



Leadership, Excellence, Acceptance, Respect, Never Give Up

Care Arrangements for Ill Children Policy

Rationale

- All children have the right to feel safe and well, and to know that they will be attended to with due care when in need of first aid.
- Staff at Preston West Primary School will administer first aid, and provide adequate treatment for ill students in a competent and timely manner. Staff will attempt to eradicate or at least minimise injuries to children whilst at school.

Purpose

- To ensure Preston West Primary School discharges its duty of care towards ill students.
- To ensure the school complies with DET policy and guidelines.

Implementation

- All injuries to children or ill children must be attended to, no matter how apparently minor.
- The 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
- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials including asthma kits will be provided.
- First aid kits will also be available in each wing of the school, as well as the staff room and administration offices as deemed appropriate.
- 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 trained first aider 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 first aider on duty.
- Minor injuries only will be treated by staff members on duty, while more serious injuries – including those requiring parents to be notified or possible treatment by a doctor - require a Level 2 First Aid trained staff member to provide first aid.
- If a student feels unwell, she/he will be sent to the sick bay where staff will:
 - assess a range of signs and symptoms
 - take action based on the signs and symptoms
 - treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff member will provide assistance.
 - immediately seek emergency assistance where necessary. All teachers have the responsibility and 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.
 - contact parents/carers to request that they take their children home where necessary.

- 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 who 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.
- Any children with injuries involving blood must have the wound covered at all times and will be treated in accordance with the school's *Blood Spills/Bleeding Students Policy*.
- No medication including headache tablets will be administered to children without the express written permission of parents or carers.
- Parents/carers 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/carers will be contacted so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/carers.
- Accidents will be investigated. This may result in modifications to a work or play area.
- Any child who is collected from school by parents/carers 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/carers of ill children will be contacted to take the child home.
- Parents/carers 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 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.
- 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.
- The Care Arrangements are to be read in conjunction with the school's *Medication Policy*, *First Aid & Medical Emergencies Policy*, *Anaphylaxis Management Policy*, *Asthma Management Policy*, *Diabetes Management Policy*, the *Health Care Needs Policy*, the *Bleeding Students/Blood Spills Policy*, the *Duty of Care Policy*, *Collection of Students Policy* and the *Communication Procedures & Schedule*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (no specific A-Z Index reference but all policies referenced were updated by DET between April 2018 and December 2019).

School Council Approval No Longer Required

This update was ratified by School Council on 12th May 2020

References:

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