



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.

At times of accidents or illness, the school may be required to call an ambulance to transport a staff member, student or community member to hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource which should not be used in a frivolous manner, processes for requesting the attendance of the ambulance service must be followed.

Purpose

- To administer first aid in a competent and timely manner.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
- To advise parents of health issues or injuries as necessary.
- To gain information from parents and identify health care needs of children with food medical conditions (i.e. allergies).
- To ensure that all members of the school community understand the school's position and processes regarding the attendance of the ambulance service.
- To ensure an ambulance is called to safely transport a patient in an emergency situation.

Guidelines

First Aid

1. A First Aid Coordinator will be appointed to facilitate appropriate professional development for staff, including asthma and CPR.

(a) A First Aid Coordinator must have a Level 2 First Aid Certificate and up-to-date CPR qualifications

(b) A sufficient number of staff trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.

2. A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be secured in the first aid room.

(a) A confidential up-to-date register (located in the first aid room) and will be kept of all injuries or illnesses experienced by children that require first aid.

3. A First Aid Coordinator is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

(a) First aid kits will also be available on each level of the school.

(b) A comprehensive first aid kit will be taken on all camps and excursions.

All children attending camps or excursions must provide a signed medical form documenting medical details and giving teachers permission to contact a doctor or ambulance if necessary. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school (see Excursion and Incursion Policy).

4. 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.

5. Minor injuries will be treated by staff members on yard duty. More serious injuries that include those requiring parents to be notified or treatment by a doctor – will be attended by a Level 2 First Aid trained staff member.

6. Any children with injuries involving blood must have the wound covered at all times.

7. No medication will be administered to children without the express written permission of parents or guardians on the appropriate school medication authorisation form (except for asthma medication and epi-pen).

8. For more serious injuries/illnesses, the parents/guardians must be contacted by school 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.

9. The following accidents/injuries are to be reported on the Department of Education and Training Accident/Injury form and entered on CASES21 (including accidents/injuries to staff, parents or volunteers)

- any student who is collected from school by parents/guardians as a result of an injury
- any person who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury,
- any student or person who has an injury to the head, face, neck or back, or where a staff member considers the injury to be greater than "minor".

10. Parents of ill children will be contacted to take the children home at the teacher's discretion.

11. At the commencement of each year, requests for updated medical information will be sent home with each child.

12. Reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications will be published in the school newsletter throughout the year.

13. General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

Ambulance

1. At times of accidents or illness, members in attendance make a decision as to whether or not they should request the attendance of the ambulance service.

(a) In doing so, the health and safety of the patient will be the only determining factor. Ambulance membership, or potential costs to families will not be a point of consideration. Such a decision will always be made with a conservative 'better safe than sorry' attitude.

2. Parents/Guardians (or next of kin for an adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives.

3. The staff member in attendance will be responsible for contacting the ambulance service and must inform the Principal.

4. A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.

5. The school's administrative staff will ensure a CASES printout of a student or staff member's details will be available to ambulance officers upon arrival.

6. A familiar staff member will accompany a student to the hospital if a parent/guardian is unavailable and the attending ambulance officers approve.

7. The Principal will ensure that he/she is aware of the hospital that the patient is being transported to in case they need to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.

Related policies:

Abbotsford Primary School First Aid Policy, 2016

Abbotsford Primary School Administration of Medication Policy, 2016

Abbotsford Primary School Anaphylaxis Policy, 2016

Abbotsford Primary School Asthma Policy, 2016

Evaluation

This policy was ratified by School Council in September 2016.

This policy will be reviewed as part of the school's four-year review cycle.