

FIRST AID POLICY

LEICHHARDT HOUSE STUDENT HOSTEL (2021)

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THIS DOCUMENT WILL BE REVIEWED AT THE END OF EACH SCHOOL YEAR (ALL STAKEHOLDERS WILL BE ADVISED OF ANY AMENDMENTS VIA EMAIL). ANY CHANGES IN PERTINENT COMMONWEALTH OR STATE LEGISLATION OR ANY INCIDENTS/POLICY BREACHES THAT OCCUR BEFORE THE NEXT FORMAL REVIEW WILL INITIATE IMMEDIATE REVIEW AND AMENDMENT (ALL STAKEHOLDERS WILL BE ADVISED VIA EMAIL).

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POLICY STATEMENT

This policy applies in this instance to Leichhardt House Student Hostel (the hostel). In accordance with, and beyond the requirements of, these regulations the hostel makes all of its policies available to parents/carers/boarders and prospective parents/carers/boarders on the public area of the hostel's website: www.hostel.net.au

The hostel will undertake to ensure compliance with the relevant legislation and guidelines with regard to this policy for its boarders and staff and to extend this undertaking to visitors to the hostel as far as is practicably possible.

1 AIMS

At the hostel we are committed to providing a safe environment for all boarders, visitors, and staff. The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. We will achieve this by:

- administering appropriate first aid treatment as required;
- proceeding with first aid and with all subsequent steps required, as consented to, by parents/carers;
- arranging mandatory training and three yearly updates for first aiders;
- keeping copies of all first aid certificates;
- providing facilities and first aid equipment for the provision of first aid at an appropriate location in the hostel;
- maintaining a list of information about boarders medical conditions etc.;
- keeping parents/carers, and any significant other, informed as necessary (parents/carers will be informed by phone as soon as possible after an emergency or following a serious/significant injury);
- contacting Queensland Ambulance Service, where required;
- ensuring confidential recording of any action taken.

Any boarder sustaining an injury whilst at the hostel should be seen by hostel staff who will provide immediate first aid and proceed with first aid/all subsequent steps (e.g., organise an injured boarder's transfer to hospital in the case of an emergency) required, as consented to, by parents/carers.

An ambulance will be called for any injury that is deemed to require emergency treatment. Any boarder taken to hospital by ambulance will be accompanied by a hostel staff member until a parent/carer/emergency contact arrives.

All cases of a boarder becoming unconscious, or following the administering of an EpiPen, will be taken to hospital.

2 CARE FOR BOARDERS

The health and well-being of boarders is a shared responsibility between parents/carers and hostel staff.

2.1 RESPONSIBILITIES OF PARENTS/CARERS INCLUDE, ENSURING THAT:

- their child/children's medical information documentation is complete and up to date;
- their medical consents documentation is complete and signed;
- their emergency contact people/contact details are up to date;
- their child/children has/have an account with a local pharmacy (medical practice/dental practice/optometrist/other specialists as required).

*Please remember that it is the responsibility of parents/carers to keep their child's information correct and up to date; incomplete or inaccurate medical information may put your child's health at risk.

2.2 RESPONSIBILITIES OF HOSTEL STAFF INCLUDE:

- at least on hostel staff member holding a current first aid/CPR qualification;
- to respond promptly to calls for assistance;
- to provide first aid within their levels of competence;
- to maintain a facility to provide first aid to boarders who are sick or injured (office);
- to provide first aid equipment relevant to 'first aid risk assessment' (e.g., younger boys more cuts/abrasions/bruising);
- to organise the provision and replenishment of first aid equipment;
- to [as per parent/carer advice] maintain up to date details of boarders with particular medical conditions (including food allergies) and to publish these on the hostel database;
- to report details of the injury or illness and any treatment given
- to provide appropriate documents for the recording of 'accidents';
- to review reported accidents/incidents and report these findings to CSAA Management Committee.

3 MEDICAL INFORMATION

CSAA collects your child's medical information in order to be able to address any medical needs she/he experiences during her/his time in residence as a boarder at the Hostel, or when taking part in activities outside the Hostel, but where the Hostel maintains a 'duty of care'.

Where required to meet the immediate medical needs of your child, your child's medical information will be shared with Queensland Health staff on a need-to-know basis only. The information shared may be either mandatory data (e.g., Medicare number) or sensitive information (e.g., your child may have an existing medical condition) or personal information (e.g., your contact number should a Doctor or Nurse need to talk to you).

4 ACCIDENT REPORTING

An accident form must be completed for any accident or injury occurring at hostel, or whilst resident at the hostel but offsite (e.g., at a park). Accident forms are available online for hostel staff at the secure page of our website.

5 BOARDERS UNWELL AT SCHOOL

Boarders who are unable to remain at school due to presenting with symptoms of illness/infectious disease will be collected by hostel staff from school and brought back to the hostel. Obviously if the boarder is considered too sick to be in school, they are too sick to be interacting in the confines of a small communal setting such as the hostel. To this end, hostel staff will contact parent/carer/emergency contacts immediately to make arrangements for the boarder to be picked up from the hostel as soon as possible.

In order to prevent infecting others, boarders must be fully recovered before returning to the hostel.

Boarders who are unable to remain at school due to presenting with what appears like a possible 'one-off' symptom (e.g., severe headache), will be collected by hostel staff from school and brought back to the hostel; hostel staff will contact parents to advise of the situation. In the first instance the boarder will be monitored and assessed at regular intervals, keeping parents/carers informed.

6 BOARDERS UNWELL AT HOSTEL

Where boarders present with symptoms of illness/infectious disease at the hostel; hostel staff will contact parent/carer/emergency contacts immediately to make arrangements for the boarder to be picked up from the hostel as soon as possible.

In order to prevent infecting others, boarders must be fully recovered before returning to the hostel.

7 FIRST AID EQUIPMENT AND MATERIALS

An appropriately stocked (matched to the types of illnesses and injuries likely to occur in the hostel setting) first aid kit is kept in the hostel office with a second first aid kit (containing primarily first aid items to remedy cuts and burns) is kept in the kitchen.

8 BOARDERS WITH MEDICAL CONDITIONS

The hostel maintains a list of all boarders who require regular medication/have allergies or medical conditions; the list includes clear instructions for administering medication and directions for proceeding in the event of a [related] emergency.

- It is the responsibility of parents/carers to ensure that hostel staff are made aware of any boarder who requires regular medication/has an allergy or medical condition.
- It is the responsibility of parents/carers to ensure that hostel staff are made aware of any changes in a boarders medication (e.g., increase/decrease in dosage) or allergy or medical condition.

9 EMERGENCY CARE PLANS

Boarders with more serious medical condition will have an emergency care plan drawn up between their GP and parent/carer which must be clearly articulated to hostel staff.

It is the responsibility of parents/ ensure that hostel staff are made aware of the requirements of the emergency care plan and are updated whenever any change is made.

10 MEDICATION IN THE HOSTEL

The principal aim is to support as far as possible and maintain the safety of boarders who require medication whilst resident at the hostel.

No boarder will be given any medication without their parents/carers written consent.

Some boarders may need to take medication during the school day (e.g., antibiotics), the hostel staff can arrange this. Wherever possible the timing/dosage should be arranged so that the medication can be administered at the hostel.

11 ADMINISTRATION OF MEDICATION

Medication must be correctly stored out of reach of boarders in the locked filing cabinet in the office; antibiotics may be stored in the fridge in the medical office (any out-of-date medication should be disposed of immediately).

The hostel staff member must wash their hands before administering the medication.

The medication must be checked prior to administration by confirming:

- the name of the medication;
- the expiry date;
- the dose; and,
- the time to be administered.

The hostel staff member must document, date and sign for what has been administered.

11.1 ADMINISTERING OF OVER-THE-COUNTER (NON-PRESCRIPTION) MEDICATIONS

A limited stock of basic, generic brand ¹, OVER-THE-COUNTER medications/ treatments (e.g., basic painkillers, band-aid etc.) are provided by the hostel for day to day, 'low-level' medical incidents, and 'mild' one-off symptoms. Any parent/carer of a boarder at the hostel who, in the

¹ Should your child prefer premium brand alternatives to any of the above items, you are required to provide your own supply. All medication must be handed in to Hostel staff and can only be accepted and subsequently administered if in its original packaging (preferably in unbroken blister packaging).

event of a low-level, medical incident or presentation of 'mild' one-off symptoms wishes their child to be administered OVER-THE-COUNTER medication ² by hostel staff, must:

- complete the approved 'OVER-THE-COUNTER' medications section at the online 'MEDICAL CONSENTS' form (hostel website).
- give their written consent at the online 'MEDICAL CONSENTS' form (hostel website).

11.2 ADMINISTERING OF PRESCRIPTION MEDICATIONS

Any parent/carer of a boarder at the hostel who, in the event that their child is prescribed medication by a GP, wishes that medication to be administered at the hostel, by hostel staff, must:

- complete an 'Authority to Administer Prescribed Medication' form ³ (available, when required, in the Boarder & Parent/Carer section at the hostel website);
- give their written consent at the online 'MEDICAL CONSENTS ETC.' form (in the Boarder & Parent/Carer section at the hostel website).

All prescribed medication must be handed in to hostel staff and can only be accepted and subsequently administered if in its original packaging (preferably in unbroken blister packaging) and with a clear 'in date' pharmacy label outlining identical information to that recorded by the parent/carer on the 'Authority to Administer Prescribed Medication' form.

11.3 ADMINISTERING OF EMERGENCY MEDICATIONS

Any parent/carer of a boarder at the hostel who, in the event that their child requires emergency medication (e.g., medication that is prescribed by a GP or specialist to be used in the event of a medical emergency), wishes that medication to be administered at the hostel, by hostel staff, must:

- complete an 'Authority to Administer Prescribed Medication' form ⁴ (available, when required, in the Boarder & Parent/Carer section at the hostel website);
- provide the hostel staff with a, fully detailed, copy of the relevant emergency action plan (e.g., Asthma Action Plan/ASCIA Anaphylaxis Action Plan]);
- give their written consent at the online 'MEDICAL CONSENTS ETC.' form (in the Boarder & Parent/Carer section at the hostel website).

All prescribed medication must be handed in to hostel staff and can only be accepted and subsequently administered if in its original packaging (preferably in unbroken blister packaging)

² The dosage administered will be in line with the dosage advised for the relevant age group on the manufacturers packaging.

³ The form requires the parent/carer to complete details of the prescribed medication brand and dosage and all details of when and how this medication is to be administered.

⁴ The form requires the parent/carer to complete details of the prescribed medication brand and dosage and all details of when and how this medication is to be administered.

and with a clear 'in date' pharmacy label outlining identical information to that recorded by the parent/carer on the 'Authority to Administer Prescribed Medication' form.

12. COMMUNICATING THIS POLICY

Chinchilla Student Accommodation Association Inc. (CSAA) T/A Leichhardt House Student Hostel (the hostel) makes available our full set of policies and procedures online so that parents/carers/boarders and hostel staff have continuous access to the most recent versions of all the individual documents. This system will deal with any outdated issues with hostel policies that are amended during the school year.

Hard copies of any policy/procedure is available upon request.

13. COMPLAINTS

If anyone has a complaint in relation to the content of this document or any other matter related to the content of this document, they should, in the first instance, follow the Hostel's Complaint Management Process; the first step being to submit a complaint form via the Hostel website.⁵

14. REVIEW

This policy will be reviewed at the end of each school year; stakeholders will be notified of any amendments via email. Any changes in pertinent Commonwealth/Qld State Legislation or Education Qld/other regulatory body directive, or policy breaches that occur before the next scheduled review, will initiate immediate review and amendment; stakeholders will be notified via email.

This policy was adopted by the Hostel on: January 2010
This policy was last updated on: January 23rd, 2021.
Next review: End of 2021 or if/when breach of policy occurs.

⁵ www.hostel.net.au