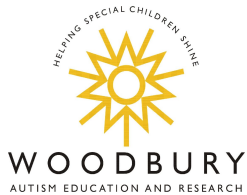




**FIRST AID, CLEANING BODILY FLUIDS,  
ILLNESS AND MEDICATION POLICY**

**FOR**

**WOODBURY AUTISM EDUCATION AND  
RESEARCH LIMITED**



## **FIRST AID POLICY**

Woodbury is committed to the provision of adequate first aid facilities and first aid treatment for all persons at our school in accordance with the legislative requirements of the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

To meet our commitment under the legislation Woodbury will provide and maintain first aid facilities, first aid equipment and appropriate training, policy and procedure. Our school is responsible for maintaining records of staff training in first aid, anaphylaxis and CPR/ emergency care and collating records and information on injury and illness.

### **Responsibilities of the Head of School**

The Head of School, in consultation with staff, is responsible for:

- the provision of first aid facilities and equipment based on an assessment of the needs of the school
- determining the number of personnel trained in first aid
- providing adequate and ongoing training and information for all teachers and ancillary staff as required including CPR/emergency care training
- providing sufficient time for first aiders and others in charge of first aid facilities to perform their duties
- ensuring adequate signage for facilities and kits in accordance with Australian Standards
- the adaptation of policy and procedure to meet the particular requirements of the school
- ongoing evaluation and review of the needs of the school environment
- ensuring ongoing compliance with legislative requirements
- maintaining a reporting and recording system for first aid including a register of injuries

### **Responsibilities of First Aid Personnel**

Under the requirements of the WHS Act and WHS Regulation a person trained in first aid will be designated as the primary first aid officer and will be responsible for:

- initial provision of first aid treatment
- maintaining all first aid kits within the school
- maintaining first aid facilities

Other personnel trained in first aid are responsible for the provision of first aid treatment as required and may be designated by the primary officer or principal to be in charge of a first aid kit or kits.

Trained first aid personnel taking first aid kits from the school for school excursion, sports events etc. are responsible for:

- the care of excursion first aid kit and providing first aid treatment as required
- reporting of incident/injury using the appropriate forms
- return and restocking of the first aid kit as necessary

While acknowledging the duty of care of trained first aid personnel, such persons are not to provide treatment beyond the level of recognised training and/or instruction that they have received.

### **Responsibilities of Employees**

Employees are responsible for:

- providing basic life support and emergency care that is consistent with their current level of training
- reporting and recording the incident as per school procedures

Employees are required under the WHS Act not to interfere with or misuse anything provided in the interest of health and safety under occupational health and safety legislation in the workplace eg removing first aid supplies from first aid kits and first aid facilities and not replacing them.

Employees are encouraged, through the consultation process, to contribute ideas and concerns about first aid issues that will assist in improving management of first aid and emergency situations in our school.

## **Responsibilities of Parents and/or Guardians**

To ensure the health and safety of students at all times and to ensure that members of staff have necessary medical information, parents and/or guardians are responsible for:

- keeping the school informed of any medical condition, treatment and medical contact details
- providing staff with appropriate information and training/instruction where medical conditions require specialised treatment
- updating the school on any changes in any medical condition and/or required treatment

## **Continuous Improvement**

Our school management team, in consultation with our staff, will regularly monitor, evaluate and review First Aid Policy, program and procedures, including relevant records, to ensure continuous improvement of the system. The First Aid Policy will be reviewed periodically, and not less than once every three years.

## **CLEANING OF BLOOD / BODILY FLUIDS POLICY**

Woodbury provides an educational environment which nurtures and develops all students in their care and attempts to ensure that at all times each student and employee is safe and free from risk of contamination from blood and/or bodily fluids (vomit, semen).

To facilitate this, Woodbury staff must follow this procedure when dealing with exposure to blood or bodily fluids (vomit, semen).

When administering First Aid, cleaning an area, or handling any items soiled with blood and/or bodily fluids (vomit, semen) please take precautions to protect yourself and others from infection. Please follow the procedure outlined in this policy when you clean up after blood/bodily fluid (vomit, semen) spills.

### **CLEANING KIT**

Paper towels  
Plastic garbage bags  
Bleach (1:10 dilution)  
Mop and bucket  
Spray bottle  
Disposable gloves  
Plastic goggles  
Kitty litter

Apron  
Antibacterial / wipes  
Sterilisation container for goggles  
Dustpan and broom  
Red handle mop  
Sterilising solution/tablets

The kit to clean up blood or bodily fluids is located in the staff room of building 14, and the left-hand storeroom at the annexed to building 11.

A copy of this procedure must be kept with the kit at all times.

To minimise the spread of contamination, always ensure the scene is clear of other staff and students.

### **Procedure**

1. Put on protective clothing:

- (a) If it is likely that the blood or bodily fluids will splatter, wear plastic goggles.
- (b) To protect your clothing, wear a plastic gown
- (c) Put on disposable gloves

2. Get a bucket or spray bottle, bleach, and paper towels or a mop to clean the floor and other areas. Place the bleach (10:1 dilution ratio using cool water, as hot water kills the bleach), in a spray bottle or bucket.

The contents of the spray bottle and or bucket must be discarded after use.

3. Blot up as much of the blood and bleach solution as possible with paper towels. If there is a large volume of spills or vomit, use kitty to absorb.

Dispose of these materials in a plastic garbage bag.

4. If you used a mop, rinse the mop in bleach solution and allow to dry and place a plastic bag over the mop head and tie off. Discard the leftover solution down the drain or in the toilet.

DO NOT discard the solution down a sink.

5. Pick up any soiled debris (clothing, towels or bandages) and place in a garbage bag. If you are finished cleaning, remove your protective clothing and place in garbage bag. Tie off garbage bags and place in the external rubbish bin.

The plastic goggles are to be sterilised in a solution of Milton and water for 24 hours.

6. Where the incident initially occurred in another location, back track to ensure that there has not been any blood or bodily fluid left on the ground.

7. Wash your hands thoroughly using antibacterial rub e.g avaguard.

Ensure that the cleaning kit is fully stocked and return to the storage original location.

The Clinical Director or delegate must be advised immediately, should you have direct (internally or directly on the skin) exposure to blood, vomit or semen.

## ILLNESS POLICY

This policy outlines the procedure for dealing with illnesses at Woodbury. This policy is important because it promotes a healthy school environment for our students and staff. It is critical that parents and caretakers observe this policy in order to prevent the spread of infection and ensure the continued good health of staff and other students.

This policy is important because some illnesses require a child to be excluded from the school premises to prevent the spread of infection. Remaining home while ill also allows the child time to rest, recover, and be treated for the illness if necessary. This policy outlines illnesses and situations that require exclusion from school.

The illnesses and symptoms relevant to this policy include, but are not limited to, the following. The table below outlines illnesses that necessitate exclusion from school for students, as well as the conditions required for returning to school. We ask all parents to use their judgment when determining a course of action for illnesses and symptoms not listed on this table. All parents and students, are expected to observe this policy.

<b>Illness/Symptoms</b>	<b>My child may return to school when:</b>	<b>Medical Certificate?</b>
Fever (38° Celcius or higher)	24 hours symptom free	No
Diarrhea	24 hours symptom free	No
Vomiting	24 hours symptom free	No
Common cold (when coupled with green or yellow discharge)	24 hours symptom free of green or yellow discharge	No
Productive cough (phlegm)	24 hours symptom free (no phlegm produced with cough)	No
Rash (coupled with fever)	24 hours symptom free	No
Head Lice	24 hours symptom free	No
Pertussis (Whooping Cough)	5 days of antibiotic are completed or until doctor states patient is non-infectious	Yes

Streptococcal pharyngitis (Strep throat)	24 hours after treatment has begun	Yes
Conjunctivitis/Pink Eye	24 hours after treatment has begun	Yes
Impetigo	24 hours after treatment has begun	Yes
Scabies	24 hours after treatment has begun	Yes

When your child presents with any of the above symptoms/illnesses, a determination must be made whether your child requires exclusion. The determination whether to allow your child to attend school is ultimately at the discretion of Woodbury administration, based on the perceived likelihood of infection of other students and staff. If any question exists regarding your child's specific illness, please do not hesitate to contact the Woodbury office. We thank you for helping us promote a healthy school environment for our students and staff.

## **Medication Policy**

### **ADMINISTERING OF MEDICATION**

1. All parents of Woodbury students are informed of our medication policy upon enrolment. A copy of this policy is sent as part of the enrolment pack alongside the contract.
2. Only medication for which we have prior parental consent will be administered within the school.
3. A copy of all consent forms will be kept within the folder labelled "student medication" and stored with the medication box.
4. It is preferable not to give medication at school, but if the doctor or practitioner does need to prescribe a dose during school hours you will need to provide the school with the following:

### **PRESCRIPTION MEDICATION**

1. A note from the doctor or practitioner stating dose, time and medication.
2. Should the dosage or instructions change an updated note from the doctor or practitioner is to be provided to the school before medication can be given to the student.
3. A medication consent form which must be **completed by the parent annually or whenever the instructions change.**

### **SUPPLEMENTS (e.g Vitamins and minerals)**

1. A medication consent form which must be **completed by the parent annually or whenever the instructions change.**

### **OVER THE COUNTER MEDICATION (e.g Panadol)**

1. A medication consent form which must be **completed by the parent annually or whenever the instructions change**

## **PRN MEDICATION**

PRN medications given at school must be part of an overall plan developed by the student's medical specialist or medical practitioner. Generally, PRN medications that may be administered at school are for the treatment of Anaphylaxis, Asthma, Epilepsy, and managing severe challenging behaviour.

Should PRN medication be required to be administered at school, please note the following:

1. The school requires a letter from the student's specialist or medical practitioner explaining why the student requires PRN medication to be given at school. It must clearly state the exact circumstances to administer the medication. The specialist or medical practitioner must also complete the attached authorisation form stating dose, type of medication and when the medication is to be given.
2. Should the dosage or instructions change an updated letter from the doctor or practitioner is to be provided to the school before medication can be given to the student.
3. A medication consent form (attached) must be **completed annually or whenever the instructions change**.

## **GENERAL INFORMATION**

1. If the student comes to school in DET transport, please hand the medication to the driver in its original packaging or a webster pack, inside a sealed container. Please advise the driver that there is medication / supplements in the container and it must be kept in a safe place away from children during transport.
2. The driver will hand the medication/supplements container directly to a member of staff, who will note requirements, and give medication to school office staff, who will place the medication in the medication box that will be locked and placed in a secured cupboard. On administering the medication / supplements, the date and time will be recorded in a register that will include the initials of the person administering and observing the administration of the medication.
3. If you transport your child to school, please ensure the medication is given directly to a staff member, and is not placed in the student's school bag.

All medication is to be in either a "Webster Pack" or the original packaging the medication was dispensed in. Webster packs are packs prepared by the chemist. The chemist puts in the exact dose e.g. ½ a tablet at lunch and seals it with silver foil. Some medication e.g. liquid cannot be made into a Webster Pack. This must come in the chemist prepared bottle with the label attached.

Please note, written consent must be given for **all** medications which are to be administered to your child. This includes over the counter medications such as any form of paracetamol e.g Panadol, and vitamins and supplements.



## **EPILEPSY MANAGEMENT**

If your child suffers from epilepsy, please provide a current epilepsy management plan signed by your child's neurologist and discuss the situation at the IEP meeting or update the school earlier if changes are needed.

## **ASTHMA MANAGEMENT**

If your child suffers from Asthma, please provide an asthma management plan and discuss the situation at the IEP meeting or update the school earlier if changes are needed.

## **SEVERE ALLERGY**

It is imperative that we are made aware in writing of any known allergies your child may have, which may cause a severe reaction causing anaphylactic shock e.g. peanut butter.

Based on the student population we serve Woodbury implements a strict no egg or nuts policy for all students.

Students are only to eat the foods provided them from home unless express consent is obtained in writing.

Students whom bring food items containing nuts or egg will have that food item removed and placed in an external bin. Parents will be informed and if required additional food items will be sourced with parent permission.

Staff are permitted to bring egg and nut products to school but these food items must be stored and consumed within the building 14 kitchen.

## **CHALLENGING BEHAVIOUR**

If your child is taking medication to assist in the management of their behaviour, please provide the plan from your child's specialist or medical practitioner and discuss the plan at the IEP meeting, or update the school earlier if there is a change to the dosage or the plan.

# **ADMINISTERING MEDICATION PROCEDURE**

## **ADMINISTERING OF MEDICATION**

Upon the student's arrival at school, the medication will be taken by staff to the school office and given directly to office personnel.

Office personnel will check the student medication consent form to ensure that the dosage, as noted on the pharmacy label adhered to the medication container, or webster pack corresponds to the consent form.

Medication cannot be administered to students without the appropriate documentation as noted in the medication policy above.

Office personnel will place student medication in a plastic zip bag - which includes a photo of the student, and placed in appropriate medication box. The medication box will be locked at all times and will only be unlocked when the medication is being dispensed. The medication will be stored inside the office of the Clerical Assistant. For medication requiring refrigeration, the medication will be placed in a locked medication box and placed in the refrigerator in building 14. The key for the medication box will be stored in the locked cupboard in the office of the Head of School.

In the absence of the Clerical Assistant the Head of School or their delegate will oversee the administration of medication.

The classroom teacher will be advised that a student requires medication at a specific time, and that the student - accompanied by the class teacher or their delegate, must go to the office to have the medication administered. **Medication cannot be administered in the classroom.**

The observer, being the class teacher or delegate, will check the medication and dosage as noted on the consent form, is the same as the pharmacy label adhered to the medication container. Under the observation of the class teacher or their delegate, Clinical Director, Business Manager or office personnel will administer the medication to the student.

Upon administering the medication, the personnel administering the medication and the observer will complete the "Woodbury Administered Medication" form, and the medication will be placed in the medication box and locked.