



Medical Risk Management Procedure

Purpose:	To assist the College Community to understand the College's approach to Medical Risk Management.	
Scope:	This procedure applies to all College stakeholders	
Status:	Approved	Supersedes: First Aid Centre Procedure General Medical Care Procedure First Aid Procedure Medical Risk Management (Staff) Medical Risk Management (First Aid Centre) Medical Risk Management (Families)
Authorised by:	Executive	Date of Authorisation: 15/05/2018
References:	N/A	
Associated documents:	<ul style="list-style-type: none"> ● Redlands College Medical Risk Management Policy ● Redlands College Anaphylaxis Management Policy ● Redlands College Off-Campus Activities Policy ● Redlands College Emergency First Aid Guidelines – Asthma, Epilepsy, Diabetes and Anaphylaxis ● Redlands College Infection Control Management Plan 	
Review Date:	Every three years	Next Review Date: 24/3/2023
Policy Owner:	First Aid Centre Coordinator	

Implementation

The College strives to deliver effective care for students who become unwell or are injured while attending school. The professional conduct of our College staff is a crucial component of providing ill or injured students with the care they need.

Responsibilities

First Aid Centre

- are responsible for the initial care of ill or injured students / staff / third parties by administering first aid in accordance with their approved training
- attend to an injured or ill person and remain with them until no further treatment or assistance is required, or until the person is handed over to parent/guardian or medical personnel, unless the First Aid Centre Assistant's personal safety is at risk
- must recognise their limitations and only administer or carry out duties that have been included in their training, except in an emergency when it may be necessary for them to follow a student's Medical Plan
- must ensure that Students are closely supervised in the First Aid Centre
- must record all treatments administered to students in their medical notes in the College Database
- must generate an injury/illness report form if the student has an injury or illness that requires more than basic first aid treatment.

If the student is not seriously unwell or injured but is unable to be collected until after 3:30 pm, the student will be entrusted to Student Reception who will care for them until collected. If the student is not collected by 4:00 pm, Student Reception will notify the Executive Assistant of the relevant Head of School and they will remain with the student until they are collected.

First Aid Equipment

The First Aid Centre staff will ensure the following with regards to first aid equipment:

- first aid kits are accessible and stocked
- first aid kit contents are replenished as soon as practicable after use
- the contents of the kit have not deteriorated
- the use by date of contents has not expired
- staff members responsible for first aid kits are familiar with the contents of the kit
- the First Aid Centre is kept in good condition
- contaminated items are disposed of safely
- a sharps container should be maintained.

First Aid Kits

- First aid kits must be readily accessible in case of emergency with the First Aid label clearly visible.
- The College should maintain at least two types of kits – one full kit for the first aid room and also a portable kit for use on camps, excursions and sporting events.
- Additional first aid kits should be located in all separate buildings of the College.
- First aid kits should be portable or mounted in such a way as to allow them to be removed and carried to an injured person.

- The name and telephone number of the person or persons in charge of the first aid kit should be clearly marked on or next to the kit.

The First Aid Kit Container

- be constructed of impervious material, be dustproof and of sufficient size to adequately house the contents prescribed, preferably with separate internal compartments
- be capable of being sealed and be fitted with a carrying handle; it should never be locked
- be marked on the outside with a sign coloured white on green with the words "FIRST AID"
- be kept clean

Others Administering First Aid

- If the First Aid Centre is not immediately available to administer first aid in an emergency, other staff members may provide first aid providing that:
 - it is within their competence
 - they follow established College policies and procedures
 - they hand over as soon as First Aid Centre staff, first aid certificate holder or medically qualified person arrives.
- In cases of serious injury or illness, a staff member should call an ambulance without first contacting the First Aid Centre. The First Aid Centre should be notified directly after the ambulance is called.

Students with Serious Medical Conditions

Condition-specific Action Plans

For students with life threatening conditions (Eg: Anaphylaxis, Epilepsy, Diabetes and/or Asthma), the student's medical information should be completed and updated annually by the student's parent/guardian via Parent Lounge in TASS. In addition to this, the relevant Action Plan should be reviewed annually and signed by their Doctor, then submitted to the First Aid Centre prior to the first day of school, where it will be digitally attached to the student's record on TASS. The student's medical information and relevant Action Plan must be accessible to staff at all times via the College database. The relevant Action Plan will be kept in the First Aid Centre for the current school year. Staff who take students on Off-Campus Activities must take a device upon which they can access student medical details through TASS, or else print hard copies of the relevant medical records for the students in their charge.

The purpose of the condition-specific Action Plan is to ensure College staff are able to provide individually appropriate care to those students who have a life-threatening condition:

- If for some reason a staff member decides to deviate from the Action Plan in some way, the reason for doing so should be carefully documented and explained
- A photograph of the student and the brief details are displayed on the wall in the First Aid Centre.

Medication for Emergency Treatment of Asthma, Anaphylaxis and Diabetes

- Students with asthma must keep their puffers and spacers with them at all times
- Students with anaphylaxis must keep their EpiPen/Anapen on them at all times. Antihistamine may be kept in the First Aid Centre accompanied by a Permanent Medication Authority Form
- Student with diabetes who do not use a pump and CGM (Continuous Glucose Monitor) must keep their glucometer on them and may keep spare insulin and a diabetes emergency kit in the First Aid Centre.
- Students with Insulin pumps and CGM should be allowed to keep their smartphone with them at all times, or must be within 6 metres of their smartphone in order to get readings on the device.

Sick/Infectious Students

- should not be sent to school, as we do not have the facilities or staff to care for them.
- should not attend school until treatment has been completed and the necessary exclusion period has elapsed.

The College adheres to the Queensland Government Department of Health's recommended exclusion periods as per the Time out poster available at: [Department of Health - Time out poster](#).

The First Aid Centre must adhere to the guidelines outlined in the Education Queensland Infection Control Guidelines. [Ed Qld Infection Control Guidelines](#)

note regarding head lice: The College's policy is to exclude until treatment is commenced.

Head Injuries

- Students who report to the First Aid Centre having suffered an injury to their head, face or neck, must be monitored for 30 minutes to assess signs of headaches, nausea, blurred vision and/or dizziness
- If warranted, the First Aid Centre will contact a parent/guardian and discuss any concerns around the student's symptoms, then either request the parent/ guardian to collect their student or discuss returning to class
- If a student is sent home after an injury to the head, face or neck, due to complaining of the above listed symptoms, a Head Injury Information Sheet is to be given to the parent/guardian collecting the student.

Breaks/Sprains/Dislocation

- If there is any doubt whether a bone might be broken or dislocated, parents will be contacted.

Injury/Illness Reporting

- A record must be kept of all treatments administered to students. This information should be recorded in the student's record on the College Database. Information should include the signs and symptoms of the illness/injury, the treatment administered and the time spent in the First Aid Centre
- For any injury that requires more than basic first aid treatment, an Injury-Illness reporting form should be generated by the First Aid Centre then emailed to the relevant supervising teacher.
- The supervising teacher will email the completed report to the relevant Head of School where they then investigate what action was taken and complete the form
- The form is to be emailed to the Work Health and Safety Advisor, cc'd First Aid Centre where it will be recorded as having been completed and added to the Injury/Incident Register or the Risk Register for further investigation.

Admitting Students to the First Aid Centre

- Before admitting students to the First Aid Centre, First Aid Attendants/Assistants should be presented with a Referral Slip or a notified by a phone call from the supervising teacher. Students who arrive at the First Aid Centre without informing their supervising teacher during class time will be sent back to their supervising teacher to ensure the teacher knows their whereabouts (unless the student is seriously ill or this is otherwise inappropriate)
- Students who are not seriously ill should be encouraged to return to class as soon as they feel able. Students are not permitted to stay in the First Aid Centre for more than 30 minutes unless waiting for their parent/guardian to collect them
- Students and parents/guardians should be made aware that students who are ill are to obtain permission to attend the First Aid Centre from their supervising teacher and are not permitted to make their own arrangements to go home
- Parents/guardians should be directed keep their child home from school if they are unwell
- Students who present to the First Aid Centre with emotional concerns will be triaged in the First Aid Centre, given a short rest period to settle, and allowed to return to class once they have settled, or will be directed to Student Wellbeing who will care for the student's needs.

Contacting Parents/Guardians

- Parents/guardians should always be called in the event of a serious injury or illness.
- The First Aid Centre are to obtain telephone numbers off the College database, not from the student. This will ensure accuracy, and will allow a check for any family alerts relevant to the family (e.g. notes about shared care, non-residential parents or court orders)
- In an emergency, if parents/guardians cannot be contacted, the emergency contacts nominated by the parents/guardians should be contacted. The First Aid Centre should still endeavour to contact the parent even after the emergency contact person has taken over the responsibility for the injured or ill student
- Parents/guardians also need to be contacted at the earliest opportunity when:

- The student is too ill to remain at the College
- A head injury is sustained
- An injury with the potential to be a fracture is sustained
- A wound where stitches may be required is sustained.
- The First Aid Centre should not attempt to diagnose what may be ailing a student. If parents/guardians ask for advice on what to do with their child, First Aid Centre should politely decline from advising, explaining that they are not medical practitioners
- If a student is unable to walk due to severe injury/illness, the First Aid attendant may advise the parent/guardian collecting the student to park in the First Aid Centre space in the staff carpark. For this to happen, the First Aid Centre should give the student's name to Public Reception so identification can be made and the parent(s)/guardian(s) can be granted entry into the staff car park. The First Aid Centre should advise all other parent(s)/guardian(s) to park outside the College and to proceed to Student reception to collect the student
- In the case of serious illness or accident and if the parent(s)/guardian(s) or emergency contacts are unable to be reached, medical assistance will be sought at the discretion of College staff.

Administration of Medication

Whilst the administration of medication is the responsibility of the parent or carer with legal responsibility for the student, school staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) where medication is given during school hours or at school activities.

Administration of Paracetamol

Analgesics should not be administered by the school as a standard first aid strategy as it can mask signs and symptoms of serious illness or injury. Giving paracetamol to a student is subject to the following:

- An Authority to Administer Paracetamol is completed annually by parents to authorise the school to give paracetamol to a student if required for the forthcoming year. This authority is given by circling the yes/no option on page 1 of the TASS Medical Information Form.
- Paracetamol shall not be given to a student whose parent has selected 'no' (as noted in the Authority to Administer Paracetamol).
- Administration of paracetamol will be documented on the school database – student, date, time, dosage and reason for administration.
- If paracetamol is to be given to a student for fever, it is only given when:
 1. the student's temperature is above 38 degrees Celsius, and
 2. the student is in discomfort or pain.
- Only one dose of paracetamol should be given. The dose is in accordance with the instructions on the package, the advice of a doctor or pharmacist, or the child's Authority to Administer Paracetamol form.
- Where a student's symptoms are not alleviated by the dose, the student's parents will be contacted and asked to take the student home or to a doctor.
- Preparations that contain Paracetamol only shall be used. 'Cold and flu' mixtures or a combined preparation shall not be given.

- Before 12pm – parents of junior school students will be called and verbal permission required to prevent double-dosing.
- After 12pm – parents will be advised by email or SMS that their child has been given paracetamol.
- For an excursion that incorporates an overnight stay, the consent and medical information form must be completed before a staff member may give paracetamol to a student whilst on that excursion.
- Students who require other analgesic medication are invited to leave a supply of their medication at the First Aid Centre to be administered as required, in accordance with the school's Permanent Medication Policy. Parents will need to complete a Permanent Medication Authority Form. This includes medication for migraine and period pain.

Administration of Medication

- Parents are required to fill out a Medication Authority form for each child requiring medication
 - Students who require medication to be administered in emergency treatment as per their Action Plan are to have a Permanent Medication Authority form completed and stored on TASS and in the First Aid Centre in the Permanent Medication folder
 - For any long term conditions requiring a Controlled Medication (Ritalin, Dexamphetamine, Midazolam etc) – a Request to Administer Medication form must be accompanied by a letter from the student's Doctor, stating the purpose of the medication and when to administer
 - For any long term conditions requiring PRN (as needed) medication, a Request to Administer Medication form must be completed and signed by the parent/guardian annually
 - For short term conditions – a Request to Administer Medication form is to be completed and signed by the parent/guardian
 - Any correspondence from the parent or doctor is to be attached to the back of the Request to Administer Medication form and attached to the student's record on TASS.
- All medication forms and any communication from the student's Doctor should be scanned and attached to the student's medical file in TASS under the relevant medical condition.
- Students are not permitted to keep medication on their person or to administer any medication to other students. The only exception to this is emergency medication for anaphylaxis, asthma, and diabetes.
- All medication must be provided to the First Aid Centre in the original box with the child's name, pharmacy instructions, and expiry date.
- The First Aid Centre attendant will administer the medication to the student with reference to their Request to Administer Medication form and, if applicable, their Action Plan.
- If possible, ensure that another staff member is present to check the correct student/dose/time/route/date of the medication and to observe the administration of the medication and provide a second signature on record.

- Document the dosage, time, date and sign the record sheet in the student's medical file on the College database.
- Medication is kept in the cupboard or in the fridge located in the First Aid Centre.
- A new Request to Administer Medication form must be completed at the commencement of the school year and each time the child receives a new prescription, or when the medication or dosage changes.
- Forms should be sent home at the commencement of the calendar year updated and returned to the First Aid Centre. Old forms are placed in student files. All medication must be in the original box with the child's name and pharmacy instructions and expiry date.

Contacting an Ambulance

There may be times when more advanced medical care is required. The First Aid Centre or College staff should call an ambulance to ensure the next level of care is provided in a prompt manner. When dialling 000, the operator will ask for the state and town, street address and telephone number, and details about the incident. College staff must be clear and concise with the information provided to the Queensland Ambulance Service.

Staff Training

All staff are offered CPR and first aid training, which is provided by a fully accredited external provider. The First Aid Centre must keep a first aid register compiling current first aid certificate holders.

The First Aid Centre should

- be accessible by wheelchair and ambulance stretcher
- be well illuminated and ventilated
- be positioned to allow supervision or close contact with occupants
- be accessible during school hours
- have access to a toilet and a sink, clean hot and cold running water, liquid soap and paper towels
- contain a work bench or trolley
- have a suitable container fitted with a disposable bag or liner for soiled dressings
- Have adequate seating for students
- have blankets and pillows
- have ready access to a phone
- have adequate space for first aid to be administered
- contain an occupational first aid manual
- contain a first aid kit
- contain a sharps container
- contain the following additional items stored in a safe place:
- household detergent
 - household rubber gloves for cleaning
 - paper towels
 - plastic garbage bags and twists or ties for contaminated waste, clothing etc
 - plastic aprons
 - protective eyewear.

