

Mary MacKillop Memorial School



First Aid & Medication Policy

Developed by: Staff and School Board

Notes:

1. All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.
2. All references to 'Parents and Carers include Grandparents, Relatives, Friends and Volunteers.

Introduction:

This policy is to support First Aid in an educational environment and to the wider school community. It is provided in response to unpredictable illness or injury with the aim to:

- Preserve life
- Protect a person, particularly if the person is unconscious
- Prevent a condition worsening
- Promote recovery

First Aid incorporates basic life support. It comprises emergency procedures designed to:

- Recognise and manage a clear and open airway
- Restore breathing and/or circulation
- Monitor well-being, using techniques as described by approved First Aid training providers, until the person is transferred to the care of an ambulance officer, nurse or doctor.

Scope:

This policy statement and procedures apply to all staff, students, volunteers and the broader community of Mary MacKillop Memorial School.

Aims:

This policy aims to:

- provide strategies for the management and delivery of First Aid to students, staff and the broader school community.
- focus on the safety and welfare of children and staff.

- support the development of a safe school environment for all members of the Mary MacKillop Memorial school community.
- set out clear management strategies and support services for all matters related to First Aid treatment.
- facilitate liaison between children, parents/carers, school staff and other interested parties on health promotion in our school community.

Statement:

The duty of care owed by education and childcare personnel is that of a “reasonable professional”. Administration staff, teachers and support workers have a special and primary duty to the students in their care.

All staff must be trained and prepared to provide HLTAI012 – Provide First Aid in an education and care setting & HLTAI009 Provide cardiopulmonary resuscitation (CPR) while awaiting more expert assistance.

It is recommended that schools refer to the table below in determining the appropriate number of officers.

Other personnel (volunteers and others working with students) must have appropriate First Aid training where a risk assessment indicated that it is an appropriate control.

Minimum Requirements for Catholic Education

| Number of employees & students at the school | Number of Designated First Aid Officers(DFA's) required |
|--|--|
| Less than 10 to 50 | At least 1 Senior DFA |
| 51 to 100 | At least <ul style="list-style-type: none"> • 2 Senior DFA, or • 1 Senior DFA + 2 Basic DFA |
| 100+ | At least <ul style="list-style-type: none"> • 2 Senior DFA, or • 1 Senior DFA + 2 Basic DFA AND For every extra 100 employees/students (or part thereof) at least: <ul style="list-style-type: none"> • 1 extra Senior DFA or • 2 extra Basic DFA |

(Adapted from table within the Safework SA – Approved Code of Practice for First Aid in the Workplace)

Training and Qualifications

In South Australia, First Aid procedures required by staff are taught HLTAI02 In Provide First Aid in an education care setting & HLTAI009 CPR qualification that has been issued by a Registered Training Organisation and is designated as the person required by the employer to

perform First Aid duties. Training and updates are monitored via our Training and Qualifications register through Passtab Management System.

Duties of the Principal

The Principal must ensure that a system is in place for the provision of First Aid for the school community. The Principal should be familiar with the Approved Code of Practice for First Aid in the Workplace which provides practical guidance in this area. It is the responsibility of the Principal to assess whether the school is remote or high risk or low risk and not remote, in accordance with First Aid Policy Statement and Procedures for Catholic Education SA. Mary MacKillop Memorial School is classified as 'low risk' and 'not remote'.

The Principal should consider such factors as:

- Identification, assessment and control of hazards and risk associated with individual needs and the work conducted at the site.
- The site's capacity for early reporting, intervention and treatment to minimise the severity of illness or injury
- Number of employees and students at the school who may require First Aid
- Availability of the Provide First Aid in an education and care setting to assist ill or injured persons during normal working hours and where necessary, after hours
- Accessibility to the Provide First Aid in an education and care setting
- The impact of sporting activities, excursions, camps, illness, injury or other factors on the provision of First Aid.
- The training needs of employees
- Voluntary disclosure by employees, parents/carers and students of predictable First Aid risks and health care needs, which may require additional duties from others at the school on a need to know basis, which is recorded in Medical tab in Student Management System – SEQTA and visually represented in the First Aid Room.
- Planning to manage First Aid risk
- Developing an appropriate care plan for all medications to be administered at school (See Medication Policy and Procedures)
- Local procedures related to the actual provision of the First Aid at the site
- Provision and maintenance of First Aid facilities, information and equipment in accordance with the Approved Code of Practice First in the Workplace, for example:
 - Promote access to at least one or more Standard Workplace First Aid Kit and/or a Small First Aid Kit; and by any other additional First Aid modules or items required to appropriately treat all reasonably foreseeable injuries or illnesses that could occur as a result of being at the school or as a result of the work performed there
 - First Aid Kits in appropriate locations, with appropriate signage
 - First Aid Kits taken on all outside the school excursions and camps by supervising teacher
 - Appropriately maintained First Aid Kits that are checked quarterly
 - Information about the system to all employees, students, visitors, volunteers and contractors during induction and other times as required
 - A First Aid room, rest area or similar

- Contingency plans for personnel who are working outside of normal hours
- The use of standard precautions to prevent transmission of infection due to exposure to blood, body fluids or illness where necessary
- Notification to the WHS Coordinator at Mary MacKillop Memorial School of an injury, incident or illness where necessary
- Arrangements for treating and transporting an injured person or student to expert help, for example, doctor or hospital
- Including the provision of First Aid as part of the Position Information Document when advertising for any employee

Duties of Staff, Volunteers, and others working with Students

All personnel within the scope of this policy must:

- Undertake training in accordance with the level of risk, SACCS policy, requirements of the Work Health & Safety Regulations 2012, Division 3 First Aid – Duty to provide First Aid, within the training requirements and records kept on Passtab
- Practice standard precautions
- Become familiar with local First Aid procedures : use of Passtab to inform parents/caregivers by identified staff at the beginning of each year and recorded in First Aid Room
- Render First Aid in accordance with training as required
- Administer medications as agreed through a care plan (See Medication Policy and Procedures)
- Record details of any treatment as required on Passtab
- Report First Aid treatment to school leadership or delegated authority
- Report First Aid risks
- Contact parent/caregiver immediately following serious injury to student

Records Management

Mary MacKillop Memorial School will retain all records (in archives) relating to First Aid assistance provided in accordance with the following:

- Staff records – until the staff member is 76 years old or seven years after the last action, whichever is the later.
- Student records – until the student is 25 years of age. For further detailed information refer to the Department of Education & Child Development (DEDC)

Medication Policy and Procedures:

Children & medication

Mary MacKillop Memorial School staff will store and supervise only medication that has been prescribed by a doctor for the individual student, for the period of time specified. This ensures the medication is medically warranted.

Analgesics and other medications which can be purchased over the counter without a prescription must have written instructions by a parent/caregiver if staff members are to be asked to supervise their use. It should be noted that analgesics can mask symptoms of serious illness or

injury and will not, therefore be used by Mary MacKillop Memorial School staff as a **standard** First Aid strategy.

Storage of Medication

Mary MacKillop Memorial School staff will accept and agree to supervise only medication required during their period of supervision or care for example: medication required three times a day is generally not required during a school day as it can be taken before and after school, and before bed. This minimises the quantity of medication held on site.

Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Some families supply thermal carry packs to maintain safe temperature storage while on excursions.

Storage should be secure with clear labelling and access limited only to the staff responsible for medication storage and supervision.

Supervision and Administration of Medication

Mary MacKillop Memorial School staff are generally trained to supervise oral and measured dose of inhaled medication. They are generally not trained, and so cannot be expected, to routinely administer medication taken by other routes, for example: eye or ear drops and ointments.

Everyone supervising and administering medication needs to ensure that:

- It is for the correct child
- It is the correct medication
- It is the correct dose
- It is given by the right route (oral or inhaled)
- It is given at the correct time
- A record is kept as to when it has been given

Mary MacKillop Memorial School staff will ask for a Student Medication Plan to be provided by the prescribing doctor to assist them with safe supervision of medication, which is ongoing. This can be requested for over the counter medication as well as prescription-only medication. If a Student Medication Plan is not provided, staff must have written instructions from a parent/carer.

A child should not take his or her first dose of a new medication at school: the student should be supervised by the family or health professional in case of an allergic reaction.

- Parents/carers ensure that the medical practitioner who has treated the student must provide written authorisation and information for administering the on-going medication prescribed on the form provided by the school.
- The above information must be updated if dosage or type of medication is altered at the beginning of each new calendar year and if regime is restarted following the conclusion date of the instructions from the medical practitioner.

- Parents/carers must fill out a written request on the form provided by the school for school staff to administer on-going prescription medications.
- Documentation is mandatory for all medications including allergy medication.
- The medication must be in a container labelled by a pharmacist showing the name of the drug, the 'use by' date, the name of the child's Medical Practitioner and of the child, the dosage and the frequency of administration.
- Oral medication such as analgesics and over-the-counter medication that have not been authorised by the child's Medical Practitioner or have parental written permission, must not be administered by teachers or other persons on the school staff.
- Children must not have any medication (including homeopathic remedies/medications) in their possession apart from Asthma medication.
- School staff are not able to administer Panadol, cough mixture, motion sickness medication and the like without prior consent from a parent/carer. Documentation is mandatory.
- In the event of a child requiring over the counter medication on camp or excursion, a phone call to parents is to be made and permission is to be sought through a text message to the supervising teacher from parent/caregiver.

Additional Information

A defibrillator is located in the First Aid Room of Mary MacKillop Memorial School.

References:

<https://www.sa.gov.au/topics/education-and-learning/health-wellbeing-and-special-needs/first-aid-and-medical-emergency>

<https://www.safework.sa.gov.au/resources/first-aid-workplace>

<https://www.asthmaaustralia.org.au/>

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