

# **Wooragee Primary School**

## **Care Arrangements for Sick Students Policy**

### **October 2016**

#### **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 or when they are feeling ill.

The school supports a culture (values, expectations and standards) and shared commitment to zero tolerance of child abuse, and arrangements that allow it to occur will not be tolerated. The school takes into consideration the diversity of the children attending the school, and their particular vulnerabilities. e.g. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

#### **Aim:**

To ensure students are cared for appropriately when ill.

#### **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 the first aid room.
- First aid kits will also be available in the SAKG building and for excursions.
- Sick and injured students may need to lie down in the First Aid room until their parent/carer can collect them.
- Staff will monitor students while in sick bay resting.
- A confidential 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.
- All staff will be provided with an opportunity to attain and renew First Aid qualifications and 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 as a duty of care requirement.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians or unless in an emergency such as anaphylaxis or as directed by 000 medical incident controller.
- Parents of all children who receive first aid (other than a band aid) will be notified and informed of the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, parents/guardians will be contacted by staff so that professional treatment may be organised if required. Any injuries to a child's head, face, neck or back must be reported to parents/guardian as soon as 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 LE375, and entered onto CASES by the office manager.
- Parents of ill children will be contacted to take the children home.
- 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 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- 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.
- All children, 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.

### **Related policies**

The Care Arrangements for Sick Children Policy should be read in conjunction with the school's First Aid and Administration of Medication Policies.

Key Reference:

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

### **Evaluation:**

- This policy will be reviewed every three years or earlier as required.

***Ratified: 19<sup>th</sup> October 2016***

***Review Date: October 209***