



Care Arrangements for Ill Children (Overview)

Background

- 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.

Purpose

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

Implementation

- Our 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 will be available for use at all times. A comprehensive supply of basic first aid materials including asthma kits and general use Adrenaline Auto Injectors will be provided.
- First aid kits will also be available in the First Aid Room. Each class will have a supply of bandaids for use in the classroom.
- A supply of medication for teachers will be available in a locked drawer in the Business Managers Office.
- Supervision of the first aid room will be by the First Aid Officer. 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 administration staff prior to 10:30, then the First Aid Officer after 10:30 who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to 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 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.
- 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.
- 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 Policy*.
- No medication including headache tablets will be administered to children without a completed Medical Authority Form signed by the 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 injuries/illnesses, the parents/guardians will be contacted so that professional treatment may be organised. Any injuries to a child's head 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 a serious injury to the head, face, neck or back, or where a First Aid Officer considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.
- Parents of ill children will be contacted to take the child home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school on the Xuno Kiosk.
- 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 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 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 *First Aid Policy, Medication Policy, Medical Emergencies Policy, Anaphylaxis Management Policy, Asthma Management Policy, Diabetes Management Policy, the 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 referred to were updated by DET September or October 2014).

When First Developed/Reviewed - DET School Policy Advisory Guide > A-Z Index: October 2014

This policy was ratified by School Council on 18 October 2016

Next review Due: August 2019

Reference:

<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
www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx
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<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>
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www.education.vic.gov.au/school/principals/spag/health/Pages/respondanaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis#2.aspx
and Ministerial Order 706
www.education.vic.gov.au/school/principals/soaghealth/pages/conditionsasthma.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/asthmaattack.aspx
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