

Care Arrangements for Ill Children

(Last DET Update: N/A)

First Developed: May 2015

Reviewed/Updated: November 2015

February & August 2016

April 2017

1. Background and Information

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.

Further information may be obtained from:

References:

www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx
www.education.vic.gov.au/school/principals/spag/management/pages/medical.aspx
www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/respondanaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis#2.aspx
www.education.vic.gov.au/school/principals/soaghealth/pages/conditionsasthma.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/asthmaattack.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/asthma.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx
www.education.vic.gov.au/school/principals/spag/healthpages/blood.aspx
www.education.vic.gov.au/school/principals/spag/safety/pages/studentcollection.aspx

Ministerial Order 706 effective December 2015

The Care Arrangements are to be read in conjunction with the school's *First Aid Policy*, *Medication Policy*, *Anaphylaxis Management Policy*, *Asthma Policy*, *Duty of Care Policy*, and *Communication Procedures & Schedule*.

2. Carranballac Care Arrangements for Ill Children Policy (August 2017)

Purpose

- To ensure Carranballac P-9 College discharges its duty of care towards Ill students.
- To ensure the school complies with DET policy and guidelines.
- To ensure the school complies with the Child Safe Standards 1 & 2.

Implementation

- The wellbeing of all children is the highest priority for this school.
- 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 enough staff members trained with a Level 2 First Aid Certificate
- A first aid room 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.
- 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 administration staff on duty in the first aid room.
- A confidential up-to-date register located in the administration area will be kept of all injuries or illnesses experienced by children who require 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.
- 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.
- Any children with injuries involving blood must always have the wound covered.
- No medication, including headache tablets, will be administered to children without the express permission of parents or guardians.
- Parents of all children who receive first aid will be notified via the Compass system. For more serious injuries/illnesses, the parents/guardians will be contacted so that professional treatment may be organised. Any injuries to a child's head will 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, or where a teacher considers the injury to be greater than "minor" will be reported on DET'S Accident/Injury form LE375, and entered onto CASES21.
- Parents of ill children will be contacted to take the child 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 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 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 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 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 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.

Ratification and Review

- 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 referred to were updated by DET September 2015 to April 2017).

This policy was ratified by School Council on 1st August 2017