

# Care Arrangements for ill Students Policy

## Rationale

Kingswood cultivates a teaching and learning environment that is flexible, caring and focused on what is best for the students. All students 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's First Aid Policy which outlines the responsibility and procedures.

## Aims

- Administer first aid to students when in need in a competent and timely manner.
- Communicate students' health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Train all staff members at level 2 first aid certificate, and with up-to-date CPR qualifications.

## Implementation

- A first aid room available for use at all times. Comprehensive supply of basic first aid materials stored in the first aid room.
- Basic first aid kits available in each classroom, comprehensive kits located in first aid room.
- 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 duty in the first aid room.
- An up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by students 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 students with injuries involving blood must have the wound covered at all times.
- **No medication including headache tablets will be administered to students without the express written permission of parents or guardians.**
- Parents of all students 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 administration staff so that professional treatment may be organised. Any injuries to a student'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 an injury considered to be greater than "minor" will be entered onto CASES 21.
- Parents of ill students will be contacted to take the students home.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained at 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.

# Care Arrangements for ill Students Policy

- A comprehensive first aid kit will accompany all camps.
- All students 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. An electronic copy to be downloaded via the CareMonkey App site.
- All students, 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.

Confidential records of all students with specific health needs are maintained securely in the first aid room for reference as required. A first aid book is also maintained noting ailments and treatment for all presenting students.

## Related Policies

- First Aid Policy
- Anaphylaxis Policy
- Blood Spills Policy
- Infectious Diseases Policy
- Distribution of Medication Policy

## 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.

## Review

Version	Edited By / Comments	Next Review
June 2013	Environment Sub-Committee	June 2016