

2019

Care Arrangements for ILL Students Policy

Principal: Joel Riddle

School Council President: Rob Duthie



Purpose:

To ensure Lara Primary School discharges its duty of care towards ill students and that the school complies with DET policy and guidelines.

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 Lara Primary 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.

Implementation:

- 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
 - 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
- Supervision of the first aid room will form part of daily school times. Any children in the first aid room will be supervised by the front office staff
- All injuries or illnesses that occur during class time or that occur during recess and lunch will be referred to the office staff who will manage the incident
- All injuries will be treated by the office staff who will be First Aid Level 2 trained.
- A confidential up-to-date register will be maintained on SENTRAL that will include all injuries or illnesses experienced by children who require first aid
- 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 be notified via SENTRAL indicating the nature of the injury, any treatment given, and the name of the First Aid Officer. 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
- 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 the First Aid Officer considers the injury to be greater than "minor" will be recorded on SENTRAL, reported to Emergency Management and Worksafe where applicable 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 school camps will have at least one 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 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, 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 Policy is to be read in conjunction with the school's *First Aid Policy*, *Administer Medication Policy*, *Anaphylaxis Management Policy*, *Asthma Management Policy* and *Duty of Care Policy*.

Review of This Policy:

This policy will be reviewed every third year or more often if necessary due to changes in regulations or circumstances.

This policy was last ratified by School Council in...	June 2019
This policy will be reviewed by School Council in...	June 2022