



St Paul's College

First Aid – Care Arrangements for Ill Students

*St Paul's College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)***

1. Scope

The purpose of this Scope Statement is to ensure that those who might be affected by this policy are identified, considered, and consulted.

This St Paul's College policy applies to:

- All people who conduct work for the College in a paid or unpaid capacity. This includes executive leadership, staff, students, volunteers, trainees, consultants and members of the school community
- All activities undertaken at the College which involve, result in or relate to contact with children or young people including excursions and camps

2. Rationale

All children have 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 Care Arrangements are to be read in conjunction with the First Aid Policy which outlines the school's responsibility and procedures in respect of our "responsibility to provide equitable access to education and respond to diverse student needs, including health care needs".

3. St Paul's College will

- Administer first aid to children when in need in a competent and timely manner.
- Communicate children's health problems to parents.
- Provide supplies to cater for the administering of first aid.
- Maintain a sufficient number of staff members trained with a Level 2 first aid certificate.

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4. Implementation

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications- refer to First Aid Register (First Aid Policy)
- Incidents will immediately be reported to administration office who will call 'Code Green'
- First aid needs of students and staff will be attended to at the sight (if safe to do so). Students will be moved to and monitored in a classroom setting with familiar staff. Staff will be moved to staffroom or room within the administration area.
- First aid kits will be available in each area of the school, as well as the pool and administration offices.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
- A confidential up-to-date register (kept under lock and key) located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.

No medication including headache tablets will be administered to children without the express written permission of parents or guardians. Senior leadership only may seek verbal permission from parents or guardians.

- Parents of all children who receive first aid will be communicated with by phone call or communication book.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported to **VMCH via Riskman**
- Parents of ill children will be contacted to take the children home.
- Students exhibiting symptoms of diarrhoea or vomiting may not return to school until 24 hours after the last bowel motion or vomit.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances

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arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.

- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- Student medical information will be accessible by staff in all classrooms within a thin red folder. All teachers will keep copies of medical forms in red work program folders clearly marked.
- General organisational matters relating to first aid will be communicated to staff in the staff manual of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

Example proformas (Diabetes / Epilepsy) are also to be read in conjunction with the Student Health (First Aid) Policy which outlines the school's responsibility and procedures in respect of our "responsibility to provide equitable access to education and respond to diverse student needs, including health care needs". Confidential records of all students with specific health needs are maintained securely in the general office for reference as required.

A Code Green Register is also maintained noting ailments and treatment for all presenting students.

5. Evaluation

This policy will be reviewed as part of the school's review cycle or earlier as required.

Updated May 2021 re Moores Legal review

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