



CARE ARRANGEMENTS FOR ILL STUDENTS POLICY

Basic Beliefs

All children 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.

Goals

- administer first aid to children when in need in a competent and timely manner.
- communicate children's health problems to parents when considered necessary.
- provide supplies and facilities to cater for the administering of first aid.
- maintain a sufficient number of staff members trained with a Level 2 first aid certificate.

Guidelines

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a Level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will be required to accompany students on all excursions and school camps.
- Supervision of the first aid room will form part of the duties of the administration staff, and where this is not possible, teaching staff, as determined by an Assistant Principal. Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on yard duty, in the first instance and then to the personnel in the first aid room where necessary.
- A confidential up-to-date register (kept under lock and key) located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.

- Only minor injuries will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive first aid will receive a completed notification slip indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by a relevant staff member so that treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Any student who:
 - is collected from school by parents/guardians as a result of an injury, or
 - who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or
 - has an injury to the head, face, neck or back, or
 - where a teacher considers the injury to be greater than "minor,"
 will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES.
- Any accident/injury where a student requires medical treatment:
 - by a doctor (e.g. fractures, administration of a drug, or medical treatment)
 - immediately as an in-patient in a hospital
 - for a serious injury such as an amputation, a head or eye injury, electric shock, spinal injuries or serious laceration
 must also be reported to WorkSafe. Contact WorkSafe on 13 23 60 to obtain a WorkSafe Reference Number, and then complete the online Incident Notification Form
- Parents of ill children will be contacted to collect their child from school.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- Where possible, all school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Any medication to be administered by staff during excursions or camps, will require the completion of the appropriate form by parents indicating the name of the medication and dosage and time/s to be administered. Copies of the signed medical forms must be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A designated member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms.

- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- Current medical conditions, including allergies, will be provided to teaching staff through the inclusion of a hard copy of the relevant CASES documentation within the class roll.

Confidential records of all students with specific health needs are maintained securely in the general office for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

Links and Appendices

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Date Passed by School Council

The Care Arrangements for Ill Students Policy was passed by School Council on 15th June 2015.

Proposed Date of Review

The School Wellbeing Sub-Committee of School Council will be responsible for co-ordinating and planning the review of the Care Arrangements for Ill Students Policy under the auspices of School Council. The review period will be 3 years from the policy being passed by School Council.