



## GUIDELINES FOR THE USE OF WELLNESS CENTRE

The following guidelines detail procedures for the use of the Health Centre. Staff must ensure that students are familiar with the procedures.

Where necessary or appropriate, First Aid, defined as the immediate treatment or care given to someone suffering from an injury or illness (Workplace WA Code of Practice) should be administered by an appropriately trained member of Staff.

The minimum standard proposed for the appropriately trained member of Staff is HLTF201A - Provide basic emergency life support, kept current in accordance with the standard at the point of identification.

The School Nurse is responsible for the well-being of students who attend the Health Centre. The recognised procedure is to:

- administer first aid
- administer medication and/or
- hold sick or injured students for collection by a parent or emergency contact

The School Nurse or an appropriately trained Administration Assistant will administer initial observation and First Aid in the Health Centre. First Aid is the immediate treatment or care given to someone suffering from an injury or illness.

The aims of First Aid are to:

- Preserve life
- Prevent illness or injury from becoming worse
- Relieve pain, if possible
- Promote recovery and
- Protect the unconscious

Sick or injured students should not be left alone, except when assigned to the Health Centre.

Students are sent to the Health Centre for the following reasons:

- Illness occurring during class, recess or lunch times
- An accident during a lesson, in or out of the classroom
- An accident in the playground
- Requiring a change of clothing
- Administer own medication or procedure eg insulin, catheter check
- To be given prescribed medication by a Staff member, as instructed by parent

All students are to be accompanied by a student or member of Staff. Students in the Secondary School requiring medication only during class time must have their School Diary signed by the class teacher and shown to the Receptionists before administering any medication. In cases of injury, an Incident Report must be filled out by the supervising teacher and reviewed by an Occupational Safety and Health representative before handing to the Occupational Safety and Health Recording Officer.

## **Procedures**

On entering the Health Centre:

The Receptionist assesses the student's condition, incorporating any advice from the sending Staff member, and decides that one or more of the following actions is necessary:

1. The School Nurse sees students.
2. Student remains under observation for a set period.
3. Student is provided with first aid and returns to class in minor injury cases.
4. Student is provided with medication as permitted by parents.
5. Student is assessed as being unfit to remain at School and parents contacted within 30 minutes to collect student. If a parent or carer cannot be contacted or is unable to pick the child up, the child will remain in the Health Centre until the end of the School day.
6. In circumstances of extreme injury or illness, as determined by the Receptionist in their absolute discretion, an ambulance will be called and parents contacted. A Staff member must accompany the student in the ambulance. The Staff member will wait with the student at medical facility until a parent/carers arrives.
7. In any case of head injury which may involve concussion, parents will be notified, even if the student returns to class.

8. In circumstances of an anaphylactic reaction and an epipen is administered, an ambulance will be called and parents notified.

In circumstances 5 and 7, the School Nurse and/or Head of School will be consulted (if circumstances permit) and/or notified. All decisions regarding any action in the School are the responsibility of the Principal or Head of School and any costs associated with actions taken will be charged to the family.

In the event that an emergency contact or any named Medical Practitioner cannot be reached, or advice received, within 30 minutes the School Nurse will consult with a member of the Executive and decide to:

- a. Continue observation
- b. Administer First Aid or medication
- c. Call an ambulance
- d. Transport a student to a medical facility (only with the express permission of Principal or delegate)

### **On leaving the Health Centre**

Students will be discharged from the Health Centre by the School Nurse to:

- Return to class
- Be taken home or to a Doctor by a Parent or Emergency Contact
- To an ambulance

### **Communicable and Infectious Diseases Management**

The School Nurse attending a patient whom she knows or suspects has a notifiable infectious disease or a related condition has a legal obligation to report the diagnosis to the Western Australian Department of Health.

If analysis of a sample undertaken at a pathology laboratory indicates that the patient from whom the sample was taken has or may have a notifiable infectious disease, the responsible pathologist of that pathology laboratory also has a legal obligation to report the diagnosis to the Department of Health.

The School Nurse will report all cases of notifiable infectious diseases and conditions residing in the Perth Metropolitan area to the:

- **Communicable Disease Control Directorate**

Phone: 9388 4852

After hours emergency phone: 9328 0553

Fax: 9388 4848

Postal address: PO Box 8172, Perth Business Centre WA 6849

[Email cdc@health.wa.gov.au](mailto:cdc@health.wa.gov.au)

## **Notification forms**

The information that should be notified is specified in the appropriate Department notification form

Please select the most appropriate form:

- [Department of Health infectious and related disease notification form – Metro \(PDF 305KB\)](#)
- [Acute rheumatic fever notification form \(PDF 190KB\)](#)
- [HIV notification form \(PDF 112KB\)](#)

Hardcopies of the notification forms and packages are available from the Communicable Disease Control Directorate or your regional Public Health Unit.

## **Medical Records Management**

All students awaiting collection by parents or emergency contact should be monitored at no longer than fifteen minute intervals or shorter intervals if considered appropriate.

For all cases accepted into the Health Centre the following information will be recorded:

- Student name and class
- Time in and Time out
- Symptoms
- Action taken (including medication)
- Outcome
- The nurse or assistant will log details in the [Daily Work Sheet](#) and also into the Health Centre SEQTA portal.

This information will be recorded on SEQTA. The School Nurse will review Health Centre information weekly during the Term time. The School Nurse will disseminate information to relevant Heads of School or Heads of Year if necessary.

## Location of Resources

There are 17 Epipens located around the school for emergencies.

- Wellness Centre
- ELC
- Junior school reception
- PE dept. junior school
- PE dept. Senior school
- Middle school Floreat building
- SAC
- Running club
- PAC

Asthma emergency packs are in the:-

- Wellness Centre
- Junior Reception
- SAC
- Senior library

The AED is located in the wellness centre behind the reception. This is clearly labelled.

The School Nurse is responsible for checking expiry dates and will replace as and when required.

**HLTFA201A**

**Provide basic emergency life support**

**Descriptor**

This unit of competency describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only

**ELEMENT**

**PERFORMANCE CRITERIA**

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

1. Respond in an emergency situation

- 1.1 Recognise emergency situation and identify *hazards* to health and safety of self and others
- 1.2 Minimise immediate risk to health and safety of self, casualty and others by isolating any hazard(s)
- 1.3 Assess casualty and identify injuries, illnesses and conditions
- 1.4 Assess the need for assistance

2. Apply identified first aid procedures

- 2.1 Reassure casualty in a caring and calm manner and make comfortable using available resources
- 2.2 Determine and explain the nature of *casualty's injury/condition* and relevant first aid procedures to provide comfort
- 2.3 Seek consent from casualty or significant other prior to applying first aid management
- 2.4 Respond to the casualty in a culturally aware, sensitive and respectful manner
- 2.5 Use *identified first aid procedures* as required in accordance with established first aid principles, policies and procedures, ARC Guidelines and/or state/territory regulations, legislation and policies and industry requirements
- 2.6 Use safe manual handling techniques as required

3. Communicate details of the incident

- 3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances and using available means of communication
- 3.2 Accurately convey assessment of casualty's condition and first aid procedures undertaken to emergency services/relieving personnel
- 3.3 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness
- 3.4 Provide reports, where applicable, in a timely manner, presenting all relevant facts according to established procedures
- 3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies

4. Evaluate own performance

- 4.1 Seek feedback from *appropriate clinical expert*
- 4.2 Recognise the possible psychological impacts on rescuers of involvement in critical incidents
- 4.3 Participate in debriefing/evaluation as appropriate to improve future response and address individual needs