

# DSM Policy

## Arrangements for Ill Students and First Aid

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



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## 2. Purpose

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This policy aims to define the procedures to be followed for ill Students and First Aid practices while attending Deutsche Schule Melbourne (DSM).

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## 3. Scope

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This policy applies to staff, students, volunteers, parents/guardians, visitors, and others attending the programs and activities of DSM, including during offsite excursions and activities.

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## 4. Policy Statement

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The Deutsche Schule Melbourne – A German English Bilingual School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. The school will cater for students with different learning abilities, interests and needs. All students at the school have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

Deutsche Schule Melbourne is committed to the care, safety and welfare of students. The Arrangements for Ill Students and First Aid Policy sets out the principles and framework governing the school's behaviours and activities that enact the school's legal responsibilities, and which support the care of students.

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## 5. Principles

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- Deutsche Schule Melbourne works to provide a safe environment for students, staff and visitors.
- All injuries and student illnesses must be attended to, no matter how apparently minor.
- Staff or students who are unwell or showing signs of illness should not attend school.
- Minimise exposure of students and teachers to other school members who are ill.
- Administer first aid, and provide adequate treatment for children when in need, in a competent and timely manner, whilst attempting to minimise injuries to students at school.
- Communicate students' ill health or injuries to parents as necessary.
- Provide supplies, facilities and trained staff to cater for the administration of first aid.

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## 6. Roles & Responsibilities

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### Parent/guardian responsibilities

- Parents/guardians of children with known medical conditions must provide the school with an annual **Medical Management Plan** for that condition and collaborate with the school on a **Risk Minimisation Plan**.
- Parents/guardians are expected to inform the school of any new medical conditions (including head lice and broken bones). This may include informing the school about appropriate management to support keeping the child safe while at school or on a school excursion or camp.
- Parents/guardians are expected to keep their child at home if the child is unwell.
- Parents/guardians who collect children from school for any reason (other than emergency) must sign the child out of the school at the school office.
- Parents/guardians of a child with a **Medical Management Plan** for asthma must supply an appropriate, in-date asthma inhaler and spacer (if required) and replace the inhaler before its expiry date.

## 7. Definitions

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See the section *Documentation and treatment of known medical conditions* below for an explanation of the terms **Medical Management Plan** (also known as **Medical Action Plan**); **Risk Minimisation Plan – Asthma** and **Risk Minimisation Plan – Medical Condition**.

## 8. Procedures

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### First aid related training

- The table below sets out requirements for recognised first aid related training at DSM. The Principal and the Risk Coordinator are responsible for ensuring that relevant staff are trained as required.
- Prior to their commencement at DSM, all new staff will be required to complete (i) all relevant training listed in the table below and (ii) an induction checklist which includes training on the school's first aid and medication procedures.
- Records of staff training are stored on the school server and verified by the Risk Coordinator.
- General organisational matters relating to first aid (such as training) will be communicated to staff at the start of the school year and updated during the year as appropriate. Any changes to recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be communicated at this time.

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Type of training	Course	Who must be trained?	How often?
First aid	Meets the requirements of HLTAID012 – Provide First Aid in an Education Care Setting	All staff	Every 3 years
CPR	Meets the requirements of HLTAID009 – Provide cardiopulmonary resuscitation	All staff	Annually
Asthma	Current Asthma Australia First Aid for Schools course <sup>1</sup> .	All staff	Every 3 years
Anaphylaxis <sup>2</sup>	Current ASCIA Anaphylaxis training for schools in Victoria course <sup>3</sup> .	All teaching staff	Every 2 years
	Internal DSM anaphylaxis briefing that meets the requirements of Ministerial Order No. 706	All staff	Twice per calendar year, with the first at the beginning of the school year
Diabetes management (basic)	Diabetes at School <sup>4</sup> or Level 1 Diabetes in Schools <sup>5</sup>	All staff (when a diabetic student is enrolled)	Every 2 years
Diabetes management (advanced)	Level 2 and Level 3 Diabetes Management- Diabetes in Schools professional development <sup>6</sup>	Nominated responsible staff identified by the principal (when a diabetic student is enrolled)	Level 2 every 2 years Level 3 as required
Training in respect of a particular student's other complex medical needs (see <i>Complex medical needs below</i> )	As directed by the Principal	Nominated responsible staff identified by the Principal (when the student is enrolled)	As directed by the Principal
Provision of first aid in remote or wilderness areas	See DSM Policy: Activities, Camps and Excursions		

### Documentation and treatment of known medical conditions

For known medical conditions such as asthma, anaphylaxis, allergies or diabetes, parents/guardians must provide an annual **Medical Management Plan** from the child's medical practitioner and complete a **Risk Minimisation Plan** annually in collaboration with the child's class teacher.

The school will treat the known medical conditions in accordance with those plans, the requirements for which are set out below.

<sup>1</sup> Asthma Australia [www.asthmaonline.org.au](http://www.asthmaonline.org.au)

<sup>2</sup> See DSM Policy: Anaphylaxis, and [Ministerial Order 706 Anaphylaxis Management in Victorian Schools and School Boarding Premises](#)

<sup>3</sup> ASCIA Anaphylaxis training <https://etrainingvic.allergy.org.au/>

<sup>4</sup> Diabetes at School <https://diabetesatschool.com.au>

<sup>5</sup> Diabetes in Schools <https://learning.diabetesinschools.com.au>

<sup>6</sup> Diabetes in Schools <https://learning.diabetesinschools.com.au>

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Document	What it does	Requirements	Where document stored/displayed
<b>Medical Management Plan (also known as Medical Action Plan)</b>	<ul style="list-style-type: none"> <li>• Outlines how to manage a child's medical condition.</li> <li>• Includes the diagnosed medical condition, emergency contact details, medication details, symptoms and annual review date.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed by a child's medical practitioner.</li> <li>• Must be provided to the school in colour.</li> <li>• The school can only accept certain versions of the management plan depending on the medical condition.</li> <li>• Must be updated annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Room</li> <li>• Student's classroom</li> <li>• Sport Shed</li> <li>• School server (if required by Principal)</li> <li>• Child's Compass profile</li> </ul>
<b>Risk Minimisation Plan – Asthma</b>  (See Appendix 1)	<ul style="list-style-type: none"> <li>• Student health support plan for students diagnosed with asthma</li> <li>• Aims to reduce the risk of the child encountering a medical emergency caused by their asthma.</li> </ul>	The class teacher and child's parents collaborate to complete this document once the Medical Management Plan has been provided.	<ul style="list-style-type: none"> <li>• School server (if required by Principal)</li> <li>• Child's Compass profile</li> <li>• Child's class room</li> <li>• Staff room</li> </ul>
<b>Risk Minimisation Plan – Medical Condition</b>  (See Appendix 2)	<ul style="list-style-type: none"> <li>• Student health support plan for students diagnosed with anaphylaxis or any other medical condition (except asthma)</li> <li>• Aims to reduce the risk of the child encountering a medical emergency caused by their medical condition.</li> </ul>	As above.	<ul style="list-style-type: none"> <li>• School server (if required by Principal)</li> <li>• Child's Compass profile</li> <li>• Child's class room</li> <li>• Staff room</li> </ul>

Complex medical needs

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The following applies if a child has complex medical needs.

- The school will make reasonable adjustments to enable designated teaching staff and other relevant staff to undertake specific training to meet the student's individual health needs that cannot be addressed through basic first aid training (e.g. seizure management, cystic fibrosis management or diabetes management). The Principal and the Risk Coordinator are responsible for ensuring this occurs.
- The school will make reasonable adjustments for the management of the child's medical condition at school and on camps, excursions, and other external activities.
- The school may request a child's parent or guardian to support them with the management of the child's medical condition at school and on camps, excursions, and other external activities.
- The student's **Risk Minimisation Plan** should be guided by medical advice received by the student's medical practitioner, including via **the Medical Management Plan**; describe specific training requirements; and include procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical.

### Management of injuries and illness

Injuries and illness will be managed in accordance with the table below.

#### *Responsibility for incident management*

The classroom teacher (or, during breaks, the teacher on yard duty in the zone the incident occurred in) will usually refer incidents to administration staff for management. Where appropriate, the classroom teacher or teacher on yard duty may decide to manage the incident themselves in whole or in part.

#### *Emergencies*

All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, the staff member may confer with the Principal before deciding on an appropriate course of action.

#### *Blood*

If an injury involves blood, the wound must be covered at all times.

#### *Medication*

No medication will be administered to students without the express written consent of parents or guardians or in accordance with directions from a medical practitioner (see Administration of Medication Policy) unless it is an emergency asthma or anaphylactic situation.

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Incident type	Management
Injury requiring medical attention (such as stitches or a possible sprained or broken bone)	<ul style="list-style-type: none"> <li>• Apply first aid.</li> <li>• Call an ambulance if the severity of the injury requires it.</li> <li>• Report to parent/guardian via phone call so that they can collect the student and arrange professional treatment.</li> <li>• If the parents/guardians cannot be contacted, contact the student's emergency contacts as listed on the student's profile on the school portal Compass.</li> <li>• Report to the Principal.</li> <li>• Record incident in Compass (see below).</li> </ul>
Injuries to a student's head, face, neck or back	<ul style="list-style-type: none"> <li>• Apply first aid.</li> <li>• Call an ambulance if the severity of the injury requires it.</li> <li>• Report to the child's parent or guardian as a courtesy call as soon as possible.</li> <li>• Monitor child for symptoms of concussion such as headache, vomiting or dizziness. If these symptoms are observed:               <ul style="list-style-type: none"> <li>○ the child must be collected from school by a parent, guardian or emergency contact;</li> <li>○ provide the parent, guardian or emergency contact with advice on managing head injuries from the Royal Children's Hospital upon collection of the student; and</li> <li>○ report the injury to the Principal.</li> </ul> </li> <li>• Record incident in Compass (see below).</li> <li>• If the child is diagnosed with concussion, they must not participate in contact sports lessons for a period of 21 days, as per guidelines from the Australian Institute of Sport.<sup>7</sup></li> </ul>

<sup>7</sup> <https://www.concussioninsport.gov.au>

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Incident type	Management
Other minor injuries	<ul style="list-style-type: none"> <li>• Apply first aid if required.</li> <li>• Report to the child's parent or guardian as a courtesy call at the discretion of the staff member.</li> <li>• Record incident in Compass (see below).</li> </ul>
Illness – known medical condition (eg asthma, anaphylaxis, diabetes),	<ul style="list-style-type: none"> <li>• Follow the child's <b>Medical Management Plan</b> and <b>Risk Minimisation Plan</b>.</li> <li>• Call an ambulance if the severity of the illness requires it.</li> <li>• Report to Principal if the seriousness of the incident makes it appropriate.</li> <li>• Report to parent/guardian via phone call and recommend a course of action. This may include requesting that the child be collected.</li> <li>• If the parents/guardians cannot be contacted, contact the student's emergency contacts as listed on the student's profile on the school portal Compass.</li> <li>• Record incident in Compass (see below).</li> </ul>
Child is showing signs of infectious illness such as vomiting, fever or rash	<ul style="list-style-type: none"> <li>• Isolate student and apply first aid.</li> <li>• Call an ambulance if the severity of the illness requires it.</li> <li>• Report to parent/guardian via phone call and request child be collected.</li> <li>• If the parents/guardians cannot be contacted, contact the student's emergency contacts as listed on the student's profile on the school portal Compass.</li> <li>• Record incident in Compass (see below).</li> <li>• In Victoria, the Department of Health advises school Principals to exclude children with certain infectious diseases. Please refer to the extended list: <a href="https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table">https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table</a></li> <li>• If a student is showing signs of infectious illness such as vomiting, fever or rash, parent/guardian(s) must provide a medical certificate confirming that the student is non-infectious and is either safe to attend school or permitted to return to school after diagnosis.</li> </ul>

### Recording incident in Compass

- The staff member who witnessed or treated the incident must complete a sickbay entry (Illness Record or Accident/Injury Trauma Record) on the school portal Compass as soon as possible after the incident.

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- The record will include the nature of the injury or illness, any treatment given, and the name of the staff member providing the first aid or treatment.
- Parents will automatically receive a notification that the record has been created.
- If the child is collected early, also record details of this in Compass.

### Post-incident reporting and review requirements

- The Principal must report any serious injury, any fatality and any incident that exposed a person to immediate major risk to their health or safety to the parents/guardians, relevant authorities and the School Board.
- Accidents will be investigated and reviewed by the Leadership Team which may result in modification to work or play areas.

### First Aid supplies

- First aid kits are available for use at all times. A comprehensive supply of basic first aid materials will be stored in the Staff Room and Sport Shed.
- A portable defibrillator is available to check vital signs if required. Staff are trained as part of their First aid accreditation to use this device.
- All teaching staff will carry their own first aid bag when on yard duty. All teaching staff are responsible for checking the contents of their yard duty bags regularly and should replenish them as needed.
- The Principal (with delegation to the Risk Coordinator and Front Office Manager) is responsible for the purchase and maintenance of first aid supplies and first aid kits containing equipment such as portable ice packs, band-aids, bandages and protective disposable gloves. Checking of supplies for quantity and expiration of use by date should occur on at least a monthly basis.

### Activities, Camps and Excursions

See DSM Policy: Activities, Camps and Excursions for specific information related to first aid and the management of injuries and illness in the context of camps and excursions.

### Communication

The school will communicate this policy to staff, students and parents.

Parents will be reminded of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year via the Ed News and the Parent Information Evening.

The Risk Coordinator and the Principal may develop procedure documents to assist DSM staff to understand and comply with this policy.

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### 9. Appendices

#### Appendix 1- Risk Minimisation Plan – Asthma

Child's Name: .....

D.O.B: ..././20..

Step	Details	
1	What is the specific medical condition that this Risk Minimisation Plan addresses?  ..... has .....	
2	Does the child have an Asthma Action Plan completed by their GP? Yes / No Is the Asthma Action Plan the correct <i>Asthma Australia - Victorian Schools Action Plan</i> and provided in colour? Yes/ No Please indicate the date of the Asthma Action Plan _____	
3	Does the child require any modification to physical activities? Yes / No If applicable, please detail what modifications are required.	
	Physical activities to be avoided 	Physical activities the child can participate in safely 
4	Is the child able to identify when medication is needed to treat their asthma symptoms? Yes/No Is the child able to self-administer their asthma medication? Yes/No Do they require a spacer to administer their medication? Yes/No	
5	<b>RISKS</b> <u>What are the child's triggers that could lead to asthma symptoms?</u> - -	
	<u>What are the potential situations that could lead to a medical emergency?</u> - -	
6	<b>STRATEGY – What can be done to reduce these risks? What resources are needed?</b> - - -	
7	<b>RESPONSIBILITY – Who needs to be included in the process?</b>	
	STAFF	- Class Teacher Y/N - Other Teaching staff Y/N - Office staff Y/N - OSHC Educators Y/N
	PARENT	- Update the Asthma Action Plan (correct Victorian Schools version) annually or more often if required and provide the latest version to your child's class teacher - Provide your child's class teacher with medication that may be needed to control your child's asthma - Replace expired medication promptly - Inform your child's teacher if there are any changes in the management of your child's asthma
8	ALL educators/staff have been made aware of this Asthma Risk Minimisation Plan. They understand the risk, plan to minimise the risk and know how to respond if a risk has been detected.  Classroom Teacher's signature: _____ Date: ___ / ___ / ___  Parent's signature: _____ Date: ___ / ___ / ___  Risk Coordinator's Signature: _____ Date: ___ / ___ / ___	

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### Appendix 2 - Risk Minimisation Plan – Medical Condition

Child's Name:

D.O.B:

Step	Details	
1	<b>What is the specific health care need, allergy or relevant medical condition that this assessment addresses?</b>	
2	<b>Does the child have a medical action plan? Yes / No</b>	
2	<b>Does the child require any dietary modifications? Yes / No</b>	
	<b>Unsafe Foods &amp; Meals (if applicable)</b> 	<b>Safe Foods &amp; Meals (if applicable)</b> 
	N/A	N/A
3	<b><u>RISK – What are the issues and/or the actual potential situations that could lead to a medical emergency?</u></b> - -	
4	<b><u>STRATEGY – What can be done to reduce these risks? What resources are needed?</u></b> - -	
5	<b><u>RESPONSIBILITY – Who needs to be included in the process? Why?</u></b>	
	STAFF	- Class Teacher Y/N - Other Teaching staff Y/N - Office staff Y/N - OSHC Educators Y/N
	PARENT	- Provide current medical plan and inform school if any updates - Check-in regularly with classroom teacher to update as required - Ensure medication is administered when required
6	ALL educators/staff have been made aware of this medical condition risk minimisation plan. They understand the risk, plan to minimise the risk and know how to respond if a risk has been detected.  Classroom Teacher's signature: _____ Date: ___/___/___  Parent's signature: _____ Date: ___/___/___  Risk Coordinator's Signature: _____ Date: ___/___/___	