



CARE ARRANGEMENTS OF ILL STUDENTS

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 immediate first aid assistance or specific condition support.

AIMS:

1. To support student health needs by:
 - providing first aid in the event of an injury
 - assisting students with specific medical conditions
 - providing health care to students with additional medical requirements i.e. support with taking medication, with personal hygiene, in eating or drinking etc
 - maintaining confidential medical records.
2. To ensure schools store and administer medication correctly.
3. To communicate children's health problems to parents when considered necessary.
4. To provide supplies and facilities to cater for the administering of first aid.
5. To maintain a sufficient number of staff members trained with a level 2 First Aid certificate.

RELATED SCHOOL POLICIES:

Duty of Care, First Aid, Anaphylaxis, Asthma, Distribution of Medication, Camps, Excursions

IMPLEMENTATION:

1. Training and qualifications

- A sufficient number of staff (including at least one administration staff member) are to be trained to a Level 2 first aid certificate, and with up-to-date CPR qualifications.
- All staff will be provided with anaphylaxis and asthma management skills, and CPR skills.
- 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.

2. Medical information

- 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.
- Medical information will be maintained in a confidential manner.

3. First aid

- 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 cupboard in the first aid room.
- Basic first aid kits will be available in each classroom, as well as the staff room and administration offices.
- Supervision of the first aid room forms part of the school's duty of care. Any child in the first aid room will be supervised by a staff member 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.

4. Injuries or illnesses

- Injuries or illnesses that cannot be easily managed by a teacher, and which 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 that cannot be easily managed by a teacher will be referred to the administration staff, who will manage the incident.

- 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 care.
 - Any children with injuries involving blood must have the wound covered at all times.
- 5. First aid register**
- A confidential up-to-date register will be located in the first aid room. It will form a record of all injuries or illnesses experienced by children, requiring first aid.
 - Any student who is collected from school by parents or carers, 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 and entered onto CASES.
- 6. Emergencies**
- In an emergency, other staff may be required to help within their level of competence. Schools can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency.
 - NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call.
- 7. Medication**
- No medication will be administered to children without the appropriate written consent of parents or carers.
 - All children, especially those with a documented asthma or anaphylaxis management plan, will have access to their medication at all times.
- 8. Parent notification**
- 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 teacher providing the first aid.
 - For serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised.
 - Any injuries to a child’s head, face, neck or back must be reported to parents or carers.
 - Parents of ill children will be contacted to take their child/ren 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.
- 9. Ambulance**
- All teachers have the authority to call an ambulance in an emergency.
 - If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- 10. Camps and excursions**
- All school camps will have at least one Level 2 first aid trained staff member present at all times.
 - A comprehensive first aid kit will accompany all camps, along with a mobile phone.
 - All parents or carers of children attending camps or excursions need to complete a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
 - Copies of signed medical forms are to be taken on camps and excursions, as well as kept at school. All children, especially those with a documented asthma or anaphylaxis management plan, will have access to their medication at all times.

EVALUATION:

This policy will be reviewed as part of the school’s three-year review cycle.

ENDORSEMENT:

This policy was ratified by School Council on 26/03/ 2018

This policy will be reviewed in 2020