

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 First Aid Policy and Administration of 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".

Aims:

- 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:

- A sufficient number of staff (including at least one administration staff member) must have a Level 2 first aid certificate and up-to-date CPR qualifications
- The Health Centre will be available for use at all times during school hours. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room
- First aid kits will be taken on all excursions and camps
- The Health Centre is supervised by a Level 2 first aid certificate person between the hours of 9:00am and 3:30pm. Students needing first aid outside of these hours will be attended to by appropriately trained staff
- All injuries or illnesses that occur during class time will be referred to the Health Centre by the teacher
- All injuries that occur during recess and lunch times will be referred to the Health Centre by the person on yard duty (where the injury becomes apparent to them). Alternatively, students should self-refer to the Health Centre
- All student visits to the Health Centre for illness or injury are recorded
- Any children with injuries involving blood must have the wound covered at all times
- 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 child home. This may require an emergency contact
- 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 and medical condition reports will accompany all camps and excursions, along with a mobile phone. Trips to remote areas (e.g. Central Australia) will also have a satellite phone
- All children attending camps must have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where they require treatment. Copies of the signed medical forms are to be taken on all camps, as well as kept at school. In the case of excursions, parents may provide the same authorisation but through their Compass account
- The school nurse 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
- It is the parent/guardian's responsibility to update the College Administration Office directly regarding any variations to their child's medical conditions.
- 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.

References

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

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.
- This policy was ratified in March 2018.
- This policy will be reviewed in March 2021.