

## **CARE ARRANGEMENTS FOR ILL STUDENTS AND STUDENTS WITH MEDICAL CONDITIONS PROFORMAS**

### **PURPOSE:**

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 college Student Health (First Aid, Asthma and Anaphylaxis) Policy which outlines the college'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".

### **GOALS:**

- 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.

### **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 qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be sorted in a cupboard in the first aid room.
- Supervision of the first aid room will form part of the daily roster. Any children in the first aid room will be supervised by a staff member 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 Aid Officer in the first aid room.
- 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.
- 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.

- Any children with injuries involving blood must have the wound covered at all times
- No medication will be administered to children without the verbal/written permission of parents or guardians.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the names of 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 / guardian.
- 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 Departments 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: Early Leavers book
- Staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, staff 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 details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are 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 aide, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- It is advised and recommended to families with students with asthma, have personal accident insurance and ambulance cover

The attached example proformas (Medication Authority Form, General Medical, Diabetes and Epilepsy) are also to be read in conjunction with the college Student Health (First Aid, Asthma and Anaphylaxis) Policy which outlines the college'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.

<b>EVALUATION:</b>
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- This policy to be reviewed as part of the school's two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances