a medical practitioner as being anaphylactic or potentially anaphylactic, will work with and assist the school to develop appropriate processes for the management and treatment of their anaphylactic child (Action Plan).
- Parents are responsible for the provision and timely replacement of the EpiPens.
- Parents are to encourage self-management skills with their anaphylactic children, including learned avoidance strategies to minimise risk of exposure to allergens to equip them for life at school and beyond.

Student Responsibilities

- Tell staff if they have been in contact with a known allergen, where they are able.
- To learn, as age appropriate, avoidance strategies to minimise exposure to allergens.
- Adhere to requests regarding the avoidance of allergenic food stuffs from lunchboxes.
- To be respectful of all students who have an allergy.
- To use the shellfish/nut eating area and to wash their hands before joining the shellfish/nutfree zone/area.

St Francis de Sales School Safe at School Infection Control Policy

(May 2014)

RATIONALE

St Francis de Sales School seeks to promote the health and wellbeing of our students. This policy details the guidelines which must be followed to ensure all sick students are cared for immediately and appropriately while ensuring that health risks to other students and staff are minimised. The Public Health legislation requires provisions to minimise the spread of contagious conditions in schools.

VALUES

St Francis de Sales School is a Catholic Primary School committed to the provision of a safe, healthy and caring environment. This Infection Control Policy reflects the values espoused in the Mission of a Catholic School by promoting respect, responsibility, responsiveness and resourcefulness.

POLICY STATEMENT

St Francis de Sales School promotes a safe and supportive environment in which members of the school community acquire skills and knowledge to make decisions and perform actions that optimise the health and well-being of all students. Effective infection control practices are in place. This policy outlines the broad principles of infection control and the safe work practices required for the care and treatment of the St Francis de Sales School community, regardless of their known or presumed infections status, by implementing and following standard precautions and practices.

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Contagious conditions include (but are not limited to):

- Diphtheria
- Enterovirus 71 (EV71)
- Gastroenteritis outbreaks
- H1N1 (Swine Flu)
- Haemophilus influenza type b (Hib) infection
- Hepatitis A infection
- Measles
- Meningococcal infection
- Parvovirus
- Pertussis (whooping cough)
- Poliomyelitis
- Rubella
- Typhoid
- Tuberculosis
- Conjunctivitis
- Hand, foot and mouth disease
- Herpes (Cold Sores)
- Impetigo (School Sores)
- Leprosy
- Meningitis (bacterial)
- Mumps
- Ringworm, Lice and Scabies
- Streptococcal
- Varicella (chicken pox)

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DESIRABLE CONSEQUENCES

Minimise the risk of students and staff coming into contact with contagious medical conditions at school.

Principal and Staff Responsibilities

- Implement local infection control practices
- Communicate and promote infection control practices
- Appropriately allocate funds to implement infection control practices
- Comply with any directions from the Director-General of Queensland Health
- Comply with any order made by the Minister for Health
- Implement the relevant provisions of the Public Health legislation
- Follow local good hygiene and infection control practices
- Communicate, promote and model good hygiene and infection control practices
- Advise the Principal if the teacher knows or reasonably suspects that a student attending the school may have a contagious condition
- Advise the Principal if they themselves have a contagious condition
- If a student becomes ill at school a staff member must monitor the student's condition
- An administrative staff member must contact the parent of the student, if the parent cannot collect the student immediately, the emergency contacts must be notified
- If staff reasonably suspects a student may have a contagious condition and that other students may be at risk of contracting the contagious condition, the Principal must advise a parent of their suspicion and notify the parent of their obligation to not send the student to school
- Provide appropriate training for all staff and maintain records of that training
- School staff will give students positive messages about health and wellbeing through lessons and conversations.

Parent Responsibilities

- Parents are not to send their children to school if they know or should reasonably know that their children have a contagious condition
- Children with vomiting, diarrhoea and/or conjunctivitis must have commenced treatment and secretions stopped before they return to school. The last occurrence of vomiting/diarrhoea must be at least 24 hours prior to returning to school
- Parents must make every effort to collect their children with a contagious condition from school as soon as possible after being notified by the school.

Student Responsibilities

Students are to follow good hygiene and infection control practices as promoted by the school.

For additional information refer:

- Queensland Health Minimum Exclusion Schedule

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

- Infection Control Education Queensland

<http://education.qld.gov.au/health/safety/hazards/infection.html>

* Reference to 'Parents' in this Policy includes Guardians and Caregivers.

TO BE REVIEWED: 2016.