WARRINGA PARK SCHOOL

CARE ARRANGEMENT FOR ILL STUDENTS POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact School Administration.

RATIONALE

All children have the right to feel safe and well and know that they will be dealt with in due care when in need of first aid. The Care Arrangements are to be read in conjunction with the 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."

PURPOSE

- All staff take the care and wellbeing of students seriously. Unfortunately, accidents and injuries occur, and children become ill.
- The school aims to reduce and minimise these incidents. An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent this whenever possible.

RESPONSIBILITIES

- 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 enough staff members trained with a level 2 first aid certificate.

IMPLEMENTATION

- Enough staff (including at least one administration staff member) to be trained to Provide First Aid (Level 2) HLTAID003, and with up-to-date CPR qualifications, anaphylaxis and asthma training.
- A first aid room will be always available for use. A comprehensive supply of basic first aid materials will be stored in an accessible cupboard in the first aid room.
- Any children in the first aid room will be always supervised by a staff member.
- All injuries or illnesses that occur throughout the school day will be referred to either a first aid officer or the school nurse.
- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected of requiring treatment by a doctor - require a first aid trained staff member to provide first aid and where appropriate the school nurse will be contacted.
- 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 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.
- Any children with injuries involving blood must have the wound always covered.
- 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/staff member providing the first aid. For more serious

injuries/illnesses, the parents/guardians will be contacted by first aid/school nurse or 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.

- Analgesics, Anti-inflammatory and antihistamine can be administered to children with verbal consent from parent/guardian and followed up by a signed medication authority form for general illness but must not be administered by the school as a standard first aid treatment for injuries as this may mask signs of symptoms of serious injury.
- Any student who is collected from school by parents/guardians because of an injury, or who is administered treatment by a doctor/hospital or ambulance officer because of an injury, will be reported on DET Cases21 Incident Notification Form and entered onto CASES.
- 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 Provide First Aid (Level 2) HLTAID003 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 always have access to Ventolin and a spacer.
- Blue Asthma packs containing Ventolin and spacers are to accompany all camps and excursions, when students have a diagnosis of Asthma.
- The school nurse 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. Reminders will be made 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.

REFERENCES

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

RELATED DOCUMENTS

Policy
First Aid Policy
Anaphylaxis Policy
Accidents and Incidents Notification Policy
Camps and Excursions Policy
Medication Management Policy

REVIEW CYCLE

This policy will be reviewed as part of the school's **three-year cycle review** but also occurs on a regular basis prompted by changing circumstances and raised concerns.

APPROVAL AND REVIEW

Policy last reviewed	August 2025
Approved by	Principal
Next scheduled review date	August 2028