

### Rationale

The Deutsche Schule Melbourne – A German International School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. The school will cater for students with different learning abilities, interests and needs. All students at our school have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

### Principles

- The Deutsche Schule Melbourne works to provide a safe environment for students, staff and visitors.
- Staff or students who are unwell or showing signs of illness should not attend school.
- All injuries to and illnesses of students must be attended to, no matter how apparently minor.

### Goals

- To minimise exposure of students and teachers to other school members who are ill.
- To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to minimise injuries to students at school.
- To communicate students' health problems to parents when considered necessary.
- To provide supplies and facilities and trained staff to cater for the administering of first aid.

### Strategies

- A first aid area and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid area.
- At least two staff members (including one administration staff member) will be trained to a level 2 first aid certificate, and have up-to-date CPR qualifications. Records of staff training are kept on Staff Record Sheets in the staff files in a locked cabinet in the Head Teacher's work area.

# DSM Policy

## Arrangements for Ill Students

- All staff will undertake professional learning in basic first aid management skills, including blood spills and asthma management.
- Treatment will be in accordance with the student's annual Medical Management Plan (e.g. for asthma, or anaphylaxis) where this exists, which is completed by their doctor. The Medical Management Plan should be located with the student's records in a locked filing cabinet and must be available to the staff member on duty.
- Minor injuries only will be treated by staff members on duty, while more serious injuries - including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Accidents/injuries that require medical attention (e.g stitches or a plaster cast) are to be reported to parents immediately. Where parents are unable to be contacted, the emergency contacts as listed on the student's enrolment form will be notified.
- Any injuries to a student's head, face, neck or back must be reported to parents/guardian. Other minor injuries should be reported at the discretion of the staff member.
- An up-to-date confidential Illness Record or Accident/Injury Trauma Record located in a locked cupboard in the first aid area must be completed for students with any injury or illnesses that may require first aid. This document should be completed by the staff member who witnessed or treated the incident. This document must be given to the parent/guardian to countersign before filing.
- Any students with injuries involving blood must have the wound covered at all times.
- No medication will be administered to students without the express written direction of parents or guardians or in accordance with directions from a medical practitioner (see Administration of Medication Policy).

### First Aid Officer

- A member of staff trained to a level 2 first aid certificate will be nominated as the First Aid Officer, and will be responsible for the purchase and maintenance of first aid supplies, first aid kits, including, for example, ice packs, band-aids, bandages, protective disposable gloves. Checking of supplies for quantity and expiration of use by date should occur on at least a weekly basis.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used

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by the school to manage first aid, illnesses and medications throughout the year.

- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.

### Administration Officer

- All injuries that occur during class time will be referred to the administration staff who will manage the incident.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised or the student can be taken home.

### Parents

- Staff will monitor student wellness during the day. Where a student shows signs of illness, the school will contact the parent or guardian and recommend a course of action. This may include sending the student home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- Parents of all students who receive first aid will countersign a completed Accident/Injury/Trauma Record or Illness Record indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid or treatment.
- For known illnesses, parents will be required to provide a Medical Management Plan.
- All students with a documented asthma management plan will have access to Ventolin and a spacer at all times provided by their parents.

### Teachers

- All injuries that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room who will manage the incident.
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be supervised by a staff member at all times.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

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### Occupational Health and Safety Officer

- Accidents are to be investigated by the school Occupational Health and Safety Officer. This may result in modifications to a work or play areas.

### Head Teacher

- Serious injuries, fatalities, or any incident that exposed a person to immediate major risk to their health or safety must be reported to the parents, relevant authorities and the School Board.

### Excursions

- All excursions will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions, along with a mobile phone.
- All students attending excursions will provide a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on excursions, as well as kept at school.

### Date

August 2007

Revised August 2008