

Willaura Primary School 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 college Student Health (First Aid) Policy which outlines the college'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".

Willaura 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 trained with a level 2 first aid certificate.

General Implementation:

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will also be available.
- A supply of medication for teachers will be available in the Principals office.
- 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.
- All injuries or illnesses that occur during class time will be referred to the Business Manager (Weds & Thurs) or the Principal (Mon, Tues, Fri) who will manage the incident.
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher/Business Manager on duty in the first aid room.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All 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 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.**

At all times the school will adhere to the DEECD guidelines. Refer to :
DEECD Accident Recording and Reporting

http://www.education.vic.gov.au/school/principals/spag/governance/pages/recordin_g.aspx

When an accident / incident occurs the following is to be undertaken by staff on hand :

1. First aid action is to be taken as required. Send a reliable student if necessary to the office to seek trained first aid assistance from Business Manager (Weds and Thurs), assistance from the Principal or other staff as required.
 2. Minor first aid incidents (slips, trips, injuries requiring bandaids) can be treated by non-trained staff. If at all unsure, a Level 2 trained staff member must be consulted.
 3. The treatment of injured/ill students will take priority over other tasks. Seek assistance from nearby staff if necessary.
 4. Any serious accident or incident is to be reported immediately to the Principal or teacher in charge and the Business Manager.
 5. **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 (see Appendix 1).**
 6. Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported to the Principal.
 7. 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, face, neck or back must be reported to parents/guardian.**
- 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 at least 1 Level 2 first aid trained staff member at all times.
 - A comprehensive first aid kit will accompany all camps, along with a mobile phone.
 - 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.
 - All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
 - The Business Manager 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, the Business Manager will request updated first aid information regarding students, 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.

The attached Example proformas (Diabetes / Epilepsy) are also to be read in conjunction with the college Student Health (First Aid) Policy which outlines the college'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 general office for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

Key Reference :

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

This policy was last ratified by School Council in...

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