



YARRAVILLE

Special Developmental School

CARE ARRANGEMENT FOR ILL STUDENTS POLICY

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

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CERTIFICATION:

School Council President

Signed

Date

26/6/18

Principal

Signed

Date

26/6/18

This policy ratified at School Council meeting



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CARE ARRANGEMENT FOR ILL STUDENTS POLICY

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.

PURPOSE:

- All staff take the care and wellbeing of students seriously. Unfortunately, accidents and injuries occur and children become ill.
- The school aims to reduce and minimise these incidents. An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent this whenever possible.

RESPONSIBILITIES:

- 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 Provide First Aid (Level 2) HLTAID003, and with up-to-date CPR qualifications, anaphylaxis and asthma training.
- A first aid kit will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in an accessible cupboard in the staff room.
- All injuries or illnesses that occur throughout the school day will be referred to a first aid officer.
- 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 first aid trained staff member or first aid officer to provide first aid.
- An up-to-date register, located in the staff room cupboard with first aid kit will be kept of all injuries that required first aid.
- 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.
See Blood Spill Policy

- No medication including headache tablets will be administered to children without a verbal (telephone) or written permission of parents or guardians.
- Parents of all children who receive first aid will receive a written notice in students communication book - nature of the injury, any treatment given. For more serious injuries/illnesses, the parents/guardians will be contacted by classroom teacher or leadership. If the parents/guardians are not answering the phone call, emergency contacts that have been listed for the student will be contacted.
- 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 DET Cases21 Incident Notification Form and entered onto CASES.
- 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.
- A comprehensive first aid kit will accompany all camps. *See Camping Policy and Excursion Policy*
- 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.
- Asthma packs containing Ventolin and spacers are to accompany all camps and excursions, when students have a diagnosis of Asthma.
- The first aid officer 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. Reminders will be made 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns.

RELATED POLICIES:

- First Aid Policy

- Anaphylaxis Management Policy
- Asthma Policy
- Excursion Policy
- Camping Policy
- Medical Alert Policy