



Care Arrangements for Ill Students Policy

Rationale

All students will be attended to with due care when in need of first aid. The Care Arrangements Policy is to be read in conjunction with the school First Aid Policy.

Aims

- Administer first aid to students when in need in a competent and timely manner.
- Communicate student's health problems to parents/guardians 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 for Implementation

- 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.
- Basic first aid kits will be available in all classrooms.
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be supervised by a staff member at all times.
- Injuries or illnesses that occur during class time will be managed by a staff member in the classroom or referred to the administration staff who will manage the student.
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on duty in the first aid room.
- A confidential up-to-date register of all student injuries and illnesses will be logged on SENTRAL as they occur.
- 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.
- Any students with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to students without the express written permission of parents or guardians.
- Parents/guardians of all students who receive first aid will receive a notification via SENTRAL indicating the nature of the injury, any treatment given. For more serious injuries/illnesses, the parents/guardians will be contacted by a staff member. Any injuries to a student's head, face or neck must be reported to their parents/guardians.
- Where a staff member considers the injury to be greater than "minor" it will be reported on the Department of Education Accident/Injury form LE375, and entered onto CASES.
- Parents/guardians of ill students will be contacted to take the children home.

- Parents/guardians who collect students from school for any reason (other than emergency) must sign the students out of the school in a register maintained in the school office.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps will have at least one level 2 first aid trained staff members at all times.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving staff permission to contact a doctor or ambulance should instances arise where their student requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A 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, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. Confidential records of all students with specific health needs are maintained securely in the general office and entered onto SENTRAL for reference as required.
- 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.

The attached example proformas (Diabetes / Epilepsy) are also to be read in conjunction with the school *First Aid Policy*.

Key Reference:

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

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

This policy was last updated on 27th February 2019 and is scheduled for review in February 2022.