



# Carrum Primary School 3385

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## 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 Carrum Primary School 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".

### 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.

### Implementation:

- The majority of teaching staff and administration staff will be trained to a Level 2 First Aid certificate, 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 are available in each classroom and in the first aid room in the administration area.
- Supervision of the first aid room will form part of the daily yard duty roster. A staff member will supervise any children in the first aid room at all times.
- 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 in the first aid room.
- A confidential up-to-date register (kept securely) located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- The school will provide access to a blood spill kit and a supply of protective disposable gloves will be available for use by the staff.
- Staff members on duty only will treat minor injuries, 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 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 permission of parents or guardians, or with phone permission in an emergency. Parents / guardians will complete a Medication Request Form. A Student Medication Administration Log will be kept for recording details of medications administered.**
- 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 administration staff must contact the parents/guardians so that

professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.

- 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 CASES.
- Parents of ill children will be contacted to take the children 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 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit and blood spill kit will accompany all camps, along with a mobile phone. This will be the documented responsibility of the staff member designated by the teacher in charge of camp.
- All children attending camps or excursions will have provided 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 the signed medical forms will be taken on camps and excursions and at the conclusion of the activity, they will be archived 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 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 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.
- 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 for reference as required.

Please see Appendices regarding Diabetes and Epilepsy. These are to be read in conjunction with the school Student Health (First Aid) Policy that 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". Confidential records of all students with specific health needs are maintained securely in the First Aid and administration offices for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

#### **Appendices:**

1. Diabetes Management Plan 2017
2. Diabetes School Action Plan 2017
3. Epilepsy Management Plan
4. Seizure First Aid

#### **KEY REFERENCE**

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

**Evaluation:**

This policy will be reviewed as part of the school's Annual review cycle.

**This policy was ratified by School Council on 17/10/2017**

**Due for review October 2018**