

AIPAH FIRST AID POLICY

Accidents During School Times – Policy and Procedures

These policy and procedures pertain to all times when school students are under the supervision of teachers from AIPAH – including excursions and out of hour's events.

Procedures in Case of Accident or Injury to Students

If a child is injured in an accident while under the supervision of school staff the following procedures should be followed:

Minor/Trivial Injury -

1. Ensure the student receives appropriate first aid. If no further attention is needed then
2. monitor the student to ensure their condition does not deteriorate.

If the child needs to be sent to the school office then staff must:

1. ensure the injured student is escorted to the office;
2. administer first aid as perceived appropriate;
3. Parents/Carers will be contacted as necessary. This contact may be via a “green slip to parent/carer”
4. If the student has suffered ANY head injury the parents/carers MUST be contacted.

Non-Trivial Injury - Where the student **can move to the school office without compromising their safety:**

1. Escort (or have the child escorted) to the office.
2. First aid will be administered
3. Parents/Carers will be contacted as necessary.
4. School staff will call the parents/carers immediately if the injury requires medical attention.
5. School Staff will call an ambulance if the student is perceived to be at risk.
6. School staff will call an ambulance if advised by parents/carers that they cannot attend the school

Non-Trivial Injury – When student **cannot be moved without compromising their safety:**

1. First aid will be administered at the site of the accident;
2. the school office will be notified as soon as possible of the accident and injury
3. The principal and/or Academic Coordinator will be notified immediately by the school office staff
4. Parents/Carers will be contacted by the school office staff
5. School staff will call an ambulance if the student is perceived to be at risk of further injury or if their condition deteriorates;
6. School staff will call an ambulance without delay if the accident/injury involved spine/neck/head injury where the student cannot be moved or where there is (or there is a suspicion of) an anaphylactic reaction
7. School staff will call an ambulance if advised by parents/carers that they cannot attend the school.

Disclaimer

At all times it is recognised that school staff are NOT medically trained and that they will act in what they believe is the best interests of the student. The decisions and actions of staff take into account that they are not medically trained and that they will, from this untrained perspective, seek to do the best for the student.

Accident Report and Witness Statements to Accidents

An accident report should be prepared for any accident that occurs on school premises or during school activities that is not minor.

The report should be completed by the Principal – or delegated to the member of staff closest to the incident.

Witness statements may be obtained from students – copies of which are filed.

Witness statements should use the “AIPAH Critical Incident” proforma.

NOTE there are separate witness forms for staff and for students.

Students can obtain copies of the statement made by themselves. Witness statements are not available to any other person – other than the parent/carer of the individual who completed the statement.

Information to Parents and Carers

Parents and Carers must be notified of any accident involving their child. The notification should be made as soon as possible after the accident occurs. Notification either by telephone or in writing should include:

- Confirmation that the student was involved in an accident together with a description of the nature of the accident;
- Details of any injuries sustained;
- Details of any action taken (e.g. First aid, calling an ambulance or doctor)

See also 'Nut/Anaphylaxis Awareness Policy.

NUT/ ANAPHYLAXIS AWARENESS POLICY

RATIONALE:

It is important that the school and community look after all students in its care.

An allergy to peanuts affects 1 in every 50 children and can result in 'anaphylaxis', causing death. Allergic reactions can also occur with other nuts, such as hazelnut, almond, walnut, brazil nut, pecan and cashew, and can be just as severe.

(Reference: Royal Prince Alfred Hospital Allergy Unit, Fact Sheet – Peanut Allergy)

As a school, we would like to provide responsible support for children who have such allergies and may suffer severe anaphylactic reactions that are life-threatening.

To this end, we will do our best to make sure AIPAH is a **nut-free school** and we seek the school community's co-operation in supporting the safety of all students at the school. As many prior to school settings already have a nut free policy, most families will be familiar with how to do this.

WHAT IS ANAPHYLAXIS?

Anaphylaxis is a severe and sudden allergic reaction. It can occur when a person has contact with an allergen (such as a food or an insect bite). Contact can be through skin (touching), eating, drinking or smelling, or with tiny pieces of the allergen which float in the air. Very allergic children can get anaphylaxis from as little as 1/2000th of a single peanut. Reactions usually begin within minutes of contact and can progress rapidly over a period of up to two hours or more.

Anaphylaxis can be life threatening and **always requires an emergency response**. Fortunately, anaphylactic reactions are uncommon and usually preventable.

(References: Anaphylaxis – Guidelines for Schools; RPA Allergy Unit Fact Sheet – Peanut Allergy)

OUTCOMES:

- Students with anaphylaxis will be safer and less likely to encounter substances that could initiate an attack.
- Teachers, students & parents will be more aware of the dangers for some students in relation to their allergy.
- A supportive and caring approach by all the school community is evident.
- Ideally, the incidence of anaphylactic attacks is minimised and averted altogether.

IMPLEMENTATION:

- On enrolment, parents should supply the school with as much information as possible regarding their child's allergy. For children with severe anaphylaxis, this should include an action plan supplied by a doctor. Parents should also notify the teacher on first meeting them.
- Where necessary, parents will supply all medication and an EpiPen to be kept at the school. This remains in the secure area of the office. Individual arrangements may be made with the teacher if applicable.
- Teachers and office staff need to be fully aware of which students have severe allergies and where EpiPens or other medication are kept. Action plans need to be visibly displayed for office staff to refer to in an emergency.
- An 'orange card' system needs to be put into place for teachers to seek emergency help.

'URGENT! EPIPEN NOW (Child's name) ROOM (No.)'

- ALL staff need to be made aware of students who have severe allergic reactions at staff meetings throughout the year.
- School parents will be asked **NOT** to give their children with peanut butter or Nutella sandwiches and other nut products in an effort to minimise the chance of anaphylactic children coming into contact with an allergen. A child who comes to school with a nut sandwich will be offered an alternative from the staffroom.
- At all times, the sharing of food is to be discouraged, especially at lunch and recess.
- Teachers on first half duty at recess and lunch time need to remain alert to this issue.
- Notices will be published regularly in newsletters to remind families of the commitment to keep the school nut-free and be supportive of others.
- A laminated sign will be displayed in all classrooms as a reminder for parents and students.
- A photographic display of students with anaphylaxis and other health care plans is to be mounted on the wall in every teaching space. This is to alert casual teachers so that they seek information should they be in that room for the day. Photographs will also be included in class rolls.
- The canteen has also made a commitment to provide nut-free products.
- Any birthday treats supplied for the class by a parent should be nut-free.
- Parents of anaphylactic students should be encouraged to provide alternative treats for the teacher to have on hand so that their child does not continually miss out on special occasions.
- Classes, with anaphylactic students in them, need to discuss the issues with students and be alert for potential problems.
- All cakes made for cake stalls should be clearly labeled as to their ingredients.
- **MOST IMPORTANTLY:** Parents must be responsible for educating their children about their anaphylaxis. Students who suffer from anaphylaxis should follow very strict rules as regards their eating habits as set and instilled by the parents.
- Staff will be trained in the use of an EpiPen.
- EpiPens and medication need to be clearly labeled and accompany students on excursions. The teacher is responsible for carrying the EpiPen on the excursion.

PLEASE NOTE:

Whilst we can promote the nut-free policy within the school community, its success is totally dependent on the co-operation of the parent body to assist with its implementation.