

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 required. This policy should be read in conjunction with the school's First Aid Policy which outlines the responsibility and procedures.

Aims

- Administer appropriate support and care 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.
- All illnesses that occur during the school day will be referred to the First Aid Officer and/or the administration staff who will manage the incident.
- Parents will be notified of any reported illness via Compass. These reports may be followed up with a phone call, if considered necessary.
- All staff will be provided with basic first aid management skills.
- **No medication including headache tablets will be administered to students without the express written permission of parents or guardians.**
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school using the Compass kiosk.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- 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.
- Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will be provided to staff at the beginning of every academic year.
- Confidential records of all students with specific health needs are maintained securely in the first aid room for reference as required.

When a student is identified as requiring ongoing first aid assistance the following should be completed/performed:

- A meeting should be organised with parent/s or guardians to discuss student's illness/needs. It should include the classroom teacher, Assistant Principal, First Aid Officer and any other necessary staff member.
- Any medical management plans provided by doctor should be given to school
- A Student Health Support Plan should be developed by school in consultation with parent/s or guardians. The plan should include details such as:

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- ✓ What support is required
- ✓ Who should provide the support
- ✓ Is there staff training required
- ✓ Are there any facility issues that need to be addressed
- ✓ How can the support be provided in a way that respects dignity, privacy, comfort, safety and enhances learning
- ✓ Are there any care and learning plans that should be completed for students with personal care support
- ✓ Risk minimisation and prevention strategies
- ✓ Any medications and where they should be kept
- ✓ What should occur in relation to camps/excursions/physical activities at school
- A copy of the completed plan should be provided to parents/guardians, classroom teacher, Assistant Principal and First Aid Officer.
- The completed plan should be reviewed:
 - ✓ When updated information is received from medical or health practitioner
 - ✓ If the school, student or parents/guardians have concerns
 - ✓ If there is a change in support
 - ✓ At least annually
- The First Aid Officer will discuss with parents/guardians what communication should be provided to school staff and students.

Related Policies

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

References

[Health Support Planning Forms](#)

[Process for Ongoing First Aid Assistance](#)

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 2017

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November 2017	Wellbeing Sub-Committee	November 2020
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