



MACQUARIE COLLEGE

First Aid / Sick Bay Guidelines

Introduction

Macquarie College is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of students and staff while on College grounds or in College care. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at Macquarie College.

The purpose of this policy is to detail the policy and procedures for staff and students to follow when treatment is required for illness or injury on College grounds or whilst participating in an authorised College activity or program.

Audience

The intended audience for these guidelines is Macquarie College Staff & Parents.

Scope

These guidelines apply to Junior School and Senior School. The policy does not include the Pre-School.

Implementation

All staff are to be aware of the potential for harm on the College campus or at any other place where they are in charge of students. Attention to the following matters will help reduce the risk of accident.

- Warn students of potential dangers with regard to either locations or fixtures.
- Report to supervisors items that are faulty or dangerous on the campus.
- Careful supervision of students is provided at all times.

First Aid/Medical Training and PD

- *Staff will be trained in first aid procedures and hold a current First Aid Certificate, renewable every 3 years*
- *Staff will be trained in CPR on an annual basis*
- *Staff will receive annual PD in medical conditions including anaphylaxis, asthma, and diabetes.*
- Staff who are unable to attend College-organised training must find and complete First Aid or CPR training in their own time, and at their own cost.
- The Students Services Officer will be provided with the opportunity to undertake advanced level First Aid Training to ensure the College is best able to manage and address all medical and first aid situations that may arise.

Sick Bay

- When a student comes to the office with a sickness or injury, the date, their name, class, the time they enter and exit the Sick Bay and their injury is recorded in SEQTA.
- When a student comes to the office with a sickness or injury, the first aid officer will treat the child as need arises and the treatment recorded in SEQTA. For K-1 students, a parent may be contacted regarding the illness/injury, to seek direction and preference for treatment including the option of being picked up and taken home.
- The first aid officer will notify the parent for all injuries above the chest.
- If a student's injury or sickness requires for them to go home, a parent/guardian is contacted and the student is then collected and taken home or alternatively taken to the doctor.
- If a student requires urgent medical attention, an ambulance is called, along with the parents/guardians.

- If a parent is unobtainable a staff member may travel to hospital with the child and wait with them until a parent/guardian arrives.

Medication

Refer to the MC Medication Guidelines

Allergies/Asthma

Refer to the MC Asthma Guidelines and Anaphylaxis Guidelines

Procedures

First Aid Precautions

To aid in safety to those administering First Aid the following precautions should be taken:

- First Aid staff will wear protective clothing (including gloves, masks) as necessary whenever they are likely to come into contact with blood or other fluids.
- Sick Bay linen such as pillowcases, blankets and towels will be laundered regularly to ensure the best level of hygiene is maintained at all times.
- Office staff will keep an up-to-date list of students who are at risk of anaphylaxis and other significant (life threatening) health issues in the Sick Bay, Canteen and Food Technology room, and excursion folders. Individual student information will be provided to class/roll teachers.

Illness

- A child who feels unwell should first report to the class teacher or duty teacher.
- JS: If the teacher deems it necessary, the child will be given a card to report to the office where office staff will monitor the child (JS only). The respective Deputy Principal will be called upon for advice if needed.
- SS: Students report to the Senior School office to be assessed.
- If no improvement is apparent then a parent or the emergency contact will be notified and asked to collect the child. Care will be provided in Sick Bay until the nominated adult arrives to collect the child.
- Office staff will update SEQTA if a child leaves school due to illness during normal school hours.
- Students who have an illness that is easily transmitted (such as gastro), will be sent home with parents for a minimum of 24-48 hours. The sick bay will be decommissioned until it can be cleaned and disinfected prior to further use.
- Students with a temperature of 38 degrees or more, parents will be contacted immediately.

When an accident or injury occurs the following actions are to be taken as far as possible:

Minor Injuries

- The injured child should report to their class teacher or duty teacher.
- The teacher will determine the cause of the accident and make a judgement as to whether further attention needs to be given.
- If the teacher deems it necessary, the injured child will be given an office card and sent to the Office for attention at Sick Bay (JS only)
- The office staff will record nature of injury and any attention given in the Sick Bay including time in and out in SEQTA.

- Duty staff should make a note in the duty folder and report any WHS issues via the online WHS and/or Maintenance Log.

Major Injuries

(Any head or eye injury, suspected fractures, lacerations requiring stitching)

- The class/duty teacher should check for danger to themselves and then if possible remove the child from any situation that could cause further danger to them. Another teacher may be required to help especially at playground duty times. Any other students should also be removed from danger.
- The class/duty teacher should immediately notify the office staff of the injury. Students who are able, are to be taken to the office for First Aid. If help is needed then other staff members are to be called upon.
- The injured child will receive First Aid from a qualified staff member. (All College teaching staff hold a current First Aid Certificate).
- All injuries to the head, face or neck area will be reported to the parent and advised what first aid has been provided and given the opportunity to collect the child.
- If further assistance is needed an ambulance will be called and parents notified immediately.
- Parents are requested to keep emergency numbers up to date at the office in case this type of emergency occurs. Parents are requested to come to the school to pick up their child and if an ambulance is needed to travel with their child to the emergency department of the hospital. If a parent is not available, a staff member may accompany the child to hospital until a parent arrives.
- The office staff will record the nature of the injury and any attention given in the Sick Bay including time in and out in SEQTA.
- Duty staff should make a note in the duty folder and also complete an incident report online if the injury meets medical imperative guidelines and report any WHS issues via the online WHS and/or Maintenance Log.

Infectious/Communicable Diseases

- Students who have an infectious disease will be sent home and are not to return to school until after the period specified by NSW Health Department requirements.
- In the event of an outbreak of an infectious disease or condition, the Principal will notify all families who will then make an informed decision about student exclusion and/or attendance.
- In the event of an outbreak of an infectious disease or condition, non-immunized children will be immediately identified and sent home until further notice. Parents with students who have not been immunized against the disease or condition will be asked to keep the child at home until the risk of infection has passed.
- Students with headlice will be sent home for immediate treatment, and may then return to school the following day.

Immunisation Programs

Year 7

Every year Year 7 students participate in an Immunisation Program as prescribed by the NSW Government. There is no cost for students to participate in the program. Information can be found about the Immunisation Program at the link provided Section 7: Supporting Documentation.

First Aid Kits

- The College will supply and maintain First Aid Kits in key areas of the College. These are checked regularly to ensure contents are complete and up to date.
- A First Aid Kit is supplied to teachers for all off-campus activities and excursions.
- Teachers are responsible for taking first aid kits and medical files for off campus activities and excursions. Teachers are also responsible for returning medical files, including medication to the office and reporting anything used from the first aid kit while away to Office staff.
- There are two defibrillators located on the Macquarie College campus ~ one in the Main Administration Office and one in the Sport and Recreation Centre.

Records/Medical Files

SEQTA

All medical and sick bay records are kept in SEQTA. Dates and times for entry and exit from the Sick Bay are also noted.

SafetyMax Incident Reporting

For major or minor injuries, an online Incident Report (via SafetyMax) is to be completed by the class/duty teacher as soon as possible. A witness statement should be obtained where the teacher did not view the incident.

The class/duty teacher or Head of School must follow up with the parents the following day and forward any new information after the incident to the Office to add to the Incident Report. Any action taken to avoid the accident recurring should also be reported to the College Office.

Individual Medical Files (Life-Threatening Conditions)

Every child with a life-threatening condition such as anaphylaxis or severe asthma, has a medical file that is kept in the College Administration Office. This file contains:

- An Action Plan outlining what to do in the event of an attack
- Medication to be administered in the event of an attack
- An IHCP signed by the parents and the class teacher outlining the discussions that have occurred between the parents and the school regarding the child's condition and how it is managed and/or treated in the school environment.

Class Group Medical Files (JS)

A summary of student medical conditions is kept in class groups in the College Administration Office. This, together with the appropriate medications, is signed out by supervising staff for all Junior School excursions. A first-aid kit is signed out for all excursions. Photos of students with life-threatening conditions are included in the class folders.

Year Group Medical Files (SS)

A summary of student medical conditions is kept in year groups in the Senior School Office. This, together with the appropriate medications, is signed out by a supervising staff member for all Senior School excursions. A first-aid kit is also signed out for all excursions. Photos of students with life-threatening conditions are included in the Year folders.

Parental Obligations

- Informing / updating MC in writing re student's medical conditions
- Informing / updating MC in writing re parent / carer contact details
- Informing /updating MC re medications to be issued during school hours / on excursions
- Providing up to date medications to be issued during school hours / on excursions
- Providing accompanying documentation and approvals for medications to be issued during school hours / on excursions
- Meet the cost of any urgent medical treatment required. The College will not be held liable for ambulance or other transport costs.

Supporting Documentation

- Macquarie College Medication Guidelines
- Macquarie College Anaphylaxis Guidelines
- Macquarie College Asthma Guidelines
- Macquarie College Diabetes Guidelines
- NSW Immunisation Program Information:
<http://www.health.nsw.gov.au/immunisation/Pages/schoolvaccination.aspx>

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.

Adopted by the MCC / /
Signed
(MCC Chairperson)
Date for review / /