



CARE ARRANGEMENTS FOR ILL STUDENTS POLICY

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 are to be read in conjunction with the First Aid Policy which outlines our 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".

Aims:

Congupna Primary School will:

1. Administer first aid to children when in need in a competent and timely manner,
2. Communicate children's health problems to parent/guardians when considered necessary,
3. Provide supplies and facilities to cater for the administering of first aid, and
4. Maintain a sufficient number of staff members trained with a level 2 first aid certificate.

Implementation:

1. 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 teacher on duty and the child is brought to the office.
2. Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parent/guardians to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
3. Any children with injuries involving blood must have the wound covered at all times.
4. No medication including headache tablets will be administered to children without the express written permission of parent/guardians or guardians.
5. Parent/guardians of all children who receive first aid will be notified via phone. For more serious injuries/illnesses, the parent/guardians must be contacted by staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parent/guardians. Students with head injuries must be taken home by a parent/guardian or emergency contact.
6. Any student who is collected from school by parent/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 and entered onto CASES21.

7. Parent/guardians of ill children will be contacted to take the children home.
8. Parent/guardians 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. 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.
10. 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, (this includes any new asthma plans for each new excursion).
11. All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
12. 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 first aid materials. Expiry dates are recorded on a calendar.
13. 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 parent/guardians of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

Key Reference:

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

Related Policies:

- Anaphylaxis
- Asthma
- First Aid
- Medication Distribution

Evaluation:

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

Certification:

This policy was adopted at the School Council meeting held at Congupna Primary School on the _____ day of _____, 2018.

Signed.....

Signed

School Council President

Principal