



School Context

North Ainslie Primary School is an ACT government school which works within the parameters of the ACTDET policy framework. It is situated in an inner northern suburb of Canberra. North Ainslie is a culturally and linguistically diverse school, which provides education for approximately four hundred and twenty students. North Ainslie is particularly unique because it is home, not only to a mainstream primary school (P-6), but also to an introductory English centre for migrant and refugee children (IEC), and to a learning support unit for students with autism (LSU). The main site at North Ainslie operates two fifteen hour preschool sessions. An additional preschool campus is located in the neighbouring suburb of Hackett. The school also provides mainstream integration for a number of children with learning disabilities. Our school community is one which covers a broad socio-economic base.

Purpose

This set of procedures aims to ensure that appropriate practices are carried out at the school that support student well-being and safety.

ADMINISTRATION OF MEDICATION

These procedures are primarily designed to deal with situations where parents seek assistance for their children in the administration of prescribed medication. While these procedures set out advice on the administration of prescribed medication, catheters and injections by ETD staff, as per the ETD policy, staff at North Ainslie should be aware that they have no legal obligation to administer such medication, catheters or injections. However, the school acknowledges that staff have a duty of care to administer first aid to students in their care and to make all reasonable efforts to support parents in these situations.

Procedures

The administration of prescribed medication:

Before any staff member accepts responsibility for administering prescribed medications, catheters and injections to a student in their care at North Ainslie:

Parents/carer(s) of the student will be asked to provide:

- a comprehensive written parental authority which authorises a member of staff to administer the prescribed medication, injection or catheter and clearly sets out the necessary directions (dosage, frequency of and times for administration) and any other special precautions that exist
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- medication in its original container bearing the original label with the child's name and clear indication that the medication is not past its expiry date
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- In the case of serious or chronic medical conditions a written statement from the student's doctor authorising a member of staff to administer the prescribed medication, catheter or injection

The school

- will keep all statements on record in a secure place

- will only carry out administration of any medication, injection or catheter by First Aid trained staff unless parents have given specific written advice to the contrary e.g. a child prone to anaphylactic shock who requires immediate medical intervention.

Note: In such cases a medical plan must be provided by the parent/carer to the school.

The administration of non-prescribed medicines:

The school and staff

- will only carry out administration of non-prescribed medicines kept by the school within the definition of care and first aid and only if parents have first given their written approval
- will only administer analgesic paracetamol (Panadol) after permission has been sought from parents by phone (Frequent requests for paracetamol will prompt the school to suggest parental referral to a medical practitioner.)
- will keep any medications, catheters and injections (including analgesics) in a secure, locked place (not the First Aid Kit).
- will keep a record of all staff administration of medications, catheters and injections.

Note: In preschool administration of medications, catheters and injections will always be countersigned by two staff members (see Medication Administration Record).

Note: An exception to the above applies to the administration of bronchodilator inhalers for the emergency treatment of an asthma attack or suspected asthma attack. The Health Directorate and Asthma Foundation have advised that bronchodilator inhalers are safe and should be used without delay in these cases. Staff at North Ainslie receive regular training in the treatment of asthma and inhalers are kept close by each playground area.

ADMINISTRATION OF FIRST AID

Procedures

First Aid Officers:

The school will annually appoint first aid officers with appropriate and current qualifications obtained from a nationally recognised First Aid training provider.

- There will always be a first aid officer on duty at the school's front office. Additionally first aid officers will always be on duty at both preschool campuses.
- All staff at the Hackett preschool campus are first aid trained. Two staff members at the on-site North Ainslie campus are first aid trained. In the event that illness/absence prevents a first aid officer being present at the on-site preschool, the teacher in charge will ring the school's front office for a first aid officer requesting prompt attention for any students needing first aid. At the Hackett campus, should the school not be able to employ a first aid officer because of staff illness/absence, the preschool will be closed.
- For students in years K-6 other staff members may administer first aid in an emergency, where the first aid officer is not immediately available, provided that:
 - it is within their competence
 - they follow established school policies and safety procedures;and
 - they hand over as soon as a first aid officer or a medically qualified person is available.

- For all excursions and outdoor adventure activities, the school will give consideration as to when it is necessary for a participating staff member to have a current first aid certificate and carry a first aid kit.
- A first aid officer will attend all school camps.
- First aid officers will ensure that students are closely supervised until treatment or assistance is no longer required, or until the student is handed over to ambulance or other medical personnel, unless the officer's personal safety is at risk.

First Aid Kits:

- First aid kits will be kept at both preschool sites and in Sick Bay at the front office which are portable or mounted in such a way as to allow them to be quickly and easily removed and carried to an injured person. The kits will be kept securely when not in use. Portable kits will be available for excursion and camps.
- All playground duty staff will carry a basic supply of wipes and band-aids, and a red emergency help card which can be sent to the first aid officer in the case of an emergency.
- The kits will be kept well stocked with up to date contents.

First Aid Areas:

- First aid areas will be kept clean and in good condition
- Contaminated items will be disposed of safely and soiled linen will be laundered promptly.
- A sharps container will be maintained at all schools.
- All standard infection control precautions will be observed, including sound hygiene.

Standard infection control precautions:

Those providing first aid for patients and toileting students should use the following strategies:

- Handle the blood and body substances of ALL patients as potentially infectious.
- Wash hands with liquid soap and warm water before and after all patient contact.
- Cover any break in skin integrity on arms or hands of person rendering first aid or assisting with toileting, with waterproof dressings.
- Wear gloves when contact with blood or body substances could occur. Remove gloves after task is completed and wash hands with liquid soap and warm water. Dry hands using paper towel.
- If contact with blood or body substances could occur through splashing, wear protective eyewear and a disposable plastic apron.

- If staff members have open cuts or weeping sores on hands or lower arms they should not treat patients or toilet students, but send immediately for assistance, except in an emergency (naturally, the risk of infection is weighed against the need to save life).
- Where an activity is being undertaken (e.g. sport) the person who is bleeding is to leave the activity area until the bleeding has stopped, all body parts contaminated by blood are cleaned, the wound securely covered with waterproof bandages or dressings and contaminated clothing is replaced.
- For minor scratches or cuts, patients should be encouraged with guidance from the first aid officer to assist, as far as possible, with their own first aid.
- Safely dispose of needles/syringes.

Recording and Notification of Information:

Parents:

- will complete and sign the General Medical Information and Consent form at the time of enrolment and at the beginning of each school year. The form must include the student's medical details and a parent's permission for the student to receive emergency treatment. (While the information on these forms will be treated as confidential, the forms will be readily available for consultation by first aid officers and relevant staff members as appropriate, and to medical and paramedical staff in the event of an accident or an emergency.)
- will provide Emergency Treatment Plans which have been completed and signed by doctors and themselves for students with special health care needs in the case of emergencies e.g. anaphylaxis, asthma, diabetes and epilepsy.

The school

- will record all treatments administered to staff, students or others in a First Aid log book and will notify all parents/carers of treatment verbally and/or in writing within twenty four hours. The record of treatment will include the name of the student/staff member, the nature of complaint, treatment, date and time of treatment and signature of the officer administering first aid. Such records will be kept secure.
- will notify parents/carers immediately in the event of an emergency
- will call an ambulance or doctor immediately in instances where the first aid officer believes immediate medical help should be sought
- will forward an incident form immediately to Workplace Safety and advise the school's Health and Safety officer in the event of a critical incident, where a potential or actual serious or fatal injury occurs.

ANAPHYLAXIS PREVENTION

Procedures

The school will take action to avoid potential triggers for children at risk of an anaphylactic reaction.

North Ainslie is a "nut free" school. Parents, staff and students are asked to not bring foods to school which contain nuts. The sale of foods containing nuts is not permitted at the school canteen or community functions.

Other actions will include:

- the removal of bee hives and wasps nests
- consideration as to what plants will be used in the playground e.g. avoiding shrubs which tend to attract bees more than others
- recommending/restricting food items being brought to school in classes where this would cause a risk to a student or staff member

The administration of medication such as an Epi-Pen will be used when staff recognise the signs of an impending anaphylactic reaction. Staff where students are diagnosed with anaphylaxis and who are willing to administer adrenaline using an Epicene or similar device, will undertake anaphylaxis training.

The school will notify the parent of the child and emergency services in the event of an anaphylactic reaction.

Parents with children at risk of an anaphylactic reaction will be asked to submit an Emergency Treatment Plan authorised by their doctor.

Note: from 2012 each preschool site will have a staff member on site who has up to asthma and anaphylaxis training.

MANAGING INFECTIOUS DISEASES

Procedures

The school will keep records of students' immunisation status and will notify the Chief Health Officer if a child enrolled at the school has a vaccine preventable disease listed in Schedule 1.

The Principal

Where s/he reasonably believes that a student/staff member enrolled at the school has a vaccine preventable disease or has been in contact with such a person:

- Will as soon as is practicable advise the Chief Health Officer or delegate, providing relevant details, and inform the parent/carer
- Will follow the procedures set out in the Schedule for the specified disease
- Will notify parents of their responsibilities by school newsletters each year; and
- Will promptly advise parents/carers of outbreaks at their school by circular letter and/or newsletter

Staff

Where s/he reasonably believes that s/he has a transmissible notifiable condition or has been in contact with such a person:

- Will take reasonable precautions against transmitting the condition
- Will, as soon as practicable, inform the principal or person in charge of the school

Parents/Carers

Where they reasonably believe that they/their child have a transmissible notifiable condition or have been in contact with such a person:

- Will follow the procedures set out in the Schedule
- Will take reasonable precautions against transmitting the condition
- Will, as soon as practicable, inform the principal or person in charge of the school

Parents must also comply with any directions issued by the Chief Health Officer in the event of an outbreak of a vaccine preventable disease

References:

Administration of prescribed medication, catheters & injections to students (ACT ETD, 1997)

INFECTIOUS DISEASES – OUTBREAK AND EXCLUSIONS PERIOD POLICY

Student Immunisation Record Keeping

Health and safety policy - first aid (ACT EDU, 2016)

Additional references:

Head Lice

HIV/AIDS - Policy and Mandatory Procedures

Hepatitis Guidelines for Schools

School Accidents - Policy and Mandatory Procedures

Excursions and Outdoor Adventure Activities