

Care Arrangements for ill Children

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.

Staff members will administer first aid, and provide adequate treatment for ill students in a competent and timely manner. Staff members will attempt to eradicate, or at least minimise, injuries to children whilst at school.

Purpose

- To ensure that Kerrimuir Primary School discharges its duty of care towards ill children.
- To ensure that Kerrimuir Primary School complies with DET policy and guidelines.

Implementation

- All injuries to children, or ill children, must be attended to, no matter how apparently minor the injury is.
- Kerrimuir Primary School will:
 - administer first aid to children when in need in 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, and
 - maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials, including asthma kits, will be provided.
- First aid kits will also be available in each Building of Kerrimuir Primary School.
- Supervision of the first aid room will be by trained staff members.
- All injuries or illnesses that occur during class time will be referred to the administration staff members, who will manage the incident. All injuries or illness that occur during recess or lunch breaks will be referred to the first aider on duty.
- If a student feels unwell they will be sent to the office where staff members will
 - assess a range of signs and symptoms,
 - take action based on the signs and symptoms,
 - immediately seek emergency assistance where necessary. All teachers have the responsibility and 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
 - contact parents/carers to request that they take their children home where necessary.

- A confidential record of treatment/illness/injury, located in the first aid room will be kept.
- A supply of protective disposable gloves will be available for use by staff members.
- Any children with injuries involving blood must have the wound covered at all times.
- In accordance with the First Aid and Administration of Medication policies, no medication, including headache tablets, will be administered to children without the express written permission of their parents/carers, and unless the medication is supplied by the parent/carers in the appropriate manner.
- Kerrimuir Primary School will not supply medication for students, with the exemption of a school asthma puffer and Epi-Pen for use in life threatening emergencies.
- Parents/carers 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 person providing first aid. For more serious injuries/illnesses, the parents/carers will be contacted so that professional treatment may be organised. **Any injuries to a child's head, face, neck or back must be reported to parents/carers.**
- Accidents will be investigated. This may result in modification to a work or play area.
- Any child who is collected from school by parents/carers as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as 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 department of Education Accident/Injury form LE375 and entered onto CASES21.
- Children will remain in the first aid room for the shortest possible time. Parents/carers will be contacted to take children home as necessary.
- Parents/carers who collect children from school for any reason (other than an emergency) must sign the child out at the office.
- All school camps and excursions will have at least one 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 are 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.
- 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 or parents/carers of the policies and practices used by Kerrimuir Primary 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 and to new staff as part of the induction process. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time if necessary
- The Care Arrangements for Ill Children policy is to be read in conjunction with the following Kerrimuir's Primary School policies:
 - *First Aid Policy,*
 - *Administration of Medication,*
 - *Anaphylaxis,*
 - *Asthma,*
 - *Health Care Needs, and*
 - *Duty of Care.*

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Evaluation

This policy will be reviewed as part of Kerrimuir Primary School's three-year review cycle