



Health & First Aid (Students) Policy

Level: 3

Version Number: 4

Last amended: 3/2023

Last reviewed: 3/2023

Next review due: 2026

1. **Preamble**

- 1.1. It is Chairo's mission "*to provide excellence in Christ-centred education in partnership with families within a caring Christian community.*" As a caring Christian community, Chairo has a responsibility and desire to provide for the care, safety and welfare of members of the school community within the reasonable limits of its capacity to do so.
- 1.2. Notwithstanding its responsibility to all members of the school community, Chairo has a specific duty of care for the health and safety of students whereby the risk of harm is minimised and students are able to function within a physically and emotionally secure, supportive and productive environment. Such duty of care may, at times, extend beyond the school day and school premises.
- 1.3. Each student at Chairo is acknowledged as a unique individual created in the image of God; "*fearfully and wonderfully made*" (Psalm 139:14).
- 1.4. The school is conscious of its obligations towards members of the school community under relevant government legislation. A wide range of policy documents relate to, demonstrate, articulate and guide the school's endeavours to fulfil its legal, moral and ethical responsibility for the health and wellbeing of members of the school community.
- 1.5. Policies addressing the general care of students include those mentioned elsewhere in this policy and, for example, *Accidents & Incidents Policy, Alcohol & Drugs Policy, Anaphylaxis Management Policy, Camping & Excursions Policy, Child Safety & Wellbeing Policy, Diabetes Management Policy, Electronic Communication & Information Technology Policy, Emergency & Critical Incident Management Policy, Medication Administration Policy, Occupational Health & Safety Policy, Social Media Policy, Sun Protection Policy and Welfare Services Policy.*

2. **Definitions**

- 2.1. *Duty of care* refers to the requirement that the school and staff members take all reasonable care to provide a suitable and safe environment for students, and to ensure that no student is exposed to unreasonable risk of injury. It includes the need to take reasonable measures to protect students from risks of injury that should have been reasonably foreseen. Greater measures may need to be taken for younger students or students with disabilities. Such duty of care to students is referred to, both explicitly and implicitly, in a range of policy documents.
- 2.2. *First Aid* as referred to in this policy relates to treatment and support provided to those who suffer injury or illness, and care provided to students with particular medical conditions, while at school or participating in an approved school activity, and incorporates basic life support in an emergency (e.g., recognising and managing a clear and open airway, restoring breathing or circulation, monitoring wellbeing until recovery or transfer to the care of emergency services or other health professional).



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3. Details

3.1. Health & First Aid - General

- 3.1.1. The school shall refer to the Victorian Department of Education and Training (DET), and reputable health organisations as recommended by DET, for health and first aid advice.
- 3.1.2. The school shall abide by all government regulations and legislative requirements, including reporting and exclusion in relation to infectious diseases.
- 3.1.3. In relation to health and first aid practices, the school shall:
 - ensure adequate first aid training of staff members, including additional training for relevant staff members as necessary to meet the health needs of students, and maintain a register of such training;
 - appoint sufficient First Aid Officers at each campus;
 - assist students with necessary first aid treatment suitable to the presenting injury or illness, including basic life support;
 - assist students with specific medical conditions, provide health care to students with additional medical requirements, and implement a range of activities to support preventative health approaches;
 - develop or adopt procedures, action plans and/or risk assessments in relation to accident and injury, allergies, anaphylaxis, asthma, blood spills, diabetes, epilepsy, first aid training, head lice, immunisation, infection control, mandatory reporting, medication management, sickness exclusion, and other medical conditions and situations as appropriate;
 - where possible, contact parents/guardians or nominated emergency contacts prior to seeking professional medical advice;
 - ensure that parents/guardians are aware of their obligation to notify the school where a child has contracted an infectious disease or come into contact with a person who has contracted an infectious disease;
 - provide and maintain appropriate first aid cabinets and kits, and provide first aid rooms or sickbay facilities;
 - install and maintain an automated external defibrillator at each campus for use by trained staff in a medical emergency of any person on the school premises;
 - ensure effective record keeping of student medical conditions and management (including completion of incident, accident and injury reports) and respectful and confidential communication between family, health professionals and the school; and
 - apply information privacy principles when collecting, using, retaining or disposing of personal or health information for both students and staff members as per the *Privacy Policy*, and in accordance with the Child Information Sharing Scheme.

3.2. First Aid Staff

- 3.2.1. A whole-school First Aid Advisor shall be appointed by the Business Manager. Such appointments shall be ongoing but subject to annual review, and always conditional upon appropriate current accreditation. The First Aid Advisor will support the First Aid Department at each campus by:
 - ensuring all staff first aid training is undertaken as frequently as required;



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- support First Aid Officers in developing health management plans with families when needed;
- present the whole-school bi-annual Anaphylaxis Briefing (online);
- develop and update health policies;
- provide information to staff regarding student health needs;
- train staff in medication administration; and
- support camp preparations for students with medical needs.

3.2.2. First Aid Officers shall be appointed by the Business Manager or his/her delegate (i.e. Administration Managers). Such appointments shall be ongoing but subject to annual review and at all times conditional upon appropriate current accreditation. The duties of First Aid Officers at each campus shall include:

- providing first aid in the event of illness and injury;
- monitoring students according to their medical condition;
- contacting emergency services when deemed appropriate; and
- completing injury and/or incident report forms when involved in care, as needed;
- having knowledge of all students with a health support or management plan on the campus, and ensuring that current student photographs are provided for such plans;
- having knowledge of first aid response information within medical action plans or management plans;
- ensuring emergency contact information for all students is current, based upon the latest information provided by parents/guardians;
- ensuring all medications supplied by student families are within their use-by date, and that their administration has been authorised in writing by parents/guardians;
- maintaining the first aid room or sickbay facilities and their contents, ensuring that first aid supplies are sufficient at all times;
- being aware of camps, excursions, sports days and other events that may require additional or specific first aid support or preparation;
- ensuring that all first aid treatment is appropriately documented and recorded;
- ensuring that parents/guardians or nominated emergency contacts are contacted in the event of student illness or injury as appropriate;
- participating in the risk management process within the school;
- act in the role of First Aid Warden during an emergency evacuation or lockdown;
- providing feedback to senior management in relation to accidents and incidents; and
- where consent has been granted, being aware of specific known medical conditions and the possible emergency needs of staff members (although general and non-urgent first aid care will not be provided by First Aid Officers to other staff members).

3.3. First Aid

3.3.1. Each campus maintains a sickbay where students are attended to by First Aid Officers, who will assess students, enter details into the school's online database, and provide necessary care reflecting our various health management policies such as the *Anaphylaxis Management Policy*, *Asthma Management Policy* and the *Diabetes Management Policy*. This care may include notifying parents or calling emergency services if needed.



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- 3.3.2. Where possible, first aid should only be provided by staff members who have been trained to a competent level, and whose accreditation is current (i.e., First Aid Officers, teaching staff). Notwithstanding the duty of care of First Aid Officers to students, as far as is reasonably practicable, the treatment of illness or injury should be limited to areas in which training has been received. In an emergency, other staff members may be required to help within their level of training and competence, in lieu of emergency services' arrival.
- 3.3.3. In the event that a student is unwell, a student should either advise their class teacher, go to the teacher on yard duty or attend the sickbay. The staff member will then assess their condition and ensure appropriate care is provided, and at times, triage the order in which student treatment is provided. Dependent on the illness/injury, the student will then either: return to class; be picked up by the parent/guardian; or be assessed/transported by emergency services to the nearest Emergency Department. In the event of emergency services transporting a student, parents/guardians or an emergency contact person are to meet the student as quickly as possible at either the school or hospital. Note: all costs incurred for emergency services involvement will be the responsibility of the family.
- 3.3.4. Chairo will communicate with families as deemed appropriate by the Head of School or Principal when the school has been notified a student attended with a confirmed infectious disease. Exclusion protocols will be put in place in line with the latest Department of Health recommendations. Contaminated sickbay cubicles will display signage to indicate the area should only be entered for cleaning purposes.
- 3.3.5. Personal Protective Equipment (PPE) will be worn by First Aid Officers and staff when deemed necessary in the event of a known or suspected infectious disease to reduce further exposure wherever able.
- 3.3.6. Open wounds will be cleaned and bandaged as necessary during school hours, however it is the responsibility of the student's family to continue to monitor, treat and dress the wound thereafter. Families are encouraged to inform the school if an infection develops due to an incident that occurred during a school event. Wounds that occur on school camp will be dressed and treated with antiseptic and/or pain relief to prevent infection while the student is away. Further treatment may be required by the family upon the student's return.
- 3.3.7. All blood spills will be cleaned as soon as feasible and infection control standards will be maintained in accordance with the Department of Health recommendations.
- 3.3.8. Used needles and syringes will be disposed of safely in the sickbay's sharps disposal container, which will then be disposed of in accordance with local council guidelines.
- 3.3.9. All head injuries will be responded to with utmost importance and concussion recognition tools will be referred to for identification of necessary treatment, urgent or otherwise.
- 3.3.10. First Aid Kits for excursions and camps will be prepared by First Aid Officers and collected by Camp Coordinators or staff members prior to the event. All items stocked within the kits are to be considered for the appropriate first aid treatment to be provided to the student. All kits will contain an adrenaline auto-injector and asthma relievers. Some limited medications will be provided in the camp-only kits. If specialty first aid products are required for the kits, staff are to notify First Aid Officers as soon as possible so items can be arranged and provided.
- 3.3.11. *Student Injury Reports* are to be completed by staff members who were involved in or witnessed the incident or injury occur (e.g. First Aid Officer, teaching staff member, Learning Support Assistant on duty). Forms are to be submitted 24-48 hours post incident. This is



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particularly important due to Worksafe reporting that may be necessary. The Finance/Business Management Department determine if such reporting is required based on information provided within the report and injury outcomes confirmed by medical practitioners. See *Student Injury Report Procedure*.

- 3.3.12. In the event of an emergency medical situation, appropriate staff support is to be sought immediately. Once a First Aid Officer attends the emergency event, they are responsible for student management and have the authority to make any necessary decisions as deemed appropriate for the situation, including contacting emergency services. All additional staff members are to respond to any directions given by First Aid Officers and prioritise removing students witnessing the event etc. First Aid Officers will inform Head of School and/or Principal of the major emergency situation as soon as possible post event, unless they are called for assistance during the event.

3.4. Medication

- 3.4.1. Students will be administered medication by First Aid Officers as per the school's *Medication Administration Policy*. Emergency medication (such as adrenaline auto-injectors for anaphylaxis and asthma relievers) will be provided by the school and readily accessible for use in emergency situations. All other medication, including Schedule 8 medication, to be administered to a student during school hours must be provided by the family and accompanied by a signed *Medication-specific Authority Form*.
- 3.4.2. Students deemed responsible to do so and approved by the principal, may carry their own asthma reliever and/or adrenaline auto-injector, and self-administer in an emergency. Further assistance must be sought in the event of a student experiencing anaphylaxis and if asthma treatment has not been effective. Students who travel via a bus to school are required to carry their own emergency medication as per the *Busing Policy*.

3.5. Medical Conditions

- 3.5.1. Families are to notify the school in writing of a student's medical condition at enrolment or as soon as a new diagnosis has been received, however acute or chronic the condition is.
- 3.5.2. Students at risk of anaphylaxis (severe allergy) are required to provide the school with an *ASCIA Action Plan for Anaphylaxis* every 12-18 months, developed by a general practitioner. This plan further informs the *Individual Anaphylaxis Management Plan* developed by the school to care for the student. Students with a known mild to moderate allergy are also strongly recommended to see a general practitioner and request an *ASCIA Action Plan for Allergy* to inform the school how to best respond in the event of an allergy exposure. See *Anaphylaxis Management Policy* for further information.
- 3.5.3. Students diagnosed with asthma, diabetes and epilepsy are required to provide the school with associated management plans as developed by the student's medical team. Additional training may be required for staff responsible for students with diabetes and epilepsy. See relevant policies.
- 3.5.4. Students with other complex medical conditions (i.e. heart conditions, acquired brain injuries, cerebral palsy, physical disabilities, cancer etc) are also to provide the school with written information about the condition and any management plans necessary for daily student care and support as developed by the medical team. Updated plans are to be provided at least every 2 years. The school may request an initial or ongoing meetings with the family to better understand the condition and staff responsibilities to safely support the student and their medical condition.



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3.5.5. A *Student Health Support Plan* may be deemed appropriate to develop in consultation with families in light of medical information provided and school care required.

3.5.6. *Medical Alert Posters* will be updated on an ongoing basis to reflect new or exited student enrolments and new diagnoses. These posters will contain a student photo and basic information regarding a student's medical condition for quick reference to be aware of students needs and to respond appropriately in an emergency. Medical Alert Posters are accessible only to staff members, CRTs and relevant volunteers via the school online platform and displayed on the sickbay wall and on the main staffroom walls at the beginning of each semester.

3.6. **Student Safety and Welfare**

3.6.1. The school shall take reasonable care that any student (and any other person) on the premises will not be injured or damaged by reason of the state of the premises or of things done or omitted to be done in relation the state of the premises.

3.6.2. Principals shall make proper arrangements for onsite supervision of students including a yard duty roster, written instructions, and a map showing areas to be covered.

3.6.3. The school's policy in relation to safety is expressed within the *Occupational Health & Safety Policy*, *Student Discipline & Behaviour Policy*, and a range of other policies and procedures.

3.6.4. First Aid Officers will work with the Welfare Department in caring for students with known diverse learning needs and/or mental health conditions in line with the provided *Student Support Plans*.

3.6.5. Supervision of students during a mental health emergency will be primarily to care for any associated medical concerns and short-term monitoring while other arrangements are made for the student's care.

3.6.6. First Aid Officers will work with the Learning Support Department to provide care for students with physical disabilities who need assistance and/or hygiene care.

3.6.7. Additional information in relation to student welfare is addressed within the *Welfare Services Policy*, *Learning Support Policy*, *Christian Foundations Policy*, *Bullying (Students) Policy*, *Child Safety & Wellbeing Policy*, and associated procedures.