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ST ANDREW'S COLLEGE  
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ST ANDREW'S PREPARATORY  
SCHOOL

# ANAPHYLAXIS AND MEDICAL EMERGENCY PROCEDURE

St Andrew's College and St Andrew's Prep

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## **INTRODUCTION:**

The prevalence of children with severe allergies and life threatening conditions are steadily growing. It is our responsibility in a boarding environment as teachers and custodians to be clear of our role in the event of a medical emergency. St Andrew's College and Prep campuses are spread across large areas, posing a challenge in managing emergencies. This procedure will provide clear instructions to guide you in efficient handling of a medical emergency. Quick recognition and response with appropriate actions can help to save a life in emergency situations.

## **SCOPE:**

To establish procedures for the administration of emergency first aid services in St Andrew's College and Prep, including first aid, emergency treatment, and administration of emergency medication for its pupils.

Procedures established shall be followed during the school terms, at school events, and while in a school vehicle or on other school property, e.g. Table Farm.

## **OBJECTIVE:**

1. The provisions of this policy are intended to meet pupil health needs during minor and major injuries or medical emergencies.
2. To ensure pupil safety, St Andrew's College and Prep parents and guardians shall authorise relevant staff to administer specified medications in life threatening situations.
3. Although measures are taken to ensure the safety of pupils while on campus, accidents and medical emergencies can happen therefore, St Andrew's College and Prep have adopted guidelines to prepare staff members to provide first aid and emergency care during these unexpected events.

## **FIRST AID AND EMERGENCY TREATMENT:**

1. First aid shall be provided to pupils, school staff, and campus visitors.
  - 1.1) School staff members designated by the Headmaster to render care shall complete training in CPR and First Aid provided by St John's Ambulance or another nationally recognized training organization.
  - 1.2) First aid boxes shall be kept in central locations in the schools, where they will remain clean, dry, and available to all personnel. A list of first aid box locations will be placed in the Sanatorium and at campus reception. If first aid is rendered a record of the incident must be

placed in the incident register. If further medical care is needed an incident report with investigation must be completed by the first aider and witnesses attending to the injury.

1.3) Incident register and reports must be handed to the Health and Safety Representative responsible for the area where the injury occurred. These incidents will be investigated and steps to prevent them re occurring will be discussed and implemented at termly health and safety meetings.

1.4) Used first aid supplies must be reported to the Sanatorium, and boxes brought back to the Sanatorium where stocks will be replenished.

2. Since pupils may have medical emergencies such as epileptic seizures and/or asthma attacks or other health conditions such as bleeding disorders at school, staff shall be made aware of appropriate procedures for handling these conditions while calling Sanatorium Sister's and Emergency Medical Services. This information will be accessible from the pupils individualised action plan that is drawn up by their Specialist Physician or the School Doctor.

3. As changes in medical aid details; allergies; health conditions; procedures and medications occur, parents /guardians are requested to update the SIMS App with the current information. Ensuring ease of access to information in emergency situations.

4. When a medical emergency occurs the first responder must not leave the pupil involved. If they are in possession of a cell phone make use of this to **call the Sanatorium Sister and alert the Emergency Medical Services 084 124, St Andrew's is a member of the ER24 School Alert membership number SA 422860** . If no cell phone available, instruct a bystander find a phone and call as well as fetch the **AED (In San and Clapham Jubilee Dining hall)**.

**5. All staff to save the above emergency contact details on their cell phones for easy access.**

#### **MEDICAL EMERGENCIES ON CAMPUS OR DURING HOME SPORTS FIXTURES:**

Medical emergencies including but not limited to seizures, unconsciousness (without injury), asthma, breathing emergencies, fainting, diabetic emergencies (confusion, drowsiness, agitation in students known to have diabetes), insect stings, or other non-injury emergencies.

#### **MINOR:**

- Notify School Nurse at 083 651 9237.
- School Nurse or trained first aiders among school staff administer first aid procedures as indicated by the nature of the accident.
- Parents are notified.

- Staff witnessing the accident and/or providing first aid care should complete the **incident register**. This information will be collated and used for risk assessment.

**MAJOR:**

A major medical emergency is defined as any medical emergency deemed by school staff to need immediate Physician care, EMS, or transport to a healthcare facility. **Any insect sting, food allergy reactions, or other allergic reactions in students known to have anaphylactic reactions are EMERGENCIES – CALL 084 124 and the School Nurse. All rapid onset (within a few minutes) breathing problems or swelling of the tongue and face are considered EMERGENCIES – CALL 084 124.**

- The first school staff member attending to the pupil provides first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- Another school staff member calls ER 24 at 084 124 and School Nurse at 083 651 9237. Inform the San Sister of the type of emergency and exact location of the emergency.
- If CPR or rescue breathing is required, San Sister will bring the AED which is housed in the Sanatorium.
- Follow the action plan provided if it is a pupil with a known life threatening condition.
- In the case of anaphylaxis **do not delay the administration of an Epinephrine auto injector**. Assist the person with or administer their **prescribed** Epi-Pen, Epi-Pen Jr., or other epinephrine auto-injector, or inhaler for all allergic reactions causing breathing problems.
- A staff member should stay with the child at all times.
- It is important to **note the time of administration of the first epinephrine auto-injector** so that you know how long it has been since the pupil received the first dose of epinephrine.
- The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, even if epinephrine was not required.
- **Body Position:** After giving epinephrine, place the pupil on their back with their legs raised. If they feel sick or are vomiting, they should be placed on their side in the recovery position so that the airway is clear and they do not choke on vomit. It is important to avoid having an individual immediately sit up or stand after receiving epinephrine as these sudden changes of position may lower their blood pressure, worsen their condition, and potentially result in death. Additionally, emergency responders should be directed to the pupil's location and transport the pupil on a stretcher. The pupil should not be made to walk to emergency responders.
- **Bleeding disorders:** those involved in the child's care should familiarise themselves with the care plan and the first aid treatment for bumps bruises and more serious bleeding.
- In the case of head or neck injury bring the child to the san immediately, if it is safe to move the child.
- Staff witnessing and/or providing first aid care should complete an incident report.

- The completed **incident report** should be handed to the Health and Safety Representative responsible for the area where the injury occurred. This information will be collated and used for risk assessment.

### **INJURY EMERGENCIES ON CAMPUS:**

When hosting large sporting events the services of an ambulance and paramedics must be booked at least a month in advance. The Sanatorium staff can assist with facilitation of these arrangements, but the event organisers must take responsibility for ensuring that the health and safety requirements have been met.

If the injured pupil requires a Doctor's care the pupil will be transported to the Sanatorium or High Street Doctors Practice, if requiring stretcher transportation or if the pupil is in shock, transport via ambulance is necessary.

### **MINOR:**

- Notify School Nurse.
- School Nurse or trained first aider should administer first aid procedures as indicated by the nature of the accident.
- The School Nurse/Attending Doctor will notify the parents.
- Staff witnessing the accident and/or providing first aid care should complete the **incident register**. This information will be collated and used for risk assessment.

### **MAJOR:**

A major injury emergency is defined any injury deemed by the Sanatorium Sister to need immediate physician care, EMS, or transport to a healthcare facility.

- Notify School Nurse at 083 651 9237 and Headmaster's office.
- The first school staff person attending to the pupil calls 084 124 immediately.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- If CPR or rescue breathing is required, school staff must inform the San Sister so that she can bring the Automated External Defibrillator (AED) to the scene.
- Headmaster or designee calls parents or guardian immediately.
- Staff witnessing the accident and/or providing first aid care should complete an **incident report**.
- The completed incident report should be handed to the Health and Safety Representative responsible for the area where the injury occurred. This information will be collated and used for risk assessment.

### **INJURY and MEDICAL EMERGENCIES DURING AWAY SPORTS FIXTURES/ OUTDOOR EDUCATION:**

At least one school staff member must be trained in first aid and age-appropriate and adult CPR, and the use of an AED. The field trip coordinator should also ensure that appropriate

first aid equipment and supplies are available during the trip. It is advisable that at least one staff member or adult chaperone has a cellular phone in case the emergency is en-route to or from the school or field trip destination.

The responsible staff member must have the **SIMS App** with all pupils emergency medical information accessible on their iPad/ cell phone with them at all times

**All medications are to be kept by the responsible staff member acting in “loco parentis” and administered as prescribed by the Doctor.**

During excursions the management of medical emergencies shall be provided in accordance with these procedures.

First aid kits will be provided to all school vehicles, at least 1 staff member will be trained in first aid and age appropriate CPR, including adult CPR, and the use of an AED provided the AED accompanies the pupil on the excursion.

### **In the event of a medical emergency:**

- Designated school staff member administers first aid procedures as indicated by the nature of the accident.
- If the injury is major or life-threatening, the school staff member calls 084 124 and School Nurse on 083 651 9237 immediately.
- Call the **San for the AED or inform the Emergency Services that an AED is required. AED also available in Clapham Jubilee Hall.**
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- Field trip coordinator or designee call parents or guardian immediately (but only after 084124 is called and immediate first aid care is begun).
- Staff witnessing the accident and/or providing first aid care should complete an incident report.
- The completed incident report should be handed to the Health and Safety Representative responsible for the house the injured pupil belongs to. This information will be collated and used for risk assessment.



Proposed College First  
Aid Injury Report For

ANNEXURE 1: Incident Report



Incident register  
College and Prep.doc

ANNEXURE 2: Incident Register