

Dimboola Primary School

CARE ARRANGEMENTS FOR ILL STUDENTS

POLICY

Rationale:

All students 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 school's First Aid Policy and Procedures and Anaphylaxis Management Policy which outlines the school's responsibility "to provide equitable access to education and respond to diverse student needs, including health care needs".

Aims:

Our School will:

- Administer first aid to students when in need in a competent and timely manner.
- Communicate students' health problems to parents/carers when considered necessary.
- Provide supplies and facilities, as per DEECD guidelines, 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 all staff 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 cupboard in the first aid room.
- Student specific medication supplied by parents/carers, such as Epipens® and asthma medication will be clearly labelled and accessible at all times.
- Student specific medication supplied by parents/carers that needs to be administered in an ongoing capacity will be kept out of reach of children in the first aid cupboard or refrigerator. **No medication including headache tablets will be administered to students without the express written permission of parents/carers.**
- A supply of medication for staff members will be available in the first aid room, out of reach of children.
- All injuries or illnesses that 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, will be referred to the staff member on duty in the first aid room.
- A confidential up-to-date register located in the office will be kept of all major injuries or illnesses experienced by students that require first aid.
- 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 students with injuries involving blood must have the wound covered at all times.
- Any injuries to a child's head, face, neck, back or genitals must be reported to parents/carers.
- Any student who is collected from school by parents/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 staff member considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form, and entered onto CASES21.

- Parents/carers of ill students will be contacted to take the child/ren home.
- Parents/carers who collect child/ren from school for any reason (other than emergency) must sign the child/ren 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 permit, they may confer with others before deciding on an appropriate course of action. An ambulance will be called in all cases where a child has been deemed to have been unconscious. The cost is to be borne by parents/carers.
- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit, including Ventolin and a single use spacer for emergency situations, 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 detail and giving staff 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.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times. School Asthma Camp Action Plan form must be completed prior to children attending camp and handed to the teacher in charge.
- 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/carers 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.
- Briefings on Anaphylaxis Management including students with an anaphylactic allergy will be conducted twice yearly.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Confidential records of all students with specific health needs are maintained securely in the general office, and first aid room for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.
- To assist in the support of students with a range of medical conditions, DEECD has developed a range of proformas able from the school, or the following link:

| | |
|--|------|
| This policy was last ratified by School Council in.... | 2017 |
|--|------|

Key Reference:

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