

## CARE ARRANGEMENTS FOR ILL CHILDREN POLICY

### Rationale

- All children have the right to feel safe and well, and to know that they will be attended to with due care when in need of first aid.
- Staff at the school will administer first aid, and provide adequate treatment for ill students in a competent and timely manner. Staff will attempt to eradicate or at least minimise injuries to children whilst at school.

### Purpose

- To ensure Tarneit West Primary School (Interim Name) discharges its duty of care towards ill children.
- To ensure the school complies with DET policy and guidelines.
- To ensure the school has strategies in place to support the Child Safe Standards 1 & 2.

### Implementation

- The safety and wellbeing of children is this school's highest priority.
- The school has developed a Health Care Needs Policy which is a mandatory prerequisite policy for children with specific health needs.
- All injuries to children or ill children must be attended to, no matter how apparently minor.
- The school will:
  - administer first aid to children when in need in a competent and timely manner
  - communicate children's health problems to parents when considered necessary
  - provide supplies and facilities to cater for the administering of first aid
  - maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate
- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials including asthma kits will be provided.
- First aid kits will also be available in each wing of the school, as well as the staff room and administration offices as deemed appropriate.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a trained first aider at all times.
- 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 first aider on duty.
- Minor injuries only will be treated by staff members on duty, while more serious injuries – including those requiring parents to be notified or possible treatment by a doctor - require a Level 2 First Aid trained staff member to provide first aid.
- All injuries treated in the first aid room will be recorded.
- 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.
- Any children with injuries involving blood must have the wound covered at all times and will be treated in accordance with the school's *Blood Spills/Bleeding Students Policy*.
- No medication including headache tablets will be administered to children without the express written permission of parents or carers.
- 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/carers will be contacted so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/carers.
- Accidents will be investigated. This may result in modifications to a work or play area.

- Any child who is 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 teacher considers the injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.
- Parents/carers of ill children will be contacted to take the child home.
- 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.
- 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 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.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children, especially those with a documented Asthma Management Plan, will have access to Ventolin and a spacer at all times.
- If a child who is not a known asthma sufferer has an asthma attack, Ventolin will be given. Such action could be life-saving. An ambulance will be called and the parents/carers notified.
- The principal will determine which member of staff 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.
- 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.
- The Care Arrangements are to be read in conjunction with the school’s *First Aid Policy, Medication Policy, Medical Emergencies Policy, Anaphylaxis Management Policy, Asthma Management Policy, Diabetes Management Policy, the Health Care Needs Policy, the Bleeding Students/Blood Spills Policy, the Duty of Care Policy, Collection of Students Policy* and the *Communication Procedures & Schedule*.

### **Evaluation**

- This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (no specific A-Z Index reference but all policies referenced were updated by DET May, July & August 2017).

<b><u>Ratification</u></b>	<b><u>Review Date</u></b>	<b><u>Policy Number</u></b>	<b><u>Version Number</u></b>	<b><u>Date Produced</u></b>
October 2017	2018	16	1	September 2017

References:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>  
[www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx](http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx)

[www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx](http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx)  
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