

## POLICY



*Safe and Supportive Environment: Medical*

### **MEDICAL CARE**



**This policy addresses issues in relation to:  
Safe and supportive environment: Student Welfare – 3.6.2**

*The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.*

## PURPOSE

At International Football School, all students have the right to feel safe, and know that they will be tended to with due care when offering first aid. School staff are expected to use good judgment at all times, particularly in first aid cases, to protect the health, safety and welfare of students.

## PROCEDURE

### **Aims:**

1. Take reasonable steps to care for health and wellbeing of students under the school's care
2. Ensure the School is in a reasonable position to:
  - a) provide first aid
  - b) provide temporary care when students become unwell at school
  - c) manage the administration of prescribed medications (asthma and diabetes) and health care procedures
  - d) deal with particular health care issues that arise in relation to individual students, including the development of individual healthcare plans (if appropriate)
3. Ensure staff are trained in first aid and maintain current first aid qualifications

### **Sick Bay Area / Medical Room**

The sick bay / medical room is based in building 27, in the office.

### **Responsibilities - First Aid Officer**

It is the responsibility of the First Aid Officer to:

- Maintain records and oversee renewal process of staff first aid qualifications
- Administer first aid assistance to sick/injuries students
- Maintain general hygiene and disinfection of sick bay/medical room area
- Ensure that a comprehensive supply of basic first aid materials are available in the medical room
- Maintain first aid kits in science laboratory and preparation rooms and staff rooms
- Provide portable first aid kits for sport groups and excursions off campus
- Maintain a confidential up-to-date register of all serious injuries and illness that require first aid
- Inform staff of relevant first aid information where and when necessary
- Provide staff with information regarding specific student conditions, that may be crucial or

- may have life threatening consequences with up-to-date individual HealthCare Plans
- Contact relevant agencies regarding student illnesses, which may include diabetes, asthma, and other government health agencies (school vaccinations)
- Obtain information in relation to the administration of the medication (asthma, diabetes), including dosage, time of administration, method of administration and possible reaction / side effects
- Supervise students whilst administering own medication (asthma, diabetes)
- Ensure that medication (asthma, diabetes) is provided to the child as and when required
- Keep a record of the time and dosage each time medication is taken by a student
- Communicate individual healthcare plans to all staff members who have dealings with / responsibility for that student
- Contact the student's parents / guardians and, if appropriate, contact emergency services

### **Staff**

It is the responsibility of the staff to:

- Take reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen
- Attend first aid qualification courses as organized by IFS/T. Staff who are unable to attend, must organise own courses
- Inform the First Aid Officer if first aid qualifications are due to expire
- Take reasonable care for the health and safety of all persons in the workplace and to cooperate with the school to ensure the health and safety of others, including assisting in an emergency
- Administer first aid when and where necessary

### **Parents / Guardians**

It is the responsibility of parents / guardians to provide all relevant medical information, including:

- Medical conditions and illnesses and their treatment
- Medical history
- Allergies (including food allergies) and possible reactions should exposure occur
- Medications taken by the student (including possible reactions)
- Health professional contact details
- Cooperate with the school in relation to the health issues/conditions of their child
- Inform the school of their child's health related needs
- Liaise with the school and the child's health care practitioner in relation to any medical issues the child may face and forward relevant information from the child's medical practitioner to the school
- Provide appropriate prescribed medication (asthma and diabetes) and instructions for use at the school
- Provide appropriate plans for dealing with specific conditions of the student, if appropriate

### **Parental Consent to Medical Treatment**

At enrolment, the School will seek consent and authority from parents to obtain advice and treatment for students while under the supervision of the School. The consent and authority with any special requirements in relation to the medical treatment to be administered. In the occasions when the school is unable to contact a parent/guardian when a student is sick or injured, appropriate measures will be undertaken.

### **Implementation**

- Staff members deal with minor injuries (where possible)
- Injuries of a serious nature are referred to the First Aid Officer

### **Procedures for Dealing with Serious Illness/Injury**

- DRSABCD if necessary. Use of first aid training
- Keep calm, reassure and comfort Student
- Diffuse the situation by clearing the area of non-injured students – explain the situation and reassure
- Protect the student and others from further risk
- Assess injury without moving the student
- Send for assistance from First Aid Officer
- Give clear, concise and accurate information of the incident for assistance

The First Aid Officer contacts parents if it is necessary to send a student to hospital. In this case the parent is responsible for collecting their child and transporting them to hospital. In serious cases, an ambulance will be called and the First Aid Officer, or a member of staff will accompany the student to hospital.

### **Notification**

Students who are hurt or ill during a lesson, are sent to the First Aid Officer.

Students who are hurt or ill during recess or lunch, are sent to the First Aid Officer.

If a student is seriously injured, or is suffering an anaphylactic reaction, another staff member or student will be sent to the First Aid Officer to call for assistance. Recording of notification will be made on Edumate.

### **Accident / Incident Report**

An accident/incident Report will be completed if:

- accidents/incidents resulting in injury requiring the treatment/attention by the First Aid Officer including parents, children and visitors on school premises.
- accidents/incidents resulting in injury requiring treatment beyond that administered within the school including parents, children and visitors on school premises.

### **Excursions / Sports / Activities Off School Premises**

Staff responsible for organising extra-curricular activities must:

- complete excursion detail on EDUMATE as per the excursion process
- complete a risk assessment
- be aware of medical conditions of students in their care, of possible complications and necessary procedures of illness/allergies or problems by having an individual Health Care and Risk Management Plan available or follow-up with the First Aid Officer
- see the First Aid Officer prior to the activity/excursion to organise for a first aid kit (to be supplied and signed out)
- Return the kit to the First Aid Officer and sign back in once the activity/excursion has been completed

## **RELATED DOCUMENTS**

*Enrolment*  
*Duty of Care*  
*Student Care*

Date of Next Review: January 2018 or earlier where amendments in legislation require immediate policy reviews

Version #	Date Approved	Author	Purpose/Changes
2.0	Jan 2016	L. Roberts	Original document updated with new information.
2.1	Sept 2016	M. Trew	Formatting Updates