

CARE ARRANGEMENTS FOR ILL STUDENTS

September 2019

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 for Ill Students 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".

Lalor East Primary 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 who have completed the "Provide First Aid" HLTAID003 course.

Implementation:

- A sufficient number of staff (including at least 1 administration staff member) will have completed the "Provide First Aid" HLTAID003 course, and with 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 locked cupboard in the first aid room.
- Basic First aid kits will also be available in each teaching space.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member at all times.
- Any child who suffers an injury or illness during class time will be accompanied by another student to the office with a teacher signed note explaining the condition. The administration staff will then administer the required treatment.
- A confidential up-to-date register will be kept on Compass of all injuries or illnesses experienced by children who require first aid.
- Minor injuries like blisters or grazes 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 "Provide First Aid" HLTAID003 course 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 prescribed dose permission and 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 teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the treating staff member so that professional treatment may be organised. **Any injuries to a child's head must be sent to sick bay and be reported to parents/guardians by telephone, where possible.**
- 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 CASES21
- Parents/guardians of an ill children will be contacted to take the 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 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 "Provide First Aid" HLTAID003 course first aid trained staff member at all times
- A comprehensive first aid kit will accompany all camps
- 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. Originals of the signed medical forms are to be taken on camps and excursions and a copy is to be 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 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. These requests include 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 and as any required changes are made. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time
- If parents/guardians wish for their child/ren to be covered for ambulance and/or health insurance they will need to take out a personal policy
- Confidential records of all students with specific health needs are maintained securely in the general office for reference as required. First Aid information is to be entered into CASES21 which will become available on Compass noting ailments and treatment for all present students.
- Student anaphylaxis plans are displayed in the first aid and staff rooms for ready access

Related Policies

- Administration of Medication Policy
- Anaphylaxis Management Policy
- First Aid Policy and Procedures

Evaluation

This policy is a requirement under the Victorian Registration and Qualifications Authority [VRQA] Minimum Standards.

This policy will be reviewed every four years as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants a review.

To be ratified by School Council: September 2019

Due for Review: September 2023

Reference: School Policy & Advisory Guide

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