

# **CARE ARRANGEMENTS FOR ILL STUDENTS AND STUDENTS WITH A MEDICAL CONDITION AND FIRST AID POLICY**

## **1. 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. At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term first aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs. Footscray North Primary School has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs. This policy has been developed to assist supporting student health within a school environment in a pro-active manner.

In meeting these responsibilities, Footscray North Primary School will:

- administer first aid to children in need, when required, in a competent and timely manner
- communicate children's health problems to parents when deemed 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 qualification

## **2. IMPLEMENTATION:**

FNPS has procedures for supporting student health for students with identified health needs and will provide a basic first aid response to ill or injured students due to unforeseen circumstances and requiring emergency assistance

- 2.1 A sufficient number of staff (including at least one administration staff member) are to be trained to a Level 2 first aid certificate and with up-to-date CPR qualifications.
- 2.2 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 cupboard in the first aid room.
- 2.3 Basic first aid kits will be available in each Year Level area as well as the gymnasium.
- 2.4 Supervision of the first aid room forms part of the school's duty of care. Any child in the first aid room will be supervised by a staff member.
- 2.5 Injuries or illnesses that cannot be easily managed by a teacher, and which occur during class time, will be referred to the administration staff who will manage the incident.
- 2.6 All injuries or illnesses that occur during recess or lunch breaks, that cannot be easily managed by a teacher will be referred to the administration staff, who will manage the incident.
- 2.7 A confidential up-to-date register will be located in the first aid room. It will form a record of all injuries or illnesses experienced by children, requiring first aid.
- 2.8 All staff will be provided with basic first aid management skills, including blood spills and a supply of protective disposable gloves will be available to staff.
- 2.9 All staff will be provided with anaphylaxis, asthma management skills and CPR skills.

- 2.10 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 Level 2 first aid trained staff member to provide care.
- 2.11 Any child with injuries involving blood must have the wound covered at all times.
- 2.12 No medication including headache tablets will be administered to children without the appropriate written consent of parents or carers.
- 2.13 Parents 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 staff member providing the first aid.
- 2.14 For 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 must be reported to parents or carers.
- 2.15 Any student who is administered treatment by a doctor, hospital or ambulance officer as a result of an injury that has occurred at school during school hours under teacher supervision or where a teacher or first aid officer considers the injury to be greater than "minor" will be reported and entered onto CASES.
- 2.16 Parents of an ill child will be contacted to take their child home.
- 2.17 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.
- 2.18 All teachers have the authority to call an ambulance in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- 2.19 All school camps will have at least one Level 2 first aid trained staff member present at all times.
- 2.20 A comprehensive first aid kit will accompany all camps along with a mobile phone.
- 2.21 All parents or carers of children attending camps or excursions need to complete 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.
- 2.22 Copies of signed medical forms are to be taken on camps and excursions as well as kept at school.
- 2.23 Any medication that a child needs to be administered (at school or on school camps), must be handed to the nominated staff member and be recorded on the **Medication Register**. Any medication administered by staff should be recorded on the **Medication Administration Log**.
- 2.24 All children, especially those with a documented asthma or anaphylaxis management plan, will have access to medication at all times.
- 2.25 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.
- 2.26 First aid information and medication will be monitored and kept up to date. If updating is required, a telephone call will be made to parents requesting updated information/medication.
- 2.27 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.
- 2.28 It is recommended that all families of students have personal accident insurance and ambulance cover.

This policy is to be read in conjunction with the school's policies for the management of children with anaphylaxis or asthma.

Key Reference:

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

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