



Care to Learn Learn to Care

Care Arrangements for ill students

Rationale:

All children have the right to feel safe and well and know that they will be attended with due care when in need of first aid. It is the school's responsibility to care for the welfare of all staff, students and visitors to ensure basic first aid is administered as required.

Aims:

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

1. Implementation

Responsibility of the School:

- 1.1 To ensure that a First Aid risk assessment has been conducted to determine appropriate first aid arrangements are in place.
- 1.2 To provide a sufficient number of staff (including at least 2 administration staff members) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- 1.3 To provide appropriate first aid kits, supplies and equipment.
- 1.4 To ensure access to procedures and resources to all employees (including contractors).
- 1.5 To provide up-to-date training and information to employees on specific treatment requirements e.g. asthma management, anaphylaxis and Diabetes.
- 1.6 To develop appropriate first aid action plans for students with specific conditions.
- 1.7 A first aid room (sickbay) will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- 1.8 Supervision of the first aid room will form part of the daily yard duty roster.
- 1.9 Any children in the first aid room will be supervised by a staff member at all times.
- 1.10 All injuries or illnesses that occur during class time will be referred to the level 2 first aid trained administration staff / Principal who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on duty in the first aid room.
- 1.11 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.
- 1.12 Any children with injuries involving blood must have the wound covered at all times.
- 1.13 No medication (including headache tablets) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form.

- 1.14 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 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/guardian. For serious injuries / illnesses, if the parent / guardian cannot be contacted the next emergency contact will be phoned.
- 1.15 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 the treating first aid staff member considers the injury to be greater than "minor" will be reported on Department of Education Incident Notification form, and entered onto CASES21.
- 1.16 Serious injuries, fatalities, or any critical incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on 9589.6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the school's Incident Management policy.
- 1.17 Parents of ill children will be contacted to take the children home.
- 1.18 Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school's early dismissal register maintained in the school office.
- 1.19 Staff has the authority to call an ambulance immediately in an emergency. If the situation and time permits, staff should confer with others before deciding on an appropriate course of action.

Responsibility of the Employees:

- 1.20 To attend training and updates on specific conditions and treatment options/requirements.
- 1.21 To know the locations of Student Health Support Plans and Emergency Alerts Information for specific medical conditions and affected students.
- 1.22 To follow action plans when necessary and use equipment in a safe manner.
- 1.23 To provide a duty of care to students and administer first aid within the limits of skill, expertise and training.
- 1.24 Treat minor injuries and refer more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, to the administration.
- 1.25 Refer injuries or illnesses that occur during class time to the administration.
- 1.26 To follow the agreed emergency procedures already in operation.

Responsibility of the affected persons:

- 1.27 To inform the school of current medical contact details concerning themselves or others initially and then on an ongoing basis as they change.
- 1.28 To assist the First Aid Officer, in consultation with their medical practitioner, in developing 'action plans'.
- 1.29 To inform the school of any prescribed medication that they need to take on the appropriate documentation. Where medication is required, detailed administration instructions should be provided and the Medical Authority Form completed.

Medication:

- 1.30 Those students who require medication at school must have the Medical Alert plan completed.

1.31 All medication administered and stored at school will be done so in accordance with the Medicine Management Policy.

School Camps and Excursions:

1.32 A comprehensive First Aid kit will accompany all camps, along with a mobile phone.

1.33 All children attending camps or excursions will need to provide a signed medical form with detailed medical/health information and permission for the staff to contact doctor or ambulance if necessary.

1.34 Copies of all signed medical forms must be taken on camps and excursions, as well as kept at school.

1.35 Children with particular medical needs (e.g. anaphylaxis/asthma) will be identified prior to the excursion and camps and appropriate measures are taken.

2. Evaluation:

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

Ratified by School Council

Date: 14/11/2016

Principal: John Barkley

School Council President: Stuart Horsburgh

Review Date: 14/11/2017