

CARE ARRANGEMENTS FOR ILL STUDENTS POLICY

This policy was last ratified by School Council on **July 2015**

RATIONALE

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. The Care Arrangements are to be read in conjunction with the First Aid Policy which outlines the school's responsibility and procedures in respect of our "responsibility to provide equitable access to education and respond to diverse student needs, including health care needs".

GENERAL PRINCIPLES

Our School will:

- ◆ 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.

IMPLEMENTATION

- ◆ At least one staff member in each teaching team will be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- ◆ A first aid room will be available at Buninyong 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. Scotsburn has a designated area for First Aid.
- ◆ Basic first aid supplies will be available in classrooms and specialist areas.
- ◆ Supervision of the first aid room will be the responsibility of the designated person each year.
- ◆ Injuries or illnesses that occur during class time will be managed by the class teacher (where possible) or referred to other staff as required. All injuries or illnesses that occur during recess or lunch breaks will be referred to the allocated staff member in the first aid room.
- ◆ A confidential up-to-date register, located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.

- ◆ Any children with injuries involving blood must have the wound covered at all times.
- ◆ **Medication will not be given to children without the permission of parents/guardians.**
- ◆ Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses, the parents/guardians will be contacted so that professional treatment may be organised. Any injuries to a child's head will 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 where a staff member considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES.
- Parents of ill children will be contacted to take their child home.
- 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 staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member 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 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. Copies of the signed medical forms will be taken on camps and excursions.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The staff designated will 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, anaphylaxis and epilepsy management plans. Parents will be reminded of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- ◆ 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 and per DET guidelines.

EVALUATION

This policy will be reviewed as part of the strategic cycle or more often if necessary due to changes in regulations or circumstances.