



Montmorency Primary School

CARE ARRANGEMENTS FOR ILL STUDENTS

Rationale

Montmorency Primary School has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs. 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. These *Care Arrangements* are to be read in conjunction with the following school policies:

- First Aid
- Administration of Medication
- Anaphylaxis Management

Guidelines

Montmorency Primary School will:

- administer first aid to children when needed 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 with approved First Aid qualifications.

Implementation

- A sufficient number of staff (including at least one member of administrative staff) will have approved First Aid qualifications, including a current CPR certificate.
- A first aid room will be available for use at all times. The first aid room will be stocked with a comprehensive supply of basic first aid materials.
- First aid kits will be available in each school building, as well as the staff room and administration office.
- 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 staff member at all times.
- All injuries or illnesses that occur during class time will be referred to administration staff, who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the staff member on duty in the first aid room.
- A register 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 yard duty. More serious injuries (including those requiring parents to be notified or suspected treatment by a doctor) will be referred to the first aid room for treatment by a staff member with approved First Aid qualifications. Parents/guardians will be notified as outlined below.
- Parents/guardians of all children who receive first aid (apart from minor injuries treated in the yard) will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member 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/guardians.

- Any children with injuries involving blood must have the wound covered at all times. A supply of protective disposable gloves will be available for use by staff.
- **No medication including headache tablets will be administered to children without the express written permission of parents or guardians.**
- Accidents/injuries will be reported on the Department of Education and Early Childhood Development (DEECD) *Incident Notification Form* and entered on CASES21 where:
 - a student is collected from school by parents/guardians as a result of an injury
 - a student is administered treatment by a doctor/hospital or ambulance officer as a result of an injury
 - a student has an injury to the head, face, neck or back
 - where a staff member considers the injury to be greater than ‘minor’
- 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.
- 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 school camps and excursions will have at least one staff member with approved first aid qualifications at all times.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
- All children attending camps or excursions will have submitted 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 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 and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

Key Reference:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Evaluation

This policy will be reviewed as part of the school’s three year review cycle.

This policy was last ratified by School Council on

22 July 2014