



# First Aid Policy

## **RATIONALE:**

Pakenham Secondary College is committed to providing the best possible care for students, staff and visitors to the College.

We believe that the College community has the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

The College employs a trained First Aid person to administer and manage illnesses and injuries.

## **STUDENT ACCIDENT & ILLNESSES:**

In case of minor illness or injury, first aid will be administered at the College and in some cases it may be necessary for the student to be collected and taken home for observation. In the case of a serious injury or illness, the College reserves the right to call an ambulance and every effort will be made to contact parents/guardians.

Any injuries to a student's head, face, neck or back will be reported to parents/guardian.

*It is vital to ensure that the General Office is made aware of any changes to telephone numbers/addresses for home or business, and those names and phone numbers of emergency contacts are kept up to date.*

## **MANAGING BLOOD SPILLS:**

Equipment and procedures for managing blood spills and providing first aid for students in classroom or sporting activities are detailed below and should only be carried out by staff. Equipment to be used includes single use gloves, paper towels, single use plastic bags, warm water and detergent. Gloves should be worn at all times by the person cleaning the spill and paper towels used to mop up the spillage. The paper towels need to be disposed of using a plastic bag and then placed in a yellow infectious waste bag.

The contaminated area should be washed using warm water and detergent. The area needs to be rinsed and dried.

Once finished, the gloves should be placed into the plastic bag, the bag sealed and disposed of in a rubbish bin.

Ensure hands have been washed in warm soapy water and dried thoroughly. All blood and body fluids are to be put in a yellow infectious waste bag.

## **MEDICATIONS:**

Parents/Guardians wishing for their child to be administered prescription medication in College hours must fill in a 'Student Medication Authority Form' available from either the sick bay or at reception. The College does not provide analgesics for students, i.e. Panadol.

Medication must be supplied in the original container which will indicate the name of the student, dosage and time to be administered.

*Medication must be brought to the College by either a parent or guardian, not the student, and left with the sick bay attendant or at reception. No medication will be administered to students without a 'Student Medication Authority Form' completed by either parents or guardians and the students treating doctor.*

Medications required for camps, excursions, and sporting events is the responsibility of the child's parent/guardians. Medication must be clearly labelled with the student's name, Home Group, shape & colour, dosage and time taken and handed over to the "teacher in charge".

## **STUDENT MEDICAL HISTORY:**

It is important to notify the College sick bay attendant or receptionist of any known medical problems that your child may experience as soon as possible to ensure no unnecessary distress is caused in an emergency. Student's medical history is only accessible to the sick bay attendant and authorised personnel.

## **ASTHMA:**

Parents/Guardians of students with Asthma are required to provide the College with current asthma information, which includes completing a 'Student Asthma Action Plan.' Forms are available from the sick bay or at reception.

Contact numbers of Doctors and Emergency contacts must be provided to the College and up-dated regularly. Students should carry their own asthma medications with them at all times. Additional medication, if necessary, will be stored in the College sickbay.

### **ANAPHYLAXIS**

Parents/Guardians of students at risk of Anaphylaxis must provide the College with current information and assist the College to develop an Anaphylaxis Management Plan. The College will address prevention strategies and a communication plan to raise staff student and community awareness about severe allergies.

The College will provide all staff with a training/information session annually and inform all staff of the students and policies twice a year or as required.

### **MANDATORY WITHDRAWAL PERIODS FOR COMMON INFECTIONS:**

Remember that infections spread quickly at College, so a student must be excluded if suffering from any of the following infectious diseases and the College notified of the illness.

*Note that the 'Victorian Government Department of Human Services' can alter the exclusion periods at any time.*

<b>Conditions:</b>	<b>Exclusion</b>
Chicken Pox	Until all blisters have dried.
Conjunctivitis	Until discharge from eyes has ceased.
Diarrhoea	Until there has not been a loose bowel motion for 24 hours.
Glandular Fever	Not necessary
Hand, Foot and Mouth disease	Until all blisters have dried
Influenza and influenza like illnesses	Exclude until well
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return provided the appropriate treatment is being applied and the sores are covered with a waterproof dressing.
Measles	Until at least 5 days after onset of rash
Meningococcal infection	Until medical certificate of recovery is produced
Mumps	Until fully recovered
Ringworm, scabies	Until day after appropriate treatment has commenced
Pediculosis (head lice)	Until day after appropriate treatment has commenced

For any other infectious disease please contact the College Principal for withdrawal periods.

Ratified by College Council	September 2017
Review Cycle	2 Year
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