

Spring Gully Primary School

CARE ARRANGEMENTS FOR ILL STUDENTS AND STUDENTS WITH MEDICAL CONDITIONS PROFORMAS

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 school First Aid Policy & Procedures 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".

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.
- Document first aid details, including treatment and parent communication on Compass.
- 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.
- Follow DET guidelines and procedures in relation to the training and accreditation of all staff relating to CPR, anaphylaxis & asthma.

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 room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- Supervision of the first aid room is the responsibility of the First Aid Officer, however all staff will be required from time to time to provide first aid support. Any children in the first aid room will be adequately supervised by a staff member.
- 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 yard duty. The yard duty teacher will treat minor injuries but also determine whether the student needs to be sent to the sickbay where they will be cared for by the First Aid Officer or staff member on duty in the sickbay.
- Compass will be used to keep a record of all injuries or illnesses experienced by children that require first aid. Parents have access to these records once submitted.
- 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.

- **No medication, including headache medication, will be administered to children without the written permission of parents/guardians. Written permission must be accompanied by a signature. Verbal permission can not be accepted.**
- Parents of all children who receive first aid will receive a form generated by Compass indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious 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, not deemed to be minor, must be reported to the parent/guardian via a phone call as soon as practically possible.
- 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 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 at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps. Each teacher will carry their personal mobile phone.
- One school epipen will accompany all activities that take place off site. Students with an Anaphylaxis Management Plan will have their personal school epipen taken also.
- All children attending camps or excursions will have provided a medical form signed by the parent or guardian outlining medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the child requires treatment. Signed medical forms are to be taken on camps and excursions.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The First Aid Officer 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, allergy 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.

Evaluation:

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date: September 2019