

CARE OF ILL STUDENTS POLICY

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 our school's (First Aid) Policy.

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:


- A sufficient number of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A comprehensive supply of basic first aid materials will be stored in the first aide cupboard.
- A supply of medication for teachers will be available in a locked drawer in the staff room.
- Any children requiring first aid will be supervised by a staff member at all times during the treatment.
- All injuries or illnesses that occur during class time will be managed by the classroom teacher or First Aide Officer if necessary. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the First Aide Officer.
- 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.
- Minor injuries only 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 including headache tablets will be administered to children without the express written permission of parents or guardians.**
- Parents of all children who receive first aid will be notified of the nature of the injury, any treatment given, and the name of the teacher providing the first aid (excluding the application of bad aides or ice packs as 'comforters'). For more serious injuries/illnesses, the parents/guardians must be contacted by the staff member who has managed the injury, so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- 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.
- Parents of ill children will be contacted to take the children home. Whilst waiting for collection, ill children will be placed in a quiet area of the school, such as the staffroom, and monitored regularly.

- 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.
- 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 to 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 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.
- 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

Key Reference:

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

Evaluation:

Date Reviewed	20.07.2020	
Approved By	School Council	
Approval Authority (Signature & Date)		
Communication Procedures	<p>Parents</p> <ul style="list-style-type: none"> ▪ Mentioned in school newsletter. ▪ Via school website. 	<p>Staff</p> <ul style="list-style-type: none"> ▪ Via Induction Pack.
Next Review Date	July 2023	