

Student Care Policy

Naturally Learning



Purpose: To provide clear guidelines regarding the application of first aid and other health related assistance to participants and staff at Naturally Learning programs.

To define management procedures that are implemented to identify and monitor participants who have pre-existing medical conditions.

Scope: All staff, participants and visitors to Naturally Learning including all programs coordinated by Naturally Learning..

Implemented by: All staff

Beliefs

- All employees, participants and visitors are entitled to a healthy and safe working environment.
- Health and safety is the responsibility of all employees, participants and visitors.
- Responsibility for first aid management should be assigned as a position of responsibility.
- A team approach to health and safety issues is likely to be most effective.
- Regulations relating to correct use of equipment and substances should be well known and adhered to.
- Naturally Learning will do its best to reduce the likelihood of injuries.

Definitions

First Aid: First aid involves emergency treatment and support to:

1. Preserve life through: clearing and maintaining open airways, restoring breathing or circulation or monitoring well being until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse.
2. Protect a person, particularly if they are unconscious.
3. Prevent a condition worsening.
4. Promote recovery.

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Medical Care Plans: A medical care plan is the collective term used throughout this policy for one of the following four plans:

1. An **ASCIA Action Plan for Anaphylaxis** is a student's anaphylaxis emergency response plan in a format approved by the Australasian Society of Clinical Immunology and Allergy and completed by the student's medical/health practitioner in consultation with the parents/guardians annually.
2. An **ASCIA Action for Plan for Allergic Reactions** is a student's Allergy Care plan in a format approved by the Australasian Society of Clinical Immunology and Allergy and completed by the student's medical/health practitioner in consultation with the parents/guardians annually. This plan only applies to people with mild/moderate allergies, who need to avoid certain allergens. For people with severe allergies (and at risk of anaphylaxis) use the ASCIA Action Plans for Anaphylaxis, which include adrenaline (epinephrine) autoinjector instructions.
3. An **Asthma Management Plan** is a student's Asthma Care plan in a format approved by the Asthma Foundation Victoria and completed by the student's medical/health practitioner in consultation with the parents/guardians annually.
4. A **Medication Consent Form and Medical Management Plan** is a plan in a form provided by Naturally Learning for students with any other identified health care need (i.e. other than Anaphylaxis, Asthma or Allergy) and/or where medication is to be administered. All medication is to be administered by the parent/guardian.

Guidelines

- Employees are to be trained to a level 2 first aid certificate (minimum) and with up-to-date CPR qualifications
- A qualified Level 2 staff member should be available to oversee the administration of first aid in Naturally Learning programs at all times.
- First aid kits will be available for use at all times.
- Participants who are ill or injured will be made comfortable until they are able to be collected by their parent/guardian.
- Any participants receiving care for illness or injury will be under the care of a staff member at all times.

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- A comprehensive supply of basic first aid materials will be available.
- A supply of protective disposable gloves will be available for use by staff.
- Any participant with injuries involving blood must be dealt with in such a way as to protect others from contact with blood.
- No medication will be administered to participants by Naturally Learning staff.
- Any significant injuries to a student's head, face, neck or back must be reported to parent or guardian.
- Accidents are to be investigated. This may result in modifications to a work or play area.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to parents/guardians.
- Naturally Learning will be primarily responsible for first aid supplies and maintenance of equipment.
- The maintenance of accurate records of first aid for serious matters is essential.
- A current confidential 'Medical at Risk' and 'Asthma management Plan' will be maintained in the medical cabinet.

Implementation

- All children must see a staff member to receive care for illness or injury.
- When any child receives a head injury, parents will be notified by either phone, text message or in person. Head injuries are recorded in the First Aid Incident Register.
- **If a participant is seriously injured or ill:**
 1. Render whatever assistance is considered essential for the participant's welfare.
 2. Secure patient – don't leave alone if possible – don't move if possible.
 3. Contact Ambulance.
 4. Contact parents if possible
- **Less serious cases:**
 1. Participants inform a staff member or adult on duty.

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2. Participants unable to return to programs will be supervised by a staff member until they can be collected by a parent or guardian.

Designated First Aid Officer

The designated First Aid Officer should be a staff member with current first aid qualifications.

Naturally Learning will be responsible for auditing and maintaining first aid resources.

All staff should be made aware of the medical conditions of participants in their care by the parent or guardian.

Participant Medical Records

Upon enrolment, parents are required to complete the medical detail section of the enrolment form including providing any associated Medical Care Plans. Parents are reminded annually to update any medical information or Medical Care Plans and emergency contact details. A copy of participant medical records provided by parents will be kept by Naturally Learning.

Known Medical Conditions

Participants with known medical conditions are required to provide a completed Medical Care Plan as relevant for their condition, detailing a description of the condition, symptoms of deterioration of the condition, medical treatment if the condition deteriorates and any side effects of the medication affecting participants during Naturally Learning programs. The Medical Care Plan will also include the name, address and phone number of the child's medical practitioner and emergency contacts. Copies of the Medical Care Plan will be kept in the participant's file by Naturally Learning.

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Participant Medication

Participants with long or short term medical conditions which require oral prescription drugs must have their medication administered by parents or guardians. Preference is for medication to be given outside program hours:

- Paracetamol or any other non-prescription medication may be distributed to students with verbal consent of parent / guardian.

Contagious Illnesses

Parents have a responsibility to notify Naturally Learning if their child is diagnosed with a contagious illness. Naturally Learning will then notify parents of participants who:

- Have not undergone a complete immunisation program and may be susceptible; or
- Have reduced immune system capabilities due to their own medical conditions.

Caring for Participants that Become Sick and Injured at Naturally Learning Programs

While every effort will be taken to look after participants, parents are requested to keep sick children at home. If participants become ill during Naturally Learning programs, efforts will be made to advise the parents, either directly or via the emergency contacts listed on the participant's enrolment form, to come and collect the child.

If a participant is injured during Naturally Learning programs, staff at Naturally Learning will administer first aid and provide adequate treatment or transfer into the care of ambulance paramedic as required.

If a participant has received first aid during Naturally Learning programs, parents should be made aware by:

- Text message (for minor injuries / illness)
- Phone call (for serious injuries / illness)

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- Verbally

First Aid Register

Staff members are required to record all first aid administered to participants, staff and parents as a First Aid Incident.

A copy of this policy is to be available on our website.