



**Penola**  
CATHOLIC COLLEGE  
1954

## FIRST AID POLICY

(First Aid, Asthma, Anaphylaxis, Ambulance Attendance)

### Introduction

**This policy is designed to assist in the maintenance of the health, safety and wellbeing of all students at the College.**

The College will provide first aid supplies, equipment and staff to administer first aid when necessary.

In the case of serious injury or illness neither the principal nor the teacher is required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures. Diagnosis and treatment is the responsibility of the medical emergency personnel or medical practitioners.

The College will ensure that there is sufficiently trained first aid staff. A list of staff names will be published annually of First Aid trained personnel.

Each campus will provide First Aid facilities and have a stocked First Aid Kit. First Aid kits will be clearly marked and readily accessible on both Campuses. When students are in the sick bay they are to be supervised at all times. Parents/guardians will be informed as soon as possible if there is an emergency concerning their son/daughter and informed of any first aid treatment dispensed.

A First Aid register will be kept listing the name of student and type of first aid treatment, date, time, name of staff.

Parents have a responsibility to respond promptly when contacted regarding an ill or injured child. Sick bay facilities are limited and long term care of ill or injured students is not available.

A First Aid Co-ordinator will be appointed to each campus who will ensure that:

- First Aid Kits are regularly checked and restocked.
- The First Aid register is checked periodically to ascertain if there is a frequency of use of particular services or if a hazard is causing persistent injuries and where necessary, report such matters to the Principal.

### Student Unwell / Injured

The following procedure applies to any person who feels unwell or who has been injured on College property.

If the person is mobile, the following will apply:

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- the person is to go to the campus office either accompanied by another person or on his/her own (depending on the situation) and report to campus office staff for assistance

If the person is unable to be moved:

- the campus office is to be notified and assistance requested
- In the event that it is determined that a person is unable to be moved, an ambulance will be called.

## **Emergency Procedures**

In the event of an emergency requiring an ambulance, every effort will be made to contact parents/guardians. On such occasions parental agreement although desirable, is not essential and the decision is with the College personnel above. College personnel will assess the need for an ambulance and act in the best interest of the student given the nature of the injury or illness.

If an ambulance is required, a College staff member will accompany the student to the hospital when the parent does not arrive in time to meet the ambulance at the College.

The College staff member will remain with the student until a parent/guardian arrives. The College staff member will not grant permission for any treatment or procedures.

## **Medication For Students**

It is College policy that the administering of any form of medication is the sole responsibility of students. Students are welcome to leave their medication at the Campus Office for safe keeping.

It is also College policy not to supply any medication, such as Panadol, Aspirin, etc. to students. If these are required they must be brought from home.

## **Medication Policy**

Parents are required to provide the College with information regarding medication that is prescribed for their son/daughter.

- The College will not normally supply any form of medication.
- The College should be informed of medication that a student needs to take to school.
- On School Camps or Excursions, staff supervising those camps and excursions need to be informed about medication and they will make a decision if they will hold medication for students.
- The students' accessing of their medication will be recorded in the Campus office.

## **Asthma Management**

### **Definition**

“Asthma” is a disease of the airways, the small tubes which carry air in and out of the lungs. When you have asthma symptoms the muscles in the airways tighten and the lining of the airways swells and produces sticky mucus. These changes cause the airways to become narrow, so that there is less space for the air to flow into and out of your lungs” (National Asthma Council 2011)

Symptoms of asthma may include, but are not limited to:

- shortness of breath
- wheezing (a whistling noise from the chest)
- tightness in the chest
- a dry, irritating, persistent cough

Symptoms vary from person to person

Triggers:

- exercise
- colds/flu
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- weather changes
- dust and dust mites
- moulds
- pollens
- animals
- chemicals
- deodorants (including perfumes, after-shaves, hair sprays and deodorant sprays)
- foods and additives
- certain medications (including aspirin and anti-inflammatories)
- emotions

A detailed description of triggers can be found on the Asthma Foundation of Victoria website, see: Other

Students with asthma should always carry or have available in the College, appropriate medication.

Parents / guardians are responsible for ensuring that their son/daughter has an adequate supply of appropriate medication at the College.

It is recommended that parents / guardians provide a spacer at school for their child’s individual use. The College will provide a supply of disposable spacers for one off use.

It is recommended that a puffer be used in conjunction with a “spacer” to assist with fast and more effective delivery of the medication.

The College is not required to provide a nebuliser pump for the students to use.

Parents / guardians are also responsible for ensuring that the College has a written copy of their son/daughter’s Asthma Management Plan filled out by their family doctor or pediatrician.

The Management Plan will include:

- Usual medical treatment (medication taken on a regular basis when the student is “well” or as premedication prior to exercise).
- A written action plan detailing medications to be used in cases of deteriorating asthma. This action plan will be provided by the student’s doctor.
- Name, address and telephone number of an emergency contact.
- Name, address and telephone number (including an after-hours number) of the student’s doctor.

Only in the case of emergency, there will be available at each Campus office, a Metered Dose Ventolin Inhaler with disposable Spacer, to aid students who require relief from asthma and other respiratory disorders. Office staff on both campuses are trained in the use of the above equipment.

If action is required, the College office staff will follow the appropriate Student’s Asthma Management Plan.

If no action plan is available, the emergency Asthma Protocol Plan will be adopted.

## **Anaphylaxis Management**

### **Definition**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to those triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are avoided whilst the student is at school.

Adrenaline given through an EPIpen auto injector to the muscle of the outer mid-thigh is the most effective first aid for anaphylaxis.

### **Purpose**

To ensure that the College complies with the Ministerial Order 706: Anaphylaxis Management in Victorian Schools.

To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student’s schooling.

To raise awareness about anaphylaxis, and the school's anaphylaxis management policy within the school community.

To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation, and management strategies for students.

To ensure that staff have adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

### **Individual Anaphylaxis Management plans**

The Principal will entrust the Student Services Department to develop an individual management plan, in consultation with the student's parents, for any student who informs the College that they have been diagnosed by a medical practitioner as being at risk of anaphylaxis.

The individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls, and where possible before their first day of school.

The individual anaphylaxis plan will set out information about the type of allergy, strategies to minimise exposure to allergens at school and on excursions, the location of the medication, student emergency details, and the ASCIA Action plan.

The individual management plan will be reviewed annually, and if the student informs the College that the anaphylaxis condition has changed.

### **Parent Responsibility**

It is the responsibility of parents to provide the emergency procedures plan that is used to compile the ASCIA Action Plan. Parents must also inform the College if the medical condition changes.

### **Communication Plan**

The Principal is responsible for ensuring that information is provided to staff, students and parents about anaphylaxis and the school's anaphylaxis management policy. Note: A letter to parents has been provided from the Victorian Government for this purpose.

Casual relief teachers should be informed if they are to teach students at risk of anaphylaxis, with information as to their role in responding to an anaphylactic reaction.

Staff must be briefed once each semester on the College Anaphylaxis Policy, symptoms and treatment of anaphylaxis, identities of students diagnosed with anaphylaxis and how to use an auto adrenaline injecting device. Note: A DVD has been produced by Ambulance First Aid that can be used for this purpose.

### **Staff Training**

The Principal must ensure that teachers and other school staff who conduct classes with students at risk of anaphylaxis have current training in an anaphylaxis management training course.

The Principal must also ensure that there is a sufficient number of staff present for yard duty, excursions, and camps, with up to date training in an anaphylaxis training course.

## **Anaphylactic Management Plan:**

Students who have been identified by their parents as anaphylactic are listed in the folder - 2013 LNSLN Confid. File, on Staff Everyone:T Drive.

Photos and information of these students are also displayed in Staff rooms; Science block; Food Tech building; Canteen and the staff lounge in Kerrsland and the Campus offices.

***These students have EPIpens stored in the front office.***

## **Anaphylactic Student Emergency Procedure**

Staff will all be given a card with an emergency mobile phone number for each campus.

<b><i>Broadmeadows Campus Office</i></b>	<b>0405 356 058</b>
<b><i>Glenroy Campus Office</i></b>	<b>0405 356 139</b>

### **On Campus**

**When a student is mobile, the first staff member present must use the following procedures:**

- The staff member **must** remain with the student and escort them to the First Aid station in the Campus Office.
- The level 2 first aid staff in the Campus office will assess the student and if required call the ambulance.
- Follow the instructions given by the Ambulance service on the phone and inject the EPIpen for the student as soon as possible **under the guidance of the ambulance service if required.**
- Massage the area of the injection.
- Keep the student warm and reassured.
- Monitor the student as a second injection may be required after 5 minutes. This can be discussed with the ambulance as well.

**In the unlikely event that a student is not mobile, the first staff member present must use the following procedures:**

- The staff member **must** remain with the student.
- Send a responsible person to the campus office to inform them of the student's name so they can access the student's EPIpen. The College level 2 first aider will deliver the EPIpen to the student.
- Call an ambulance- borrow a phone if need be.
- Follow the instructions given by the Ambulance service on the phone.

- Inject the EpiPen for the student as soon as possible **under the guidance of the ambulance service.**
- Massage the area of the injection.
- Keep the students warm and reassured.
- Monitor the student as a second injection may be required after 5 minutes. This can be discussed with the ambulance as well.
- **DO NOT LEAVE THE SCENE UNTIL THE AMBULANCE IS IN ATTENDANCE.**
- Other staff can assist keeping the area clear of bystanders.

### **Off Campus Trips / Excursions**

- **Anaphylactic students must** take the EpiPens they bring to school with them or have one collected from the Campus Office and **keep the EpiPen on them at all times.**
- **Teachers need to ensure** that students who are Anaphylactic have their EpiPen with them.
- **Teachers need to ensure** that they have a spare generic EpiPen that they **collect from the Campus Office as a backup.**

### **The first staff member present must use the following procedures:**

- The staff member **must** remain with the student.
- Call an ambulance.
- Ask the student for their EpiPen, or obtain the generic EpiPen from the First Aid kit if **the student does not have one.**
- Follow the instructions given by the Ambulance service on the phone.
- Inject the EpiPen for the student as soon as possible **under the guidance of the ambulance service.**
- Massage the area of the injection.
- Keep the students warm and reassured.
- Call the College and request the student's emergency contact person is rung.
- Monitor the student as a second injection may be required after 5 minutes. This can be discussed with the ambulance as well.

**DO NOT LEAVE THE SCENE UNTIL THE AMBULANCE IS IN ATTENDANCE.**

- **Other staff can assist keeping the area clear of bystanders.**
- **Keep the College updated on the student's condition.**

## **Ambulance Attendance**

At times of accidents or illness, the College may be required to call an ambulance to transport a staff member, student or community member to hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource, which should not be used in a frivolous manner, processes for requesting the attendance of the ambulance service must be followed.

### **Aim**

To ensure that all members of the College community understand the College's position and processes regarding the attendance of the ambulance service.

### **Implementation**

- All staff and families will be encouraged to be members of the ambulance service, with annual reminders and membership details being printed in the College newsletter.
- At times of accidents or illness, the First Aid trained staff member/s in attendance may confer with the Principal (or next most senior staff member available) and make a decision as to whether or not they should request the attendance of the ambulance service.
- In doing so, the health and safety of the patient will be the only determining factor.
- Ambulance membership or potential costs to families will not be a point of consideration. Such a decision will always be made with a conservative 'better safe than sorry' attitude.
- Parents (or next of kin for an adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives.
- The Principal (or next most senior staff member available) will be responsible for contacting the ambulance service.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- The College's administrative staff will ensure a SYNERGETIC printout of a student or staff member's details will be available to ambulance officers upon arrival.
- A familiar staff member will always accompany a student to the hospital if the attending ambulance officers approve.
- The Principal will ensure that they are aware of the hospital that the patient is being transported to in case they need to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.

### **Please note:**

A student who is injured in an accident at school or participating in an organised school activity off the College grounds will have their ambulance fees covered by the College's



insurance. Staff who are injured at work will have the ambulance fees covered by the College work care insurer.