



CARE ARRANGEMENTS FOR ILL STUDENTS & STUDENTS WITH MEDICAL CONDITIONS

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. These care arrangements are to be read in conjunction with the school's Student Health (First Aid) Policy which outlines the school's procedures in respect of our responsibility to provide equitable access to education and respond to diverse student needs, including health care needs".

In meeting these responsibilities, our school will:

- administer first aid to children in need, 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.

IMPLEMENTATION

- 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.
- 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.
- Basic first aid kits will be available in each classroom, as well as the staff room and administration offices.
- 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 at all times.
- 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.
- 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.
- 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.
- All staff will be provided with anaphylaxis and asthma management skills, and CPR skills.
- 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.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without the appropriate written consent of parents or carers.

- 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 teacher providing the first aid.
- 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 or back must be reported to parents or carers.
- Any student who is collected from school by parents or 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 and entered onto CASES.
- Parents of ill children will be contacted to take their child/ren 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 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 one Level 2 first aid trained staff member present at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- 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.
- Copies of 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 or anaphylaxis management plan, will have access to their medication 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, diabetes and anaphylaxis medication will also be given at that time.
- 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 conditions, such as anaphylaxis or asthma.

Sample forms appear below.

Key Reference :

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

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date Implemented	1 February, 2014
Approved By	Briar Hill Primary School Council
Approval Authority (Signature & Date)	
Responsible for Review	Principal
Review Date	November, 2015

Medication Authority Form

for a student requiring medication

This form should be completed ideally by the student's Parent or Guardian, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead.

For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead.

Name of School: BRIAR HILL PRIMARY SCHOOL

Student's name: _____ Class: _____

Date/s: _____

Please note: Wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:

Name of Medication/s	Dosage & amount	Time/s to be taken	How is it to be taken? (e.g. orally/topical/injection)	Dates
				Start date: / / End Date: / /
				Start date: / / End Date: / /

Storage instructions for the medication

Medication delivered to the school

Medication delivered to the school:

- MUST be in its original package
- MUST include a pharmacy label which matches the information included in this form.

Authorisation

Name of Parent/Carer _____

Signature: _____ Date: _____

General Medical Advice Form for a student with a health condition

This form is a General Medical Advice form. It should be read in conjunction with any accompanying *Condition-Specific Medical Advice Form*.

This form is to be completed by the student's medical/health practitioner providing a description of the health condition and first aid requirements for a student with a health condition. This form will assist the school in developing a Student Health Support Plan which outlines how the school will support the student's health care needs.

Only complete those sections of this form which are relevant to the student's health support needs.

Name of School: _____

Student's Name: _____ Date of Birth: _____

MediAlert Number (if relevant): _____ Review date for this form: _____

Description of the Condition

Observable signs and symptoms:

Frequency and severity:

First aid response

If the student becomes ill or injured at school, the school will administer first aid and call an ambulance if necessary. If you anticipate the student will require anything other than a standard first aid response, please provide details on the next page, so special arrangement can be negotiated.

Observable sign/reaction







First aid response







Authorisation

Name of Medical/health practitioner:	
Professional Role:	
Contact details:	
Signature:	
Date:	
Name of Parent/Carer **	
Signature:	
Date:	

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).

Please refer to the Privacy Statement, below.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.