



First Aid Policy

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.

This document outlines policies and procedures for the following:

- Allergies
- Asthma Management
- Medical Care Plans
- Student Medical Records
- Administration of Medication
- Arrangements for Ill or Injured Students
- Infectious Disease

Allergies

Allergies occur when the immune system reacts to substances (allergens) in the environment, which are usually harmless. Examples include proteins, pollens, dust mites and insect venoms.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. For details on how we manage anaphylaxis in our College refer to our Anaphylactic Shock Management policy.

Our Policy

Mildura Christian College is committed to providing a safe learning environment for all our students and to minimise the risk of allergen exposure. It is our policy:

- to provide, as far as practicable, a safe and supportive environment in which students at risk of allergies can participate equally in all aspects of the student's schooling
- to raise awareness about allergies and the College's allergy management and Anaphylactic Shock Management policy in the College community
- to engage with parents/carers of each student at risk of allergies when assessing risks and developing risk minimisation strategies for the student

- to ensure that staff have knowledge about allergies, anaphylaxis and the College's guidelines and procedures in responding to an anaphylactic reaction.

Identification of Students at Risk

Parents/carers are requested to notify the College of all medical conditions including allergies.

Students who are identified as suffering from severe allergies that may cause anaphylactic shock are considered high risk and are managed through our Anaphylaxis Management Plan.

Being Allergy Aware

Given the number of foods to which a student may be allergic to, it is not possible to remove all allergens.

It is better for the College community to become aware of the risks associated with allergies and for the College to implement practical, age appropriate strategies to minimise exposure to known allergens.

At Mildura Christian College we do not promote that we either 'ban nuts' or are 'nut-free'. We consider that being 'allergy aware' is a more appropriate term.

Whilst we do not claim to be 'nut-free', minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include removing nut spreads and products containing nuts from the College canteen but does not include removing products that 'may contain traces' of peanuts or tree nuts.

We may also choose to request that parents/carers do not include nut spreads in sandwiches or products containing nuts in their lunch box.

Raising Peer Awareness

Peer support and understanding is important for the student at risk of allergies (in particular anaphylaxis).

Staff can raise awareness through fact sheets or posters displayed in hallways, canteens and classrooms or in class lessons.

Class teachers can discuss the topic with students in class, with a few simple key messages:

- always take food allergies seriously – severe allergies are no joke
- don't share your food with friends who have food allergies or pressure them to eat food that they are allergic to
- not everyone has allergies – discuss common symptoms
- wash your hands before and after eating
- know what your friends are allergic to
- if a schoolmate becomes sick, get help immediately
- be respectful of a schoolmate's medical kit.

It is important to be aware that some parents/carers may not wish for their child's identity to be disclosed to the wider College community, this may also apply to the student themselves. It is therefore recommended that this be discussed with the student and their parents/carers and written consent be obtained to display the student's name, photograph and relevant treatment details in staff areas, canteens and/or other common areas.



Bullying Prevention

A student at risk of allergies can have an increased risk of bullying in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts.

Mildura Christian College seeks to address this issue through raising peer awareness so that the students involved in such behaviour are aware of the seriousness of allergic reactions.

Any attempt to harm a student at risk of anaphylaxis with an allergen is treated as a serious and dangerous incident and treated accordingly under the College's Bullying and Harassment policy.

Raising General College Community Awareness

Mildura Christian College takes active steps to raise awareness about allergies and anaphylaxis in the College community so that parents/carers of all students have an increased understanding.

These steps include providing information about our allergy awareness strategy to the broader College community through newsletters, fact sheets, posters and other publications.

Developing Strong Communications with Parents/Carers of High-Risk Students

Parents/carers of a student who is at risk of allergies (in particular anaphylaxis) may experience high levels of anxiety about sending their child to school.

It is important to encourage an open and cooperative relationship with parents/carers so that they feel confident that appropriate risk minimisation strategies are in place.

In addition to implementing risk minimisation strategies, the anxiety that parents/carers and the student may feel can be considerably reduced by keeping them informed of the increased education, awareness and support from the College community.

Staff Responsibilities

All staff must be allergy aware and actively promote Mildura Christian College as an allergy aware College.

Signage

Allergy awareness signage is posted in the staffroom and in other locations around the College

Implementation

This Policy is implemented through a combination of:

- College premises inspections (to identify wasp and bee hives)
- staff training and supervision
- maintenance of medical records
- effective incident notification procedures
- effective communication procedures with the student's parents/carers
- effective communication procedures with the broader College community.



Asthma Management

Asthma affects around 10 per cent of Australian children and is one of the most common reasons for school absenteeism and hospital admission in school-aged children.

Asthma attacks must be identified quickly and treated correctly to ensure the best outcome for students affected. Teachers and staff must be aware of the symptoms, triggers and best practice management of asthma so they can assist their asthmatic students while at the College.

If you think a student may be having a serious asthma attack, call an ambulance and give the student blue/grey reliever medication as described in the Asthma First Aid Plan.

Schedule 4 Clause 12 of the Education and Training Reform Regulations 2017 requires that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws.

Our Policy

Mildura Christian College is committed to supporting students who suffer from asthma and assisting them to participate in all College activities. It is our policy that:

- we provide a clear set of guidelines for the management of asthma in our College. The guidelines in this Policy have been developed having regard to the publications of Asthma Australia and the National Asthma Council of Australia.
- we establish procedures for responding to and dealing with students who have been diagnosed with asthma and procedures for responding to an asthma attack
- each student must have a written Asthma Action Plan and a Student Health Support Plan
- we identify and, where possible, minimise asthma triggers identified on a student's health plan
- student medical records and Asthma Action Plans are communicated to relevant staff in a confidential manner, stored appropriately and updated yearly
- where possible, we encourage students with asthma to self-administer medication and keep it on their person at all times
- we inform parents/carers as soon as possible of concerns regarding a student's asthma, particularly where it is limiting the student's ability to participate fully in all activities
- where necessary, we modify activities for the student with asthma in accordance with their needs
- we provide education, support and resources for staff, parents/carers, students and the wider College community on asthma awareness
- we place Asthma Emergency Kits - spacer devices, reliever medication and Asthma First Aid Action Plans - in appropriate areas within the College and ensure staff know where to access them
- key staff are trained to provide Asthma First Aid and how to use the equipment and medication in our Asthma Emergency Kits
- we display emergency Asthma First Aid posters in key locations around the College.

Asthma Triggers

Triggers which may cause an asthma attack include, but are not limited to, the following:

- hay fever



- air quality
- thunderstorms
- bushfire smoke
- colds and flus
- exercise
- smoke e.g. cigarette, wood fire smoke
- dust, pollens and allergens
- certain medications
- some foods or preservatives
- extreme weather and sudden changes in the weather

With the exception of exercise, asthma triggers should be avoided.

How to Recognise an Asthma Attack

The symptoms of asthma depend on whether the attack is mild/moderate, severe or life-threatening:

Mild/Moderate Attack: Symptoms include:

- coughing
- soft wheezing
- minor trouble breathing.

A student experiencing a Mild/Moderate Attack should still be able to walk/move around and talk in full sentences.

Severe Attack: Symptoms include:

- persistent coughing
- loud wheezing
- obvious difficulty breathing
- inability to speak a full sentence in one breath
- tugging in of the skin between the ribs or at the base of the neck
- reliever medication not lasting as long as usual.

Life-threatening Attack: Symptoms include:

- wheezing/coughing may be absent
- confused or exhausted
- turning blue
- gasping for breath
- collapsing
- not responding to reliever medication.

Whether or not the student is known to have asthma, no harm is likely to result from giving reliever medication to someone without asthma.

If you think a student may be having an asthma attack, give blue/grey reliever medication as described in the Asthma First Aid Plan. Call an ambulance if:

- the student is showing symptoms of a severe or life-threatening asthma attack



- the student is not breathing
- the student's asthma suddenly becomes worse or is not improving
- the student is having an asthma attack and a reliever is not accessible
- you are not sure if the student has asthma or they are known to have Anaphylaxis.

Recognising Symptoms of Poorly Controlled Asthma

The following are indicators that a student's asthma is poorly controlled:

- frequent absenteeism from school due to asthma
- students regularly use their reliever medication more than two times per week to ease asthma symptoms
- tiredness/poor concentration
- student is unable to exercise or play sport due to asthma

If you recognise a student who may have poorly controlled asthma, consider informing the parents/carers so that they can seek medical advice.

Asthma Management Procedures

Mildura Christian College has developed the following work practices and procedures for managing asthma:

Asthma First Aid Plan

In an asthma emergency follow the student's Asthma Action Plan (if easily accessible) or the Asthma First Aid Plan.

Maintenance of Medical Records

Parents/carers are requested to notify Mildura Christian College of all medical conditions including asthma, as well as any medication that a student is required to take on an ongoing basis.

Student medical records are maintained in accordance with our Student Medical Records policy which includes a provision to ensure that Mildura Christian College is regularly updated as to the status of existing medical conditions including asthma.

Asthma Action Plan

An Asthma Action Plan is a written set of instructions prepared in partnership with the student's doctor that helps students to manage their asthma at different times.

The student's Asthma Action Plan should include:

- a list of their usual asthma medications, including doses
- instructions on what to do when the asthma gets worse (including when to take extra doses or extra medicines, and when to contact a doctor or go to the emergency department)
- what to do in an asthma emergency
- the name of their doctor or other health professional that assisted in developing the plan.

Early attention to worsening asthma may prevent students from having a severe or life-threatening attack. Staff should encourage the parents/carers of students to ask their doctor for a written Asthma Action Plan.

For every student with asthma there should be a written Asthma Action Plan provided to the College.



The Asthma Action Plan should be stored appropriately and updated yearly. It should be communicated to relevant staff in a confidential manner.

Each staff member shall fulfil their agreed roles as documented in a student's Asthma Action Plan and the College shall inform parents/carers as soon as possible of concerns regarding the student's health care.

To assist staff in identifying asthma signs and symptoms, including their severity and action to be taken, Asthma Australia and the National Asthma Council have developed preferred Action Plans for use in schools.

The Action Plan Templates are designed to complement, rather than replace, the student's Asthma Management Plan. While any written Action Plan in use by a student and communicated to the College will be sufficient for the College's asthma management procedures, the College may request that the student provides a completed Asthma Action Plan using one of the templates from the list above.

Bushfire Preparation

During periods when the school is considered to be in a "high-risk bushfire zone", staff and teachers should ensure that each student with asthma:

- has a reliever on their persons at all times
- has their asthma action plan and spare medication stored in a location that is easily accessible should evacuation be required.

Administering Prescribed Medication

Parents/carers of students who require prescribed asthma medication to be administered during school hours must notify the College of this requirement and collaborate with the College to work out arrangements for supply, administration and storage of the prescribed medication.

Students who have been diagnosed with asthma should carry their blue/grey reliever medication at all times while at the College in case they need to use it, particularly for an asthma emergency. The regular use of the blue/grey reliever medication more than two days a week may be a sign that the asthma is not being well managed. Staff members should be alert for such usage and shall inform parents as soon as possible of concerns regarding the student's health care.

For more information, refer to our Medication Administration policy.

Asthma Emergency Kits

Asthma Emergency Kits can be purchased from Asthma Australia or the Asthma Foundation and reliever medication is available from pharmacies.

An Asthma Emergency Kit should contain:

- at least two disposable spacers (e.g. Lite Aire®)
- an in-date reliever medication
- alcohol swabs
- instructions for use and cleaning.

Mildura Christian College keeps Asthma Emergency Kits in the following locations:



- Sick Bay
- Metalwork Classroom

A record should be made in the Medication Administration Log located in the Health Module of Sentral on each occasion the Asthma Emergency Kits are used.

Asthma Emergency Kits will be checked regularly to ensure they are well-maintained and stocked appropriately.

Exercise Induced Attack

Exercise is important for health and development. Students with asthma should be encouraged to be active. With good management, most students with asthma can exercise normally.

Any sporting activity (except SCUBA diving) is suitable for students with asthma.

College staff need to be particularly alert for asthma symptoms when students are participating in sports carnivals or endurance events (e.g. cross country). Asthma Emergency Kits should be made available if required, and staff trained in asthma management should attend such events.

The following guidelines have been developed using the Fact Sheet produced by Asthma Australia for dealing with Exercise Induced Bronchoconstriction (EIB) (formerly known as Exercise Induced Asthma).

EIB is temporary narrowing of the lower airways, occurring after vigorous exercise. While EIB can occur without asthma, up to 90 per cent of people with asthma experience EIB.

Before Exercise:

Students who suffer from EIB should exercise in a warm and humid environment wherever possible, and avoid environments with high levels of allergens, pollution, irritant gases or airborne particles.

Students should also:

- use their blue/grey reliever or doctor recommended medication 5-20 minutes before exercising
- always warm up before exercise or activity
- always carry or have their reliever medication close by in case it is needed.

During Exercise:

Students should:

- breathe through their nose to help warm and humidify the air (or use a mask to filter the air)
- if symptoms occur stop activity and take blue/grey reliever or doctor recommended medication
- return to activity only if free of symptoms
- if symptoms reoccur, take blue/grey reliever or doctor recommended medication and do not return to activity.

After Exercise:



Students should:

- always cool down after exercising, and be alert for asthma symptom
- breathe through their nose, covering their mouth in cold or dry weather.

Exercise should only be avoided when the student is unwell or when symptoms of asthma are present. Always notify parents/carers of any asthma incident.

Bushfire Smoke Induced Attack

Bushfire smoke produces fine particulate matter that can exacerbate asthma and trigger symptoms, such as wheezing, breathlessness, coughing or chest tightness.

During periods of bushfire, teachers and staff should regularly check air quality information. Air quality is measured using the Air Quality Index (AQI), which standardises the measurement of the presence of certain gases and particulate matter (including those produced by bushfire smoke) in the air. The AQI can assist in determining appropriate control measures to reduce the risk of an asthma attack, including adjusting the level of or cancelling outdoor activities.

The AQI Categories Table available on the Federal Government's website is available [here](#). An explanation of what each category means for the College is below:

AQI	Category	What does this mean?
0-33	Very Good	Enjoy normal activities.
34-66	Good	Enjoy normal activities.
67-99	Fair	People unusually sensitive *to air pollution should reduce or reschedule strenuous outdoor activities.
100-149	Poor	Sensitive groups* **should reduce or reschedule strenuous outdoor activities.
150-199	Very Poor	Sensitive groups should avoid strenuous outdoor activities.
200+	Hazardous	Sensitive groups should avoid all outdoor activities.

* There is no definition for "unusually sensitive" but is likely to include children with asthma

**Sensitive groups include all children

It is important to be aware that bushfire smoke and debris can linger long after the actual bushfire has subsided. Winds can also carry smoke and debris to areas not directly affected by bushfires.

Students should stay indoors with windows closed and vents blocked if hazard-reduction burns or bushfire smoke is in the school area and avoid physical activity on high-pollution days or if smoke is in the air.

On days when the air quality is hazardous the school will be closed. All parents will be notified of school closures by text message and email.



If students are sent home if air quality becomes worse throughout the day, parents will be notified by text message and email. Where parents are unable to get to the school earlier than the usual, students will be supervised by designated teachers or staff members. However, our after school supervision policy applies after usual school hours.

All classrooms are air-conditioned and are set to recycle/recirculate the air inside to create a safe clean air space.

Thunderstorm

“Thunderstorm asthma” is an asthma event triggered by an uncommon combination of high grass pollen levels and a certain type of thunderstorm that sweeps up pollen grains from grasses and carries it a long distance. Thunderstorm asthmas can be very serious for people with asthma.

The College should be aware of forecast thunderstorms in the pollen season, particularly on days with a HIGH or EXTREME pollen count. Where possible, students should stay indoors with doors and windows closed until the storm front has passed.

Staff Responsibilities

All staff are expected to:

- be familiar with the College’s asthma management policy
- be familiar with Asthma First Aid Plan
- know the students with asthma in their care
- know where the Asthma Emergency Kits are in the College
- know how to implement First Aid treatment in the event of an asthma attack
- access students’ written Asthma Action Plans as required
- know asthma triggers and how to recognise asthma symptoms
- know that use of a spacer with a puffer is more effective than puffer alone
- Know that asthma puffers have an expiry date and to check asthma puffers regularly
- always inform parents/carers of an asthma incident

Asthma is a serious condition. Asthma Australia provides training for College staff to understand and manage asthma and be able to administer Asthma First Aid.

Implementation

This Policy is implemented through a combination of:

- staff training
- the availability of asthma emergency kits
- individual asthma action plans
- effective incident notification procedures
- effective communication procedures
- allocation of the overall responsibility for this Policy to a senior member of staff
- initiation of corrective actions where necessary.



Medical Care Plans

A number students within our College have special health issues that may need to be managed through the development of individualised health care plans. Common examples include students with asthma, diabetes and those that may suffer from anaphylactic shock.

The purpose of this Policy is to provide some detail as to the development of and management of health care plans.

Medical Care Plan Development

A medical care plan describes:

- the student's specific health care needs
- the agreed actions Mildura Christian College will take to meet those needs
- the procedures to be followed in emergencies
- parent/carer notification procedures.

Medical care plans should be agreed between the College, the student (depending on their age), their parents/carers and any relevant medical advisors (where applicable).

Medical care plans should be reviewed regularly as a student's health care needs change.

Types of Medical Care Plans

Mildura Christian College makes use of two types of medical care plans:

- Health Care Plans
- Emergency Care Plans

When a Health Care Plan Should be Developed

Individual health care plans must be developed for students diagnosed with mild or moderate asthma, allergies (not anaphylactic), disorders and other medical issues where the individual students may require medical assistance but are not considered at high risk of requiring emergency medical intervention. A health care plan should also be prepared for any student requiring the regular supervised administration of medication.

When an Emergency Care Plan Should be Developed

Individual emergency care plans must be developed for students diagnosed with severe asthma, type 1 diabetes, epilepsy, anaphylaxis, eating disorders and self-harming behaviours where the individual students are considered to be at high risk of requiring emergency medical intervention. Emergency Care Plans for students at risk of anaphylaxis are also called Individual Anaphylaxis Management Plans.

Communication of Medical Care Plans

It is the responsibility of the Principal to ensure that key elements of a student's medical care plan are effectively communicated to any staff who have responsibility, or are likely to have responsibility, for the supervision of the student.

Storage of Medical Care Plans

All student health care plans and emergency care plans are stored securely in Sentral and in the Sick Bay.

Confidentiality



Student medical information will be communicated to relevant staff in a confidential manner on an as needed basis. Medical care plans must always be stored securely.

Prescription Medication

Where the medical care plan indicates that a student requires assistance with administering prescription medication, administration is to be conducted in accordance with the College's Medication Administration policy.

Parents/Carers' Responsibility

Parents/carers must notify the College upon enrolment, if a student has been diagnosed with any health conditions which require the development of a medical care plan.

Parents/carers must inform the College of any changes to their child's medical conditions, medication requirements or emergency contact details to ensure all records are kept up to date.

Staff Responsibilities

All staff must:

- assist in the development of individual medical care plans where they are requested to do so
- be aware of the specific health care plans for students in their care especially where an emergency medical response may be required
- cooperate in the implementation of medical care plans for students in their care.

Implementation

This Policy is implemented through a combination of:

- the development of specific policies for medical conditions that may require emergency responses
- the development of individual medical care plans through effective communication between the College, parents/carers, health professionals and teaching staff
- staff training
- effective maintenance of medical records
- effective incident notification procedures
- effective communication procedures
- initiation of corrective actions where necessary.

Emergency First Aid Response

First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.

In many cases first aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.



DRSABCD Action Plan

In an emergency every second counts. The DRSABCD Action Plan is a seven-step guide that will help save lives:

D check for DANGER:

- to you
- to others
- to the casualty.

R check for RESPONSE:

Ask name or squeeze shoulders.

If there is a response, make the casualty comfortable, check them for injuries and monitor their response.

If there is no response, send for help.

S SEND for help:

Call Triple Zero (000) for an ambulance or ask another person to make the call.

A check AIRWAY:

Open mouth - if foreign material is present place the casualty in recovery position and clear airway with fingers.

Open airway by tilting head with chin lift.

B check for BREATHING:

Look, listen and feel.

Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock.

Not normal breathing - start CPR.

C give CPR:

If no signs of life (unconscious not breathing, not moving) - start CPR.

CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths.

Continue CPR until help arrives or casualty recovers.

D apply a DEFIBRILLATOR (if available):

Follow voice prompts.



Student Medical Records

Mildura Christian College relies on parents/carers to provide the College with up-to-date medical information about students.

Without current medical information, the best possible care cannot be provided to each student on an ongoing basis.

Without accurate medical information there is a higher risk of:

- medication being wrongly administered
- student allergies being triggered as a result of incorrect medical treatment or the intake of food to which a student has an allergy
- effectiveness of medical treatment being decreased in medical emergencies.

All staff with access to medical records should be aware of student confidentiality for health records.

Our Policy

Mildura Christian College is committed to the safety and wellbeing of all our students and to providing proper care notwithstanding existing medical conditions.

It is our policy that:

- student medical information must be provided by parents/carers on enrolment
- student medical records are updated regularly as advised by parents/carers for incorrect, out-of-date, incomplete or misleading information
- student medical records are stored securely to protect against misuse, loss, unauthorised access, modification or disclosure
- information regarding students' medical conditions is used by the College on an as needed basis to assist in the management of students ongoing health needs
- access to medical records may be provided to the parents/carers upon request under certain conditions, depending on the age of the student.

Collecting Medical Information

At enrolment, parents/carers are required to complete a student medical record form.

Medical information collected includes details of a student's:

- immunisation history
- past medical/surgical history
- mental health
- asthma status
- allergies
- prescription medication
- dietary requirements
- specific medical conditions.

Confidentiality and Use of Medical Information

The confidentiality of medical records must be respected at all times.



Information which is considered necessary for the wellbeing and safety of students will only be disclosed to relevant staff as needed.

Ongoing Management of Medical Records

On an ongoing basis, the College manages student medical records in the following ways:

- regular reminders are forwarded to parents/carers requesting that they review and update their child's medical information as needed
- parents/carers are required to review and update their child's medical information annually
- parents/carers are required to communicate all updates to their child's medical information as they become aware of the changes
- individual health care plans are developed as required and retained in the student's College file with their medical records
- a record is maintained of all medication administered at the College to students
- in a medical emergency, after organising medical attention for the student, a record of all actions taken are recorded on the student's file
- medical records are safeguarded via locked storage and password access to computerised records

Transcription of Student Medical Records

Under no circumstances will staff transcribe any part of a student's medical record to another location.

Access to Records - Students and Parents/Carers

Students and parents/carers wishing to access student medical records should make a request in writing.

Each request for access to medical records will be considered having regard to individual circumstances. For example, access may be denied if the request is from a parent/carer who is subject to a court order.

Students under the age of 18:

Where parents/carers request access to their child's medical records the College's response will be guided by their duty of care towards the student and the Privacy Act 1988 (Cth) (Privacy Act).

Parents/carers may be denied access if their child denies them access and the child has the capacity to consent.

The child's capacity to consent is determined on a case-by-case basis by the College based on an assessment of the student's maturity and intelligence to understand what is being proposed. If the College is unsure or it is not practical to make an individual assessment of the student's capacity to understand, then as a general rule, the College may assume that a student over the age of 15 has the capacity to deny consent for their parent/carers to access the student's medical records held by the College.

Where a student denies access to specific elements of the medical records consideration may be given to providing a redacted version of those records.



The College will maintain all original documents and will provide copies if authorisation to access medical records is granted.

Access to Records - External Agencies

If the College receives a request from an external agency for access to a student's medical records, access will only be provided where:

- the student's parents/carers have consented; or
- the College is required to do so by law.

Staff Responsibilities

Staff are required to:

- be familiar with the medical conditions of students in their care
- apply appropriate security to confidential and sensitive records created or received
- ensure records are stored securely and physical access is restricted.

Implementation

This Policy is implemented through a combination of:

- staff training
- student and parent/carer education and information
- effective maintenance of student medical records
- effective incident notification procedures
- initiation of corrective actions where necessary.

Staff First Aid Training

The principal must ensure that all staff:

- are familiar with the school's first aid procedures
- provide first aid treatment within the limits of their skill, expertise, training and responsibilities in order to discharge their duty of care.

The principal in consultation with the staff must ensure:

- they have established workplace first aid requirements, for example, appropriate number(s) of first aid officer(s), first aid kits
- there is always a first aid officer who:
 - can assist an ill or injured person, and
 - has current qualifications covering all the school's first aid requirements. First Aid Officers must have completed a recognised first aid training course that meets the requirements of HLTAID011 – Provide First Aid (Release 1) and HLTAID009 – Provide cardiopulmonary resuscitation (Release 1). Basic First Aid training (HLTAID011) must be completed every 3 years, while a refresher course in CPR (HLTAID009) must be completed annually.



- relevant staff receive additional training, where required, to meet student health needs. These may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs or activities.

Mildura Christian College has appointed two first aid officers: Bec Arnol & Adele Beasy

Administration of Medication

From time-to-time it may be necessary for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe.

Our Policy

In the event that it is necessary to administer medication to a student, it is our policy that:

- staff do not administer minor analgesics such as paracetamol to students without written authorisation from the student's parent/carer
- prescribed medication will only be administered where a student's parent/carer has provided written permission to the College
- parents/carers are responsible for keeping the College updated if their child's requirements for prescription medication change
- parents/carers are responsible for providing the prescribed medication and collaborating with the College in organising arrangements for supply, administration and storage of the prescribed medication
- students must not carry medications unless there is a written agreement between the College and the student's parents/carers that this is a planned part of the student's individual health care plan
- where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision
- the College provides appropriate first aid facilities
- the College ensures that teaching staff have appropriate first aid training.

Maintenance of Medical Records

Parents/carers must notify the College of all medical conditions that may require the administration of prescription medication to their child during school hours.

Student medical records are maintained in accordance with our Student Medical Records policy which includes a provision to ensure that the College is regularly updated as to the status of existing medical conditions.

Parent/Carer Responsibilities

Parents/carers of students who require prescribed medication to be administered during school hours must notify the College of this requirement and work with the College to arrange for supply, administration and storage of the prescribed medication.

Student Individual Health Care Plans

An individual health care plan will be developed for each student who is required to take prescription medication during school hours. The plan specifies agreed arrangements for supply, administration and storage of the prescribed medication.



Individual health care plans are stored appropriately and updated regularly. Individual health care plans are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a student's individual health plan and the College must inform parents/carers as soon as possible if concerns regarding a student's health care arise.

Self-Administration

Where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision.

Staff Administration

Where prescription medication is administered by staff:

- a staff member with first aid training should be responsible for administering the medication
- if administration of emergency medications is necessary, medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way
- in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/carer
- the staff member administering medication must confirm the name on the medication packaging and that the correct medication dosage is given to the student
- the staff member administering medication must record the student's name, medication and dosage in the Medication Administration log within Sentral

Storage of Medication

In some cases, a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and students at risk of anaphylaxis and it is appropriate that the student carry the medication on their person.

In other circumstances prescribed medication must be stored safely and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

Note Regarding Emergency Care

The College will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's individual health plan.

It should be noted however that in any life-threatening situation, the welfare of the student is paramount and must be dealt with, with immediate priority, notwithstanding the absence of an appropriate individual health plan.

Staff Responsibilities

Staff are responsible for:

- having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health plan
- being familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times



- working with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs
- notifying the Principal and inform parents/carers as soon as possible of concerns regarding management of the student's individual health care.

Implementation

This Policy is implemented through a combination of:

- staff training and supervision
- maintenance of student medical records
- effective incident notification procedures
- effective communication procedures with the students' parents/carers and the students themselves
- initiation of corrective actions where necessary.

Further Information

OAIC Guide on Privacy Obligations and Children and Young People

<https://www.oaic.gov.au/privacy/your-privacy-rights/children-and-young-people/>

Arrangements for Ill or Injured Students

Students who become ill or are injured during school hours are best transferred to the care of a parent/guardian/carer. The College aims to make ill or injured students comfortable and to supervise them until the parent/guardian/carer can collect them.

The College and staff have a duty of care in relation to students and must take reasonable steps to minimise the risk of foreseeable harm.

For more information, refer to our Student Care, Safety & Welfare Policy.

The College must have policies and procedures to manage student wellbeing, including to ensure that the College provides appropriate supervision and medical assistance to an ill or injured student.

Urgent Medical Treatment

If a student requires urgent medical treatment, call 000 immediately.

Staff Responsibilities and Procedure

Staff should notify the office administrator that a student is unwell or injured.

The office administrator is responsible for:

- making arrangements for the supervision and temporary care of the ill or injured student
- identifying whether any medical/first aid supports are required
- contacting the ill or injured student's parent/guardian/carer to arrange for them to be collected



- if none of the ill or injured student's parents/guardians/carers is contactable, the College will seek to contact the listed emergency contact
- advising staff that the student is no longer in class and is/is not expected to return for the day
- recording the nature of the illness or injury, any medication or first aid provided and, in the case of an injury or an illness where appropriate, filling in the safety incident register.

Students Recovers

If the student believes that they have recovered sufficiently to return to classes, the office administrator should liaise with their class teacher/s to ensure that their health is monitored for the rest of the day.

Student is Not Collected

If the ill or injured student's parents/guardians/carers or the emergency contact does not collect them by the end of the school day, College should make arrangements for a staff member to transport the student home.

The staff member must stay with the student until a parent/guardian/carer or responsible adult arrives home.

Implementation

This Policy is implemented through a combination of:

- staff education
- effective communication procedures
- effective incident notification procedures
- effective record keeping procedures
- the initiation of corrective actions where necessary.

Infectious Disease

There are many infectious diseases that can affect children and young people, some common and others rare, including:

- Chickenpox (varicella);
- Gastroenteritis;
- German measles (rubella);
- Haemophilus influenzae infections;
- Hepatitis A;
- Measles (rubeola);
- Meningococcal;
- Poliomyelitis;
- Typhoid and paratyphoid fever; and
- Whooping cough (pertussis).

More information about these diseases can be found on the [Victorian Department of Health website](#).

Our Policy

Mildura Christian College is committed to providing a safe learning environment for all our students.



It is our policy that:

- we implement clear guidelines for the management of infectious diseases
- we provide education, support and resources for staff, parents/guardians, students and the wider College community on dealing with infectious diseases
- teaching staff are trained to recognise symptoms of common infectious diseases and how to deal appropriately with students who become ill at school
- we inform the Department of Health and Human Services of the occurrence of any notifiable conditions

Parent/Guardian Responsibility

Parents/guardians are required to:

- inform the College of any excludable infectious disease their child is diagnosed with. The [complete list of infectious diseases](#) with the exclusion status of the disease can be found on the Department of Health and Human Services website
- inform the College if their child has been in contact with a person infected with diphtheria, measles (if the child is unimmunised) and whooping cough (if the child is under seven years old)
- give an immunisation status certificate in respect of each vaccine-preventable disease to the College
- follow medical advice with respect to exclusion from and return to school of their child
- comply with College staff directions for time out of school for the student's condition.

Immunisation Policy

Immunisation status certificates must be provided upon enrolment and will be stored in student medical records which are kept up-to-date in accordance with our Student Medical Records policy.

It is the College's policy that for all students enrolling in early education services, confirmation of immunisation must be provided through an immunisation status certificate from the Australian Immunisation Register under section 143B of the Public Health and Wellbeing Act 2008 (Vic). All other certificates are invalid for the purposes of enrolment in early education services.

Students who have not received any immunisations must still provide a certificate. Certificates will assist in the event of a disease outbreak, where unimmunised children can be quickly identified and excluded from school until the risk of infection has passed. Records of the information in each immunisation status certificate must be kept for the duration that the student attends the College.

Prospective students will not be excluded from attending school if they have not been immunised.

Infection Control Policy

Where the Principal believes on reasonable grounds that a student is suffering from a vaccine-preventable disease, they will notify the Department of Health and Human Services as well as the parents/guardians of the child, in order to receive instructions on the collection or exclusion of the child.

In the event of an outbreak of a vaccine-preventable disease at the College, any student diagnosed with the infectious disease should not attend school in order to prevent the spread of the condition among staff and other students.



Infected students and students who have been in contact with a person who has an infectious disease or condition that requires exclusion will be excluded from school in accordance with the [school exclusion table](#).

Specific management and communication arrangements will be made in consultation with the Department of Health and Human Services or another authorised representative of the Chief Health Officer.

When directed by the Department of Health and Human Services or another authorised representative of the Chief Health Officer, the Principal will ensure students at the College who are not immunised against vaccine-preventable diseases, do not attend the College until the Department advises that attendance can be resumed.

Incident Procedures

In the event a student becomes unwell at the College with an infectious disease, immediate medical treatment should be provided following the procedures outlined in our First Aid policy. The student should then be transferred to the care of their parent/guardian.

Contact Details for the Communicable Diseases Section of the Department of Health and Human Services

Phone 1300 651 160

Email infectious.diseases@dhhs.vic.gov.au

Post to Reply Paid 65937, Melbourne VIC 8060

[Online](#)

Staff Responsibilities

Staff must:

- advise the Principal if they know or reasonably suspect that a student may have an infectious disease
- implement infection control practices to minimise the risk of exposure to infectious diseases for themselves and students
- maintain privacy and confidentiality of student information and documentation on suspected/confirmed infectious diseases.

Implementation

This Policy is implemented through a combination of:

- staff training and supervision
- maintenance of staff and student medical records
- effective incident notification procedures
- effective communication procedures with students' parents/guardians
- initiation of corrective actions where necessary.

Last Reviewed: October 2021

Review frequency: Annually

