

**Wyndham Community and Education Centre Inc  
Policy and Procedure**

Policy name	<b>Health Policy and Procedure</b>
Responsible person	CEO, VCAL & Youth Manager, Senior First Aid Officer
Staff involved	All staff
Review dates	2019
Related documents	<p><b>Legislation:</b> Charter of Human Rights and Responsibilities Act 2006 (Vic), Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic), Disability Discrimination Act 1992 (Cth), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2017, Equal Opportunity Act 2010 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Health Records Act 2001 (Vic), Information Privacy Act 2000(Vic), Privacy Act 1988 (Cth), Privacy and Data Protection Act 2014 (Vic), Disability Standards for Education.</p> <p><b>Policies:</b> Accident and First Aid Policy&amp; Procedure, Anaphylaxis Management Policy &amp; Procedure, Asthma Management Policy &amp; Procedure, Student Well-being and Duty of Care Policy &amp; Procedure (includes procedures for under-18s), OH&amp;S Policy &amp; Procedure, Manual Handling Policy and Procedure, Sun Smart Policy and Procedure, Privacy Policy &amp; Procedure, Risk Identification and Management Policy &amp; Procedure, Critical Incident &amp; Emergency Management Policy &amp; Procedure, Excursions Policy &amp; Procedure, Record Management &amp; Record Keeping Policy &amp; Procedure, Child Safe Policy &amp; Procedure, Harassment, Discrimination, Victimisation and Anti-Bullying Policy &amp; Procedure, Decision Making Responsibilities for VCAL &amp; Youth Policy &amp; Procedure.</p> <p><b>Other:</b> Accident, Injury and Illness Report Form, Medication Administration Log, Medication Authority Form, Anaphylaxis and Asthma Action Plans, Health Support Plan, Diabetes School Action Plan, Epilepsy Management Plan, Dept. Health Communicable Diseases List, Resources and posters such as washing Hands</p>

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 27/04/18 and supersedes all previous versions.

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# Wyndham Community and Education Centre Inc

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### Policy Context

Wyndham Community and Education Centre Inc (Wyndham CEC) has a duty of care to provide and maintain a healthy and safe environment for all staff, students, clients and volunteers working at or attending the service and, to minimise the risk to anyone contracting a communicable disease.

All students should feel safe and supported while attending classes at Wyndham CEC.

Wyndham CEC will support and protect from discrimination, harassment or vilification any clients, students, staff or others who have a communicable disease.

Wyndham CEC will safeguard the privacy and confidentiality of any staff, student or other person who discloses that they have a communicable disease.

Staff, clients or students with a communicable disease have a duty of care to minimise the risk of transmission to other members of the Wyndham CEC community.

Wyndham CEC will promote informed awareness, tolerance and understanding by clients, students, staff and others of the issues and concerns in relation to communicable diseases, by ensuring that information relating to communicable diseases is distributed as required.

At enrolment, if a health care need is identified, a clear plan to support the student's need must be developed, particularly for students in VCAL and Youth programs or under-18.

This policy and the guidelines contained within it, apply to all staff, clients, students and volunteers of Wyndham CEC.

This policy along with other relevant policies will be reviewed annually.

Wyndham CEC will provide a Senior First Aid Officer as a resource to staff, students and clients. Training will be offered and provided to staff to ensure:

- Training in basic first aid
- Wyndham CEC meets its duty to deal with specific student health needs such as asthma
- Wyndham CEC is capable of dealing with more complex needs such as anaphylaxis or epilepsy
- Wyndham CEC plans for and meets diverse health needs such as for excursions

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### **Immunisation**

Staff working with adult clients and students may wish to consider immunisation to decrease the risk of contracting or passing on infectious diseases.

Ensuring you remain up to date with your immunisations is the most effective way you can protect yourself and students or clients you work with from vaccine preventable diseases.

Note: Please consult your doctor about your work environment and available immunisations or to discuss any concerns you may have.

### **Exclusion**

#### **Communicable Diseases**

- Wyndham CEC encourages correct and safe hygiene practices. Staff, volunteers, students or clients with a communicable disease have a duty of care to minimise the risk of transmission to other members of the Wyndham CEC community.
- Staff and clients will be notified as required, of any communicable disease outbreak known to be present at Wyndham CEC.
- Confidentiality of individuals should be maintained at all times.
- Staff, volunteers, students and clients are requested to attend their local doctor for diagnosis of any potential communicable disease.

#### **Unwell staff, volunteers, students or clients**

- It is not in the best interest of the general Wyndham CEC community for someone to attend Wyndham CEC whilst sick, particularly with a communicable illness.
- Should a student become sick at the Centre they may need to be isolated in the sick bay or other available private room whilst all attempts are made to contact the parent/guardian or emergency contact to arrange removal from Wyndham CEC.

#### **Serious ill health or hospitalisation**

- Wyndham CEC has the right to request a medical clearance for serious illnesses prior to returning to the Centre.

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### Unwell students under-18

- If a minor (under-18) develops a serious medical condition or suffers an accident requiring immediate medical attention that minor will be taken to the hospital via ambulance and will be accompanied by a staff member; parents / guardians will be contacted immediately.
- The staff member accompanying the minor will take the enrolment form which contains relevant medical information and parent contact details for that minor with them.
- The staff member accompanying the minor will stay with the minor until the arrival of the parent or guardian.
- Parents need to be aware that if an ambulance is required, one will be called and parents will be responsible for the expense.

### The importance of good hygiene

#### Hand washing

- Staff, students, clients and volunteers should practice effective hand washing techniques at all times.
- Posters outlining effective hand washing techniques will be displayed throughout Wyndham CEC on noticeboards and in toilet areas.
- These posters should be changed regularly so that they remain noticeable and prominent.

#### Records

All: An Accident, Injury and Illness Report Form will be filled in and signed by the relevant staff member, if a student or client becomes ill whilst attending the Centre.

For students/ clients (under 18): A parent / guardian must sign the Accident, Injury and Illness Report Form when they collect the student from Wyndham CEC.

### HIV - Aids / Hepatitis B & C

- Under Australian and /or Victorian law discrimination of an individual based on

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their HIV-AIDs or Hepatitis B or C status is unlawful.

- An individual with HIV-AIDS shall be treated as any other individual, as the risk of contracting the virus is negligible.
- Appropriate safe and hygienic practices will be followed at all times. Where staff are informed of a student, client, volunteer or other staff member who has HIV-AIDS or Hepatitis B or C, this information will remain confidential.
- No one will be denied the right to first aid.
- Staff will be encouraged to participate in HIV-AIDS and Hepatitis education. Education can take the form of staff training, educational seminars, brochures, and fact sheets.
- Staff, students and clients have the right **not** to disclose their HIV-AIDs or Hepatitis status.

### **Procedure for dealing with known HIV-Aids / Hepatitis B or C positive persons**

- All open wounds will be covered with a waterproof dressing, securely attached.
- All staff dealing with open wounds, cuts and bodily fluids of any individual will wear personal protective equipment.
- All personal protective equipment will be disposed of appropriately.
- Bio-hazard bags will be available in the office of the senior First Aid Officer
- All accidental contact with bodily fluids or blood must follow First Aid procedures and wash the area with warm soapy water immediately.
- Affected person will be referred to medical help/ practitioner.
- In the event of exposure to the mouth, immediately spit it out into an appropriate container and rinse mouth with water several times. Then refer to medical help or medical practitioner.
- In the event of exposure to the eyes, immediately rinse gently with cold or tepid tap water or saline solution then refer to medical help/ practitioner.
- In the event of having to perform CPR, disposable mouth masks must be used.
- Wyndham CEC provides face masks in the event that CPR is required. These are

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single person use and must be disposed of appropriately in bio-hazard bags.

- In the event that a face mask is not immediately available, Wyndham CEC recognises that CPR can be performed by applying compression only.
- Any exposure must be reported to the CEO or a Manager to ensure proper follow up procedures occur.
- Any blood or bodily fluid spills will be cleaned up immediately with warm soapy water, using personal protective equipment and the area fully disinfected. Blood spill kits will be available in the event of a bio-hazard spill.
- Paper towel and bleach are to be used for all spills and disposed of in bio-hazard bag.
- Contaminated clothing must be handled using personal protective equipment, Clothing will be placed in a bio-hazard bag.
- Wyndham CEC can provide temporary clothing as required.

### **Medication management for students (under-18)**

- Wyndham CEC recognises that there may be times when staff need to administer medication to a student if requested by a parent / guardian when the student under-18 is unable to self-administer. In such instances, Wyndham CEC will require written permission from the medical practitioner or the parents/ guardians (on the Medication Authority Form).
- Wyndham CEC has a Senior First Aid Officer and first aid trained staff. Wyndham CEC can arrange staff to administer medication to students under-18 if required and if consent is provided by the parent/legal guardian.
- Wyndham CEC's duty of care is to administer the correct dose of medication according to written instructions received by the parent/guardian and Doctor or medical practitioner.
- These instructions must contain directions for storage which should be away from the classroom and away from the first aid kit but still in an accessible place for the staff member responsible for administering it.
- Medication must be in the original bottle or packaging and must be clearly labelled with the name of the student, time and dosage to be administered.

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- The expiry date of the medication must be visible.
- Wyndham CEC will ensure that privacy of the student is maintained in relation to medication and illness.
- Wyndham CEC does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.
- In the event of medication needing to be administered to a student under-18, a record must be kept on file.
- In the event that Wyndham CEC staff become responsible for ongoing administration of medication to a student under-18, all instances of administration must be recorded on the Medication Authority Form.
- Two staff members must oversee the administering and recording of medication.
- These forms will be stored in the student's file and a copy in the VCAL & Youth Manager's office.
- Teachers of students requiring medication must be informed by the VCAL & Youth Manager or her delegate of this need and the student must be released from class to obtain the medication from the VCAL & Youth Manager's office.
- Wyndham CEC cannot support a student taking the first dose of a new medication on site, in case of an allergic reaction. This should be done under the supervision of the family or the student's medical practitioner.
- Wyndham CEC will not under any circumstances allow use of medication by anyone other than the prescribed student.
- For students who will be self-administering medication, Wyndham CEC can provide a safe and private place to do so if requested.
- Wyndham CEC has safe storage facilities for student medications.
- Students with **Asthma** or **Anaphylaxis** must provide an Action Plan signed by their doctor and have their medication available and onsite at all times, prior to attending Wyndham CEC. See the **Anaphylaxis Management** and **Asthma Management** Policies and Procedures.

### Medication Errors

In the event that a student has taken medication incorrectly, follow these steps:

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1. If required, follow first aid procedures outlined in any student health support or management plan (if the student has one)
2. Ring the Poisons Information Line 13 11 26 for a conscious person or 000 for an unconscious person
3. Act immediately upon all advice from Poisons Info such as calling an ambulance on 000 if advised to do so
4. Contact the parent/ guardian or the emergency contact person to notify them of the medication error and action taken
5. Review medication management procedures at Wyndham CEC in light of the incident

### **Health care planning for students under-18**

Parents/ guardians will be informed about Wyndham CEC policies and procedures for supporting student health at the enrolment interview.

When a need is identified, clear and accurate information needs to be collected about those needs including:

- Any routine ongoing needs such as medication
- Any personal support needs
- Any equipment the student needs/ uses (as required)
- Emergency care needs associated with for example, epilepsy, anaphylaxis or diabetes
- Any Action Plans or information required from a health practitioner such as the student's doctor

Information regarding the student's health condition will be maintained by the VCAL & Youth Manager and the CEO.

For health care planning for excursions, follow the Excursions Policy and Procedure.

The VCAL & Youth Manager will organise a meeting to discuss any health care planning with:

- the student
- the family
- program staff involved, as required
- the Senior First Aid Officer, as required

A copy of details of the plan will be provided to the CEO. The plan will include avenues and time-frames for monitoring and review.

### **Decision making responsibilities (under-18s)**

Students who are 18 years of age are considered an adult and can consent to their own medical treatment.



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For students under-18, it is the parent or legal guardian who has the responsibility to make decisions related to health or medical care plans unless that responsibility is varied by a court.

For further information, refer to the Decision Making Responsibilities for Students Policy and Procedure.