

Bundoora Primary School Policy Manual	MANAGEMENT POLICY Care Arrangements for ill students	Last ratified by School Council in: May 2018
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1. VISION

- 1.1 To administer first aid to children when needed in a competent and timely manner.
- 1.2 To communicate children's health problems to parents when considered necessary.
- 1.3 To provide appropriate supplies and facilities to cater for the administering of first aid.
- 1.4 To maintain a sufficient number of staff members trained with a Level 2 first aid certificate.

2. ACTION

- 2.1 A sufficient number of staff (including at least 1 administration staff be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- 2.2 A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- 2.3 First aid kits will also be available in each classroom of the school, as well as specialist classrooms and administration offices.
- 2.4 A supply of medication for teachers will be available in a locked drawer in the office.
- 2.5 Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be constantly monitored by a staff member at all times. A student requiring first aid will be handed over to a designated staff member.
- 2.6 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 designated staff member.
- 2.7 An up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- 2.8 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.
- 2.9 Any children with injuries involving blood must have the wound covered at all times.
- 2.10 No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- 2.11 Parents/Carers 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 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 must be reported to parents/carers.
- 2.12 Any student collected from school by parents/carers 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 trained Level 2 staff member,

considers the injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES by administration staff.

- 2.13 Parents/carers of ill children will be contacted to take the children home if deemed necessary.
- 2.14 Parents/carers 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.
- 2.15 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.
- 2.16 All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- 2.17 A comprehensive first aid kit will accompany all camps. Staff members are required to carry a mobile phone whilst on camp.
- 2.18 All children 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.
- 2.19 All children, especially those with a documented Asthma Management Plan, will have access to Ventolin and a spacer at all times.
- 2.20 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.
- 2.21 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.
- 2.22 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.
- 2.23 It is recommended that all students have personal accident insurance and ambulance cover.

The attached Example proformas (Diabetes / Epilepsy) are also to be read in conjunction with the Bundoora Primary School's First Aid Policy 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”. Confidential records of all students with specific health needs are maintained securely in the general office for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

3. REVIEW

The *Care Arrangements for Ill Students Policy* will be reviewed regularly, as part of the school's policy review process.