

# Care arrangements for ill students and students with medical conditions

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 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".

## Woodville Primary School will:

- ensure staff are sufficiently trained to support and manage the medical conditions of students or alternate arrangements are in place such as parental/ ambulance attendance as documented in medical plans or determined with the parents/guardians in consultation with medical practitioners
- administer first aid to children in need in a competent and timely manner
- communicate children's health problems to parents when necessary
- provide supplies and facilities to cater for the administering of first aid
- maintain a register of staff members trained with a level 2 first aid certificate.

## Implementation:

- At least five staff (including at least 1 administration staff member) will maintain Level 2 First Aid certificates with up-to-date CPR qualifications. The nominated First Aid Officer will keep a register of trained staff and notify these people when training is due
- All staff will participate in twice yearly anaphylaxis training
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- Basic first aid packs will be allocated to each classroom
- First aid kits for excursions and camps will be kept in the first aid room
- Supervision of the first aid room will form part of the daily yard duty roster. Any child injured or unwell during break times should be referred to the First Aid room for assistance. The first aid room will be supervised by a staff member with a Level 2 First Aid Certificate at all times during breaks.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident
- 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 first aid incidents will be entered onto CASES weekly
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves, aprons and masks will be available for use by staff.
- Minor injuries (e.g. scratch from falling) 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 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. A record of medications administered (with the exception of asthma medication) will be maintained in the office in accordance with the Administration of Medications Policy. Asthma medication administered will be recorded in the register located in the First Aid room.
- Parents 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 will be contacted by either the person administering First Aid or 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/guardian immediately** regardless of severity
- 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.
- Parents of ill children will be contacted to take the children home.
- 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 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.
- The nominated First Aid Officer is 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, and plans for any other medical condition requiring specific treatment, 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.
- Photos and medical plans of students with medical conditions will be included in Yard Duty folders and displayed in the First Aid room, Administration offices and students’ classrooms.
- 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.

These procedures will be reviewed as part of the school’s three-year review cycle

*These procedures were last reviewed in **June 2018***