

FRANKSTON SPECIAL DEVELOPMENTAL SCHOOL CARE ARRANGEMENTS 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. The Care Arrangements are to be read in conjunction with the Frankston Special Developmental School (SDS) First Aid Policy which outlines the school's responsibilities and procedures in respect to students' health care needs.

Aim:

- To administer first aid to children when in need in a competent and timely manner
- To communicate children's health problems to parents/carers promptly
- To provide supplies and facilities to cater for the administering of first aid
- To maintain a sufficient number of parents/carers members trained with a level 2 first aid certificate

Implementation:

- A sufficient number of staff (including at least one administration parents/carers member) will be trained to a level 2 first aid certificate
- All staff will be trained annually in CPR
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room
- First aid kits will also be available in each wing of the school, as well as the administration office and school buses
- A supply of medication for staff will be available the Assistant Principal's office
- Two first aid officers will be responsible for the storage, documentation and administration of all medication, according to the Frankston SDS First Aid policy and procedures
- Any children in the first aid room will be supervised by a teacher member at all times.
- The first aid officers will 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.
- All injuries or illnesses that occur during school time will be referred to the first aid officers, or in their absence administration parents/carers, who will manage the incident.
- 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.
- All teachers 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 parents/carers.
- Serious injuries-including those requiring parents/carers to be notified, or medical treatment by a doctor require a level 2 first aid trained parents/carers member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- **No medication, including headache tablets, will be administered to children without a completed *Authority to Administer Medication* form, signed by a medical practitioner or pharmacist.**

- Parents/carers of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/carers must be contacted by the administration parents/carers so that professional treatment may be organised.
- Any student 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 a teacher considers the injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES.
- Parents/carers of ill children will be contacted to take their 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 staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member 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 detail and giving staff permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms will 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, epilepsy, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents/carers 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 parents/carers 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.

The attached Example proformas (Diabetes / Epilepsy) are also to be read in conjunction with the Frankston SDS First Aid Policy which outlines the school’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 will be maintained securely in the assistant principal’s office for reference as required. A First Aid Register will also be maintained noting ailments and treatment for all presenting students.

Key Reference :

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

This policy was last ratified by School Council in.....

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