

## CARE ARRANGEMENTS FOR ILL STUDENTS

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### **RATIONALE**

This policy is designed to ensure that Mansfield Secondary College meets our specific care arrangements and first aid needs to our students at school or on an approved activity.

### **AIMS**

- To ensure that first aid facilities are provided.
- To ensure that asthma management kits are provided for emergencies.
- To ensure that sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice.
- To ensure that staff response to a first aid issue is appropriate.
- To ensure that appropriate first aid equipment is provided to enable health support.

### **Definition**

First aid involves emergency treatment and support to:

- preserve life through:
  - clearing and maintaining open airways
  - restoring breathing or circulation
  - monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
  - protect a person, particularly if they are unconscious
  - prevent a condition worsening
  - promote recovery

**Note:** The goal of first aid is not to diagnose or treat the condition.

### **IMPLEMENTATION**

#### **A. First Aid Coordinator**

The first aid coordinator takes on the role of:

- Supporting teachers in health support planning.
- Having knowledge of all students with a support or management plan and the first aid response noted in these plans.
- Ensure that the student's emergency contact details are up to date.
- Ensuring that all medications supplied by the student are within their use-by-date.
- Working with staff to conduct regular reviews of management strategies, risk assessments and develop strategies to raise awareness in the school community about health and safety issues.

#### **B. First Aid Response**

##### **Identified health need:**

First aid requirements for students with identified health care needs will be explained in the Student Health Support Plan or Anaphylaxis Management Plan.

A photo of each student and a description of their health care needs are on display in the staff area, first aid room and school reception/office area.



# POLICY

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### If a student feels ill or is injured whilst in class:

If a student is, sick or injured during class time they are to be sent by the teacher to the First Aid Officer located in the library office with a note. Another student may accompany them if it is deemed necessary by the teacher.

The First Aid Representative will register the student's name, and the action taken.

Any student who presents at First Aid Officer without the teacher's permission is to be sent back to class. If a student cannot be sent back because of their circumstances, the First Aid Representative will attend to the student.

In the event of a day student needing medical attention, the First Aid Representative will attempt to contact the parent for this purpose.

The First Aid Officer will record actions taken and will supervise the student if they are to be sent home due to illness or injury.

If a student is sick or injured outside class time, the student is to be taken to the First Aid Officer by staff member on duty.

### Student feeling unwell:

If a student feels unwell, the first aid trained staff member will:

- assess a range of signs and symptoms including:
  - whether the student has a fever
  - whether the student's skin feels warm/hot to touch
  - if the student looks pale but has flushed cheeks
  - whether the student indicates that they feel hot
- **Note:** The specific temperature is not the main indicator
- take action based on the summary of signs and symptoms
- immediately seek emergency assistance, if there is:
  - any doubt about the student's condition, or
  - a sense that the student's condition is deteriorating

### Student has a minor injury:

When using an icepack to treat a minor injury such as a bump or bruise:

- do not apply directly to skin
- remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative

### Other injuries:

When an injury causes a nose bleed then an ice pack should not be used instead a cold compress may be used.

In the following circumstances, an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):

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- loss of consciousness, even if only briefly
- a less than alert conscious state
- suspicion of a fracture
- suspicion of a spinal injury
- damage to eyes or ears
- penetration of the skin
- deep open wounds

### **C. Asthma Management:**

Two asthma emergency first aid kits are to be provided, one to keep at the College, and a mobile kit for activities such as excursions and camps. This emergency asthma kit is to contain:

- Blue/grey reliever medication such as Airomir, Asmol, or Ventolin.
- Disposable spacer devices are used to assist with the effective inhalation of the reliever medication.
- Clear written instructions on how to use these medications and devices and steps to be taken in treating a severe asthma attack.
- A record sheet/log for recording the details of a first aid incident, such as the number of puffs administered.

### **D. First Aid Kits:**

At least one major first aid kit is to be located in the sick bay area. Any medication provided by a student's parent/carer or adult/independent student is to be stored separately from the first aid kit.

For a comprehensive list of the contents recommended by Ambulance Victoria visit:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>

Portable first aid kits are to be available for excursions and yard duty. These kits should contain; two pairs of single use nitrile gloves, sterile saline sachets or ampoules for irrigating eyes and minor wounds, gauze and band aids, a resuscitation face mask and where possible a device to call for assistance.

### **REFERENCES**

- Department of Education and training  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>
- Ambulance Victoria  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>

### **EVALUATION**

This policy will be reviewed as part of the College's three-year review cycle.