



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. The Care Arrangements are to be read in conjunction with related policies (below) 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".

Hamilton Special Developmental School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that our care arrangements for ill students poses no risk to child safety.

AIMS

At all times Hamilton Special Developmental School (HSDS) will adhere to the DET guidelines for staff and students involved in becoming ill. This policy should be implemented in alignment with:

1. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
2. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafes/Pages/default.html>
3. DEECD First Aid Needs Policy:
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx>
4. DEECD Reporting (emergency and incidents):
<http://www.education.vic.gov.au/school/principals/spag/management/pages/reporting.aspx>
5. DEECD Emergency Response Procedures - Medical Conditions:
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorresmedic.aspx>
6. DEECD Health Support Planning Forms:
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
7. HSDS's First Aid Policy
8. HSDS's Accidents and Incidents Reporting Policy
9. Any other current or future policy related to the health and safety of staff and students of our school

Hamilton Special Developmental School staff will:

1. Administer first aid to children when in need in a competent and timely manner.
2. Communicate children's health problems to parents when considered necessary.
3. Provide supplies and facilities to cater for the administering of first aid.
4. Document first aid incidents in accordance with related policies.
5. Maintain a sufficient number of staff members trained with a level 2 first aid certificate.

IMPLEMENTATION

1. A sufficient number of staff (including at least 1 administration staff member and 1 bus staff member per bus run) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.



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2. A space will be available for use at all times to manage ill students. A comprehensive supply of basic first aid materials will be stored in various, labelled locations around the school, including kitchens and buses.
3. A supply of medication for teachers will be available in the office area.
4. Any children requiring first aid will be supervised by a staff member at all times.
5. All injuries or illnesses that occur during class time will be controlled by classroom staff who will manage the incident, injuries or illnesses that occur.
6. A confidential up-to-date register will be kept of all injuries or illnesses experienced by children that require first aid through CASES21.
7. 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.
8. Only minor injuries will be treated by staff members without First Aid qualifications, while more serious injuries (including those requiring parents to be notified or suspected treatment by a doctor) will be treated by a staff member with Level 2 first aid training.
9. Any children with injuries involving blood must have the wound covered at all times.
10. No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
11. 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. Parents will be notified of low level incidents via the students' communication books. 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.
12. 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 reported on the DEECD 'CASES21 INCIDENT NOTIFICATION FORM' (Appendix 1), and entered onto CASES.
13. Parents of ill children will be contacted to take the children home.
14. 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.
15. 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.
16. All school camps will have at least 1 Level 2 first aid trained staff member at all times.
17. A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
18. 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 will also be kept at school.



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19. All children with a documented medical management plans will have supervised and/or administered access to their medication and other implements at all times. These are to be provided by their parents.
20. 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.
21. 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.
22. 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.
23. It is recommended that all students have personal accident insurance and ambulance cover. Regardless of whether the student has accident insurance and ambulance cover or not, an ambulance will be called if deemed necessary.

Any child known to have the following conditions must have the following forms (as relevant) completed by their parents (available from the school office):

1. HSDS Student Health Support Plan
2. The Asthma Foundation Asthma Action Plan
3. HSDS Diabetes Medical Advice Form
4. HSDS Epilepsy Medical Advice Form
5. Epilepsy Foundation Epilepsy Management Plan – ‘Know Me Support Me’
6. Epilepsy Foundation Emergency Medication Management Plan: Midazolam
7. HSDS Medication Authority Form
8. HSDS Continence Medical Advice Form
9. HSDS Oral Eating and Drinking Advice Form
10. HSDS Tube Feeding Medical Advice Form
11. HSDS Transferring and Positioning Advice Form

Prior to attending a school camp, a ‘Confidential Medical Information for School Council Approved Excursions’ form must also be completed. A medical certificate may also be required by the school for students who ‘has been observed or is otherwise known to be subject to epilepsy or any form of medical condition involving periodic loss of consciousness.’ See DEECD Emergency Response Procedures - Medical Conditions:
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorresmedic.aspx>

Parents must provide the school with up-to-date information regarding the medications and medical conditions of their child.

EVALUATION

This policy will be reviewed as a part of the school’s three year policy review cycle.