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1. Vision Statement
   To live out our Catholic tradition through the charism of the Sisters of the Good Samaritan of the Order of St Benedict, in a spirit of compassion, hospitality and stewardship. Each student is challenged to respond radically to the Gospel to critique and transform the world.

2. Purpose
   Marymount College School should be a safe and caring place for students, staff and visitors. We believe that parent care is necessary for any sick student; therefore, it is the parents' responsibility to keep a sick child at home. Staff and volunteers assisting with school related activities are bound by a legal "duty of care", which means that they must act even more responsibly than a reasonable and prudent parent. In caring for students, the degree of supervision should vary according to the age and maturity of the child, the setting and the nature of the activity. Supervision should also take into account the aim to foster mutual caring, independence and self-protective behaviours in children.

   All staff members have a responsibility to give first aid and comfort to anyone in the school environs who is sick or injured and to arrange further assistance if required. Parents are assured that all reasonable care will be taken to prevent injury to their children. If injury does occur, school staff will ensure that prompt medical attention is sought and parents will be notified as soon as possible.

3. Prevention and Awareness
   3.1 School Staff
   The Occupational Health, Safety and Welfare Committee will be responsible for issues related to school safety and health.

   All staff and voluntary helpers will be encouraged to undertake training in First Aid. In particular, they will have the opportunity to attend a Red Cross Basic Casualty Care Course at least every three years. At least two school assistants shall maintain a current Senior First Aid Certificates.

   School office personnel will maintain the sickroom and first aid equipment, rendering first aid and carry out associated administrative duties.

   In accordance with OHS&W policy, reasonable care will be taken to recognise any safety hazard which exists on school premises, and to see that all necessary precautions are taken to avoid an accident.

   3.2 Facilities and Equipment
   Approved first aid equipment will be kept in the sickroom, Art room, Canteen, Home Economics kitchen and Science laboratories. Additional first aid kits will be supplied for all outdoor activities, including excursions, camps and sports. They will be kept in the Bookroom and will be maintained by the Bookroom Manager.

4. Medical Records
   Upon enrolment and at the commencement of each school year, parents will be required to complete a school Medical and Health Information form. All health information will be regarded as confidential. It is the responsibility of the parents to keep this information and their contact numbers up to date.

   When a student has a significant medical condition, a summary of the relevant points will be provided to all staff, and a copy kept in a secure central location (eg locked filing cabinet).
When the Medical and Health Information form shows that a student may require special care or emergency treatment, (eg asthma, bee sting allergy, anaphylaxis or epilepsy, etc), parents will be asked to provide additional medical information from the student's doctor.

Any students who suffer asthma attacks are required to keep in the office an inhaler (eg Ventolin), with its chemist's label attached.

When additional health information is sought in relation to specific activities (eg swimming, camps etc), it is the responsibility of the person organising that activity to obtain the necessary information through the appropriate form.

An appropriate record will be maintained by the School Secretary of all first aid advice or treatment given, however minor. This record will be examined regularly to detect excessive need for attention or other problems requiring further action.

Whenever an Accident Injury Report is completed, it should be endorsed by the Principal and, if hospitalisation or insurance claims may ensue, the original should be sent to Catholic Church Insurances and a copy to the Director of Catholic Education. (The carbon copy to remain in the school files.)

For those illnesses/injuries where the student returns to class without the need for medical assessment, the teacher will be advised and an advice note will be completed for the information of the parent.

NOTE: This is important in case of minor head injury, asthma attack or epileptic seizure, etc where the student appears to have recovered fully from the incident.

5. Medication

Procedures for administration of medication will be in accordance with written information about the student's medical or health problems obtained from a doctor and/or parent.

At least two staff members should be designated to carry out the procedures in a safe and efficient manner, and have access to specific details of the medication.

Our policy discourages the use of analgesics but, where an analgesic is used, the following should be observed:

- only a designated person or persons will be responsible for giving the analgesic.
- a record will be kept of any student receiving an analgesic, and the reason for its administration.

6. Insurance

The school will maintain Public Liability insurance through Catholic Church Insurances.

The school no longer maintains a bulk subscription policy with the St John Ambulance Service. Instead, parents are encouraged to provide family ambulance cover within their health insurance or by a specific Ambulance Policy.

As part of the Student Contact Card, parents are required to sign a statement, giving information about the kind of cover they have, OR to accept the responsibility for the expense of an ambulance if one is used for their daughter.

The school will advise parents of personal insurance options for students.

7. Poisons

Poison information poster in Science Laboratory. Remedies are kept on hand.
8. **First Aid Procedures**

Teachers or activity supervisors, eg sports coach, swimming instructor, etc will determine whether a student should be referred for first aid assessment. Any complaint of pain or significant discomfort by a student should be sufficient reason for referral. Where a student does not make any complaint but there is reason for concern, a referral for assessment should be made.

Where the teacher on duty or activity supervisor believes that a sick or injured student should not be moved, an appropriately qualified person will be called to complete an assessment. When in doubt as to the severity of the student's condition, an ambulance should be called promptly. Examples of such conditions include

- any life-threatening situation (eg a serious asthma attack), or
- an injury requiring expert medical attention.

A staff member will accompany the student in the ambulance and remain with her until a family member takes over.

Where the teacher or activity supervisor believes that a sick or injured student can be moved, appropriate arrangements should be made for the student to be escorted to the sick room. (A teacher remains legally responsible for the welfare of the sick or injured student until another teacher or the parents assume responsibility for subsequent care.)

In accident cases where a student has been sent home or referred for medical treatment, a CCI Accident Report must be completed.

In the event of a serious accident, the parents of the child will be contacted. The school may implement any emergency procedures before obtaining the consent of the parents if it feels these are necessary. If parent or alternative contact are unavailable, the school will treat the accident or illness as it sees fit. The school will not be held liable if it has followed reasonable medical principles.

In the case of any accident to an adult on school premises, an Accident Report form should be completed regardless of whether any first aid was given. Relevant workers compensation insurance forms should be completed for any school employee. First aid treatment takes precedence over all other school duties.

Gloves should be worn for all wound cleaning or dressing procedures to prevent any risk of cross-infection from either party.

Hands should be washed with soap and water before and after all wound treatment procedures.

If there is any accidental contact with blood or other fluids from a sick or injured person, all contaminated skin surfaces should be washed thoroughly with soap and water or an approved antiseptic solution.

If resuscitation is necessary, an approved resuscitation face mask should be used, if readily available. However, resuscitation should not be delayed to obtain a mask.

Staff on Yard Duty will carry a medical bag, containing basic first aid items.

9. **Infectious Diseases**

Appendix A summarises recommendations for exclusion in cases of infectious disease. Any student who is suspected of having an infectious disease should be taken to the sickroom for assessment.

The student’s parents should be contacted promptly and asked to take the student home and to seek medical advice. Where there is any uncertainty about the infectious nature of the condition, the
parents should be requested to obtain a letter from a medical practitioner certifying that the student is fit to attend school.

Students who have had an infectious disease will not be permitted to return to school until they have fully recovered. If the student returns to school following a period of exclusion which is less than that recommended in Appendix A, then the parents should be requested to obtain a letter from a medical practitioner certifying that the student is fit to attend school.

The fear of infection from contact with blood or body fluids from a suspected AIDS or Hepatitis B sufferer, is not a reason for with-holding treatment in a life-threatening emergency. Disposable gloves should be worn where there is an exposure to blood or body fluids of another person. After giving first aid to a victim suspected of carrying an infectious disease, advice may then be sought either from a medical practitioner or the Epidemiology Branch, SA Health Commission.

It is strongly recommended that all staff be immunised against Hepatitis B, and that parents be advised to arrange for their daughters also to be immunised.

10. Revision Record

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