



## Care Arrangements for Ill Students Policy

14-36 Lesdon Avenue Cranbourne 3977 Tel: 5996 8900

Email: [rangebank.ps@edumail.vic.gov.au](mailto:rangebank.ps@edumail.vic.gov.au)

Website: <http://www.rangebankps.vic.edu.au/>

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### 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 school's Student Health (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".

### PROCEDURE

- 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 trained with a level 2 first aid certificate.

### IMPLEMENTATION

- The majority of teaching 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.
- A supply of medication for teachers will be available in a locked drawer in the office.
- The first aid assistant will supervise the first aid room. Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time and at recess or lunch breaks will be referred to the first aid assistant who will manage the incident.
- A confidential up-to-date register (kept under lock and key) 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 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 – will be treated by the first aid assistant. *The level of injury will be decided, for the purpose of allocation to first aid assistant, by the teacher(s) on duty and hand-over, if it occurs, will be communicated clearly to first aid assistant.*
- Any children with injuries involving blood must have the wound covered at all times. Any blood spills must be cleaned up using the blood spill kit. Blood stained clothing must be removed and placed inside two plastic bags. Blood stained dressings must be wrapped in a plastic bag and disposed of into a sanitary bin.
- **No medication including headache tablets will be administered to children without the express written permission of parents or 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



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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 ASAP by phone.

- 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 at all times.
- A comprehensive first aid kit, blood spill kit and at least one mobile phone will be taken on all camps. This will be the documented responsibility of the staff member designated by the teacher in charge of the 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. These two items will be in every first aid kit on every camp.
- The first aid assistant is 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 or at such a time during the year that the school may receive revised official directives or information.
- 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.

### KEY REFERENCE

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

### EVALUATION



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This policy will be reviewed as part of the school's annual review cycle and/or as per DET recommendations.

### CERTIFICATION

This policy was ratified at the School Council Meeting held at Rangebank Primary School,

on .....

Signed.....  
School Council President

Signed.....  
Principal