

Tyers Primary School – Care Arrangements for Ill Students Policy

Purpose of this policy

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 or ill.

Tyers Primary 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 a sufficient number of staff members trained with a level 2 first aid certificate.

Implementation

- A sufficient number of staff (at least two) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- 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.
- Portable first aid kits will also be available excursions and off-site activities.
- Any children in the first aid room will be supervised by a staff member.
- All injuries or illnesses that occur during class time will be referred to the Principal or administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
- 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 suspected treatment by a doctor - require a Level 2 first aid trained staff 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 the express written permission of parents or guardians.
- Parents of all children who require first aid will be advised if the treatment provided indicating the nature of the injury, the treatment given, and the name of the teacher 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/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, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be entered onto CASES21.
- 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 will have at least 1 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 Business Manager 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.
- 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Supervision and Duty of care Policy
- Administration of Medication Policy

Links and references

Department resources:

This policy should be read in conjunction with:

School Policy and Advisory Guide

- [Duty of Care](#)
- [Medication](#)

Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the Care Arrangements for Ill Students Policy and revise the policy tri-annually or as required by completing a policy review.

Care Arrangements for Ill Students Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 14/06/2016.