

Policy Statement

Wantirna College will provide first aid facilities, care, assistance and education for students and staff who become sick or are injured while at the College and for students with ongoing medical conditions. Relevant reporting procedures and the Department of Education and Training (DET) policies for First Aid and Medical Emergencies will be followed.

First aid for anaphylaxis is provided for in our *Anaphylaxis Policy*.

First aid for asthma is provided in our *Asthma Policy*.

Guidelines

1.1 A designated room, known as the Health Centre will be set up for the temporary care of sick or injured students and staff.

1.2 First Aid supplies will be maintained

1.3 The Health Centre will be staffed by an Education Support Officer (ESO) with the job title of College Nurse or First Aid Officer. This position may be job shared.

Program

2.1 The Health Centre will be in a room which is close to both the General Office and the Principal Team offices. It will contain at least two beds, a washbasin and a separate toilet. It will be cleaned each school day.

2.1.1 Health promotion material will be displayed and health and well-being information will be available for students.

2.1.2 Spare glucose testing equipment, jelly beans, spacers, ventolin and EpiPens are kept in an easily accessible place.

2.1.3 The Health Centre is open and accessible during school hours to enable access to emergency medication eg Ventolin, EpiPens and glucagon.

2.2 A stocked First Aid cupboard will be located in the Health Centre. It will be kept open at all times during school hours for the purposes of First Aid.

2.2.1 In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

2.2.3 First Aid kits for school use, excursions and camps will be supplied and maintained by Health Centre staff. Guidelines for number and content will be guided by DET First Aid policy.

2.2.4 If a student with complex care needs is attending a camp, Health Centre staff will meet with teachers prior to the camp to provide education and support as necessary. Where appropriate Health Centre staff will recommend a meeting between teachers and parents to discuss any issues. Health Centre staff may attend if requested.

2.3 Health Centre staff will ideally be registered in Division 1 with the Nurses Board of Victoria and hold a current Apply First Aid (Level 2) Certificate or equivalent and must have a Working with Children Check. The position will be advertised by the Business Manager whenever it becomes vacant. Legally, the title of College Nurse cannot be used unless employees are Registered Nurses. Div 1 and 2 Registered Nurses are additionally expected to practice within the scope of their qualifications, knowledge and expertise. Staff with Level 2 First Aid Qualifications only will be referred to as First Aid Officers.

Health Centre Policy

Guidelines

Program

- 1.4 Students who are sick or injured will be referred to the Health Centre.
- 2.3.1 Meal break relief will be provided as available by other staff or volunteers holding a current Level 2/Apply First Aid qualification.
- 2.3.2 Volunteer staff will need to possess a current Working with Children check and sign a College privacy agreement.
- 2.4 Students who are unwell should not attend school.
- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- 2.4.1 Staff will refer students who are sick or injured by sending them to the Health Centre with a pass. Health Centre staff will return the student to class with a pass which is signed, dated and time recorded.
- 2.4.2 Students who become ill or who are injured during recess and lunch breaks should self refer.
- 2.4.3 For serious cases which may require an ambulance, staff members will contact the Health Centre either by the nearest phone or by sending a message to the General Office or Health Centre via another staff member or a student.
- 2.4.4 Health Centre Staff may be required to attend to incidents outside of the Health Centre. An emergency travel pack will be maintained and taken to the incident, along with the Health Centre mobile phone.
- 2.4.5 One Health Centre staff member is also required to attend whole school events such as athletics and swimming carnivals.
- 1.5 Staff who are sick or injured will be referred to the Health Centre.
- 2.5 Staff may access the Health Centre for first aid, education and/or assistance when required.
- 2.5.1 Where a staff member needs to attend the Health Centre during a timetabled class the staff member or Health Centre coordinator must ensure the Daily Organiser or a member of the Principal Team is informed to ensure the class is adequately supervised.
- 1.6 Contact with parents/guardians of sick or injured students will be made as soon as possible if a student needs to go home, or medical attention is required.
- 2.6 Health Centre staff are responsible for contacting parents/guardians if she/he considers this to be appropriate. If they cannot be contacted, then every attempt should be made to contact the emergency number recorded on Computerised Administrative Systems Environment in Schools. (CASES). This person will be called to assume responsibility for that student until a parent/guardian can be reached.
- There will be an expectation from students' families that all contact details are kept up to date.
- 2.6.1 Less urgent notifications will also be made, when time

Guidelines

1.7 Any life threatening or potentially life threatening emergencies requires an ambulance to be called immediately.

1.8 Students requiring further support and referral for social / emotional / mental health concerns will be referred to the relevant support body.

1.9 All cases of illness and injury will be recorded.

Program

permits, to discuss injuries or symptoms experienced by students remaining at school

2.6.2 If no parent or emergency contact can be made, and a student requires medical attention, then authorisation to attend Wantirna Medical Clinic will be sought from a member of the Principal Team to deem the student as a 'mature minor' capable of making their own decision about their healthcare.

2.7 In a medical emergency, Health Centre staff may take emergency action and do not need to obtain parent/carer consent to do so. Health Centre staff may contact Triple Zero "000" for emergency medical services at any time.

2.7.2 If it is considered necessary to obtain medical assistance or to call an ambulance, the Nurse or Health Centre Attendant will act promptly. When appropriate they will inform a member of the Principal Team.

In an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

2.7.3 A member of the Principal Team will inform the DET *Incident Support and Operations Centre* on 1800 126 126 when an ambulance is called.

2.8 Supports available for Wantirna College students are as follows:

Year Level Leader
Leader of Sub School
Student Wellbeing Centre

2.8.1 Health Centre staff will be aware of and practise within the legislation for mandatory reporting in Victoria and will follow Wantirna College procedures for this.

2.9 Health centre staff and volunteers with AFA qualifications will record the name of all students who attend the Health Centre as well as the time and date, the reason for the visit and action taken. Health Centre staff will see that all cases of injury except those which are very minor are recorded on the Computerised Administrative Systems in Schools (CASES 21.). Students attending HC will also be entered by Health Centre staff into Compass, at the time of arrival and departure, to account for their location within the college. If first aid was administered in a medical emergency, the incident will be reported the *Department's Incident Support and Operations Centre* on 1800 126 126.

2.9.1 Health Centre Staff will notify WorkCover as per legislative guidelines. Completed Cases21 Incident Notification Forms will be reviewed and signed by an Assistant Principal, replicated online by HC staff and forwarded to DET each term.

2.9.2 Staff attendance details will include date and time of presentation, name, presenting complaint and treatment provided.

Guidelines	Program
1.10 Student medications will be administered by the Health Centre staff.	2.9.3 Serious incidences and injuries for staff will additionally be recorded on eduSafe online as a replacement for the Cases21 Incident Notification system. Staff are required to self report using this program. 2.10 DET guidelines will be followed for medication administration. 2.10.1 Students may store their own medication in the Health Centre. Please refer to attached medication policy for guidelines. All student medications stored in Health Centre will be kept in a locked cabinet with appropriate records kept and permissions obtained for administration. 2.10.2 Students requiring witnessed administration of controlled medications can store medications in the Health Centre. A record of each dose given will be maintained on CASES21. Tablets will be counted upon arrival to the Health Centre with parent/guardian. Both parties will sign to confirm number received.
1.11 Individual care plans will be created for students with additional care needs or at risk of serious illness.	2.11 Students with Asthma, Diabetes, Severe Allergy and Epilepsy will have an Action Plan kept in a separate file. Students with other conditions may also have an Action Plan / Care Plan as considered necessary. Parents will be reminded throughout the year to update details as necessary. 2.11.1 Students with anaphylaxis will have a Management plan and Action Plan kept in a separate file. Information will be updated yearly (<i>refer to College Anaphylaxis Policy</i>). 2.11.2 Students with diabetes will have a Diabetes Management/Action Plan. The Health Centre will consult with the student and parents/carers about the needs of the student and what reasonable adjustments must be made. Students with type 1 diabetes will have: <ul style="list-style-type: none">• a current individual Diabetes Management Plan prepared by the student's treating medical team (provided by parents/carers)• a current Diabetes Action Plan prepared by the student's treating medical team (provided by parents/carers); and• a Diabetes Management/Action Plan developed by the school in consultation with the parents/carers and where appropriate the student's treating medical team.
1.12 Infection control measures will be instituted.	2.12 Universal Precautions will be observed at all times when dealing with blood and body fluids in the Health Centre. 2.12.1 Items soiled with blood or body fluids, including sharps, will be handled safely and disposed of in a commercial infectious waste container.

Health Centre Policy



Guidelines

- 1.13 Health Centre staff will liaise and coordinate immunisations from external providers.
- 1.14 The Health Centre staff will maintain communication with the whole school community, parents, teachers and students.

Program

- 2.12.2 Tweezers will be disinfected after use. Other equipment will be cleaned as required according to manufacturer's instruction. Eye baths and spacers will be single person use only.
- 2.12.3 Linen will be washed on a regular basis.
- 2.13 Immunisation programs for students will be facilitated by Knox Council. Immunisation programs for staff will be facilitated by appropriate providers.
- 2.14 Health Centre staff will use school communication channels such as Compass, College newsletter, email etc to communicate health information to the school community.
 - 2.14.1 Communication with parents/guardians for student specific issues will be made in most instances via phone call on the day. In some instances emails or letters may be sent.
 - 2.14.2 All correspondence to members of the school community from the Health Centre on College letterhead must be signed by a member of the Principal Team in addition to a staff member from the Health Centre.
 - 2.14.3 Health Centre staff will be available to school staff via the Health Centre mobile phone on occasions of whole school excursions eg swimming and athletics.
 - 2.14.4 Parents/guardians are able to contact Health Centre staff via the College Reception, the Health Centre direct phone number, voicemail and/or email.

Policy drafted by:

Policy ratified by College Council:

Major review by:

Policy ratified by College Council:

Major review by:

Policy ratified by College Council:

Major review by:

Major Review by:

Policy ratified by CPEC on behalf of College Council:

Ian Grandy

19th June, 1997

Rosemary Holley (College Nurse) March 2001

21 June 2001

Mary Jo Straford and Alison Osborne (College Nurses) July 2004

25 Nov 2004

Kerry Calcraft and Sandra Spendlove (College Nurses) September 2009

Melissa Wade (College Nurse), Julie Dance (First Aid Officer) and Shane Kruger (Assistant Principal) May 2020

9th June 2020