

The Riverina Anglican College	Policy No. 14	
ACCIDENT and ILLNESS POLICY	Effective: August 2009 Reviewed February 2013	Page 1 of 3

Student Accident and Illness

Any student who falls ill or is injured at school should report to the school office for treatment. In the case of students being away from the school for a school based activity or sport, they should report to the supervising teacher. Students are not to call parents directly asking to be collected.

Ill or injured students will be admitted to the sick bay and treated by office staff with First Aid training. Parents will be called if staff consider it necessary.

All accidents are to be reported to the office and an Accident Report Form must be completed. It is advisable to locate at least two student witnesses. Their version of the events will also be recorded. All accident report forms will be signed by the Principal and kept in the student's file.

In the event of any serious illness or accident, staff will call 000 for an ambulance whether or not the family has health insurance. Parents will also be notified in this event.

Student Health Records

A Student Health Record Form is given to parents for all enrolling students. This is to be completed, signed, and returned to the school giving relevant information about the students' health and emergency contact names and numbers.

Parents agree to the following:

- I give permission for school staff to give first aid, including bandaids, bandages and icepacks, to my child at school or on excursions as may be required.
- I consent to the securing of ambulance transportation in the event of an emergency.
- I hereby give the Principal or agent, permission to give relevant contact and medical information to ambulance or medical staff attending my child in an emergency.
- I accept and agree to observe the conditions set by the school with respect to the medication procedures and agree that it is my responsibility to inform the Principal of any changes involving the administration of medication.
- I understand that the School does not accept responsibility for costs incurred on my behalf in securing medical treatment and associated services.

- Staff on school grounds and accompanying students on excursions will take all reasonable care while students are in their care to protect them from injury and to control and supervise behaviour and activities.
- I undertake to inform the Principal of any changes to the information given in this form as and when necessary.
- I understand that this consent is intended to cover all occasions during the time my child is enrolled at The Riverina Anglican College.

Where parents have informed the school that a student has a serious medical condition or allergy, all staff are notified so that the correct treatment can be sought in an emergency.

Medication

No medication is provided by the school for students.

Parents of students who need to take medication during school hours should provide the medication with instructions for administration to the school office. The notification should include any possible adverse side effects and the recommended administering times and dispensing instructions. All medication is kept in a locked cupboard in the Sick Bay area. Where a student needs to carry asthma medication or an epipen or anapen, parents are asked to advise the school of this.

Immunisation

Each year some immunisations are offered by the Health Department to selected groups of students at the College. These will only be administered by Health Professionals from the Health Department with written permission of parents or guardians and records of these immunisations are kept by the Health Department not by the School.

While it is understood that parents may choose not to have their children immunized to common infectious diseases as advised by the Health Department, this may result in those students being excluded from some activities, and particularly from overseas excursions, where there would be unacceptable risk to the student or those who would be in contact with that student.

Accident Insurance

Insurance for injury at school is taken out for each student at the beginning of Term 1. The fee is added on to the Term 1 fee statement. Claims are made on forms available through the Administration office.

Staff Training

The staff is regularly provided with training to assist them in caring for students with diabetes, asthma and allergies requiring use of an Epipen or Anapen.

Infectious Illnesses

- 1.1 The Riverina Anglican College is committed to ensure that people with infectious illnesses including HIV/AIDS have equal access to services and are treated with dignity and respect and that no employee discriminates on the basis of a person's health status.
- 1.2 The Riverina Anglican College enrolment policy is that no child with HIV/AIDS will on that basis be excluded from enrolment in, or isolated within, the College.

Protocol

2.1 Confidentiality

The law is explicit on issues related to HIV antibody testing. The Public Health (proclaimed Diseases) Amendment Act 1985 forbids the disclosure of a person's antibody status without their consent or required by a Court of Law.

If a staff member is informed that a child is an HIV sufferer they are required to inform the remaining staff of the School – all of whom must observe confidentiality.

2.2 Education

Staff are to be provided with documentation on HIV and other infectious diseases. Opportunities are made available to staff to attend training/information sessions on HIV/AIDS and other infectious diseases.

2.3 Protection

Staff should observe strict hygiene procedures at all times. Any cut or abrasion should be covered. All spills of body fluids should be regarded as infective and treated accordingly.

The Administrative staff will ensure the provision of necessary equipment for hygiene procedures. This includes stocked first aid kits and body fluid buckets.

The Principal will assist in the protection of children and staff from communicable diseases by monitoring their compliance with hygiene procedures.

2.4 Body Fluids

2.4.1 Staff should wear protective gloves whenever handling body fluid spills. Body fluid refers to blood, urine, mucous and faeces.

2.4.2 Action plan for body fluid spills on equipment/floor or any other surface.

- 1 Obtain Body Fluid Bucket.
- 2 Place gloves on.
- 3 Wipe area down with disposable absorption cloths.
- 4 Wash surface with bleach and wipe down with disposable cloths.
- 5 Wash area with neutral detergent and wipe down with disposable cloths.
- 6 Dispose of all fluid contaminated articles in a plastic bag. Tie and place bag in outside bin.
- 7 If child's clothing has been affected then remove and place in plastic bag. Tie and place bag in area not readily accessible to children until able to return same to parents.
- 8 Wash hands thoroughly.
- 9 Fill out Accident Report.
- 10 Replace contents in Body Fluids Bucket.