

# Illness and Emergency Care Procedure

## 1. Objective

This *Illness and Emergency Care Policy* should be read in conjunction with the Cheshire Quality Management System suite of policies/procedures/codes and templates for:

- 05.001 Anaphylaxis Management
- 05.002 First Aid
- 05.003 Medications
- 05.004 Child Safety

## 2. Scope

This Policy applies to all Cheshire School staff, volunteers and families.

This Policy applies to all children enrolled at Cheshire School.

This Policy will clearly define:

- Procedures to be followed if a student is sick or injured
- Responsibilities of staff, parents/carers and management

**NOTE:** This *Illness and Care Policy* and the *Anaphylaxis Management Policy* is to be enacted in the event of an emergency anaphylactic reaction both for onsite and offsite activities organised or attended by the School.

## 3. Context and Guiding Principles

Cheshire School abides by the *Public Health and Wellbeing Regulations 2019* (the regulations) replaced the *Public Health and Wellbeing Regulations 2009*, with regard to Immunisation and exclusions (schools and children's services).

**Cheshire School is committed to:-**

- The safety and wellbeing of all students
- Providing a safe and healthy environment during school hours and whilst onsite and offsite (excursions and special events)
- Responding to the needs of the student if the student is injured, becomes ill, or is traumatised
- Providing information regarding immunisation and the protection of children from infectious diseases
- Complying with all legislative and regulatory requirements
- Complying with the exclusion requirements for infectious diseases set out in Victoria Health School Exclusion Table

## 4. Definitions

Word	Definition
<b>Illness</b>	A disease or period of sickness affecting the body or mind
<b>Exclusion</b>	A state in which individuals are unable to participate in school

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<b>Emergency</b>	A serious, unexpected, and often dangerous situation requiring immediate action
<b>Infectious disease</b>	Communicable diseases, meaning they can be passed from one person to another

### 5. Procedure

#### 5.1 Administrative and Operational Procedures

##### The Head of School will ensure:

- All staff have current First Aid qualifications (with the exception of researchers)
- A suitably equipped and maintained First Aid Kit is available
- Appropriate materials and equipment are provided for the implementation of the step-by-step infection control procedures
- That an Emergency Management Plan is developed in consultation and distributed

##### Cheshire Staff will ensure:

- Student enrolment records are maintained regarding their current immunisation status
- That the First Aid Kit is monitored and arrange for replenishment when and as required
- That a First Aid Kit and Classroom Excursion Backpack is available for all offsite activities which includes a general purpose auto injector and the parent provided auto injector for any students identified with anaphylaxis and/or allergic reaction at risk of anaphylaxis
- Emergency evacuation procedures are displayed in prominent positions and that emergency evacuation procedures are practiced with the students at least once per term
- That the step-by-step procedures for infection control is displayed in a prominent position within the school and implemented at all times

##### Parent, Guardians and Carers will ensure:

- Authorisation is provided for an ambulance and/or medical facility to be sought by the school in the event of a medical emergency, prior to their child commencing at Cheshire School
- Responsibility for all costs associated with an ambulance Cheshire School calls to attend to their child
- All information required on the student's enrolment record is completed and up-to-date
- That when assisting at Cheshire School, they practice the school's step-by-step infection control processes

#### 5.2 Procedure for Handling Infectious Diseases

##### Cheshire Staff will:

- Ensure that the *Public Health and Wellbeing Regulations 2019* (the regulations) replaced the *Public Health and Wellbeing Regulations 2009*, with regard to immunisation and exclusions (schools and children's services)

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- Adhere to the exclusion requirements for infectious diseases, as set out in the *Public Health and Wellbeing Regulations 2019* (the regulations) replaced the *Public Health and Wellbeing Regulations 2009*, with regard to immunisation and exclusions (schools and children’s services)
- Notify parents, guardians and carers of any outbreak of an infectious disease within Cheshire School
- Request parents, guardians and carers notify the School should their child have an infectious disease
- Keep student records up-to-date including the immunisation status of each child

### Parents/carers will:

- Notify Cheshire School if their child has an infectious disease
- Provide accurate and current information regarding the immunisation of their child and any subsequent changes whilst they are attending the school

### 5.3 Procedure relating to Children who are not Immunised

- Cheshire School staff will advise parents, guardians and carers on enrolment that during an outbreak of any infectious disease listed in the *Public Health and Wellbeing Regulations 2019* (the regulations) replaced the *Public Health and Wellbeing Regulations 2009*, with regard to immunisation and exclusions (schools and children’s services), that children who are not immunised against the disease will not be able to attend school as per the timeframes outlined in the School Exclusion Table.

### 5.4 Procedure for Administering Medications

Cheshire School staff will administer all medication in accordance with the:

- 05.003 Administration of Medications Policy
- 05.003a Medication Authority Form

**Before medication is to be administered, two staff members must:**

Check	The Medication Authority Form for the child ensuring that the: <ul style="list-style-type: none"> <li>• child to receive medication is that on the Medication Authority Form</li> <li>• time and date the medication was last administered</li> <li>• time, date and circumstances under which the medication should next be administered</li> </ul>
Check	The Medication to ensure that: <ul style="list-style-type: none"> <li>• the medication is the same as the medication provided</li> <li>• the medication is in the original container bearing the original label (including child’s name) and instructions; and</li> <li>• medication is within the expiry or use by date is labelled with the child as identified on the Medication Authority Form</li> </ul>
Check	The Medication Authority Form for: <ul style="list-style-type: none"> <li>• the correct dosage to be administered</li> </ul>

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	<ul style="list-style-type: none"> <li>the measured dosage to be administered is correct</li> </ul>
Check	The time and date that you are administering the medication
Complete	Complete the details on the Medication Log

**Note: No medication is to be administered with a completed Medication Authority Form.**

**Parents, guardians and carers will:**

- ensure they record any medications to be administered to their child at Cheshire School is recorded on a Medication Authority Form
- ensure that medications for administering at Cheshire School are in their original container bearing the original label (including the child's name) instructions for dosage including frequency and the expiry date

## 5.5 Procedure for Handling Minor Accidents

**Cheshire Staff will:**

- Wear gloves when providing any first aid
- Record all details, including treatments given, on the accident and incident register
- Advise People and Culture Work Health and Safety Team of any serious injuries to children
- Notify the parents, guardians and carers either immediately after the accident, or when they collect their child from school, depending upon the severity of the accident and the emotional state of the child

## 5.6 Procedure for Handling Medical Emergencies or Accidents

**Cheshire Staff will:**

- Immediately call 000 for emergency services at seek and follow advice
- Provide details to emergency services regarding the condition of the student
- Remain with the student and provide appropriate support
- Designate another staff member to meet the ambulance and direct paramedics to the location of the child
- Contact the student's parents, guardians or carers

**Note: The *Anaphylaxis Management Policy* must be enacted for anaphylaxis and/or allergic reactions at risk of anaphylaxis emergencies.**

## 6. Related Policies

- 05.001 Anaphylaxis Management Policy
- 05.002 First Aid Policy
- 05.003 Administration of Medication Policy
- 05.004 Duty of Care Policy
- 05.004a Supervision of Students Policy
- 05.001b Individual Anaphylaxis Management Plan

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### 7. Relevant Legislation Sources

- Ministerial Order 706
- Health Act 1958
- Public Health and Wellbeing Act 2020
- Health Records Act 2001
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Regulations 2019

### 8. Other Resources

- [Allergies & Anaphylaxis Australia](#) - about living with anaphylaxis
- [ASCIA Guidelines](#) - for prevention of food related anaphylactic reactions in schools, preschools and childcare
- [Royal Children's Hospital: Allergy and Immunology](#)
- [Royal Children's Hospital - Anaphylaxis Support Advisory Line](#) - for all school anaphylaxis management enquires, (including the implementation of Ministerial Order 706). The advisory line is available between the hours of 8.30 am to 5.00 pm, Monday to Friday via phone 1300 725 911 or (03) 9345 4235.