



# CARE ARRANGEMENTS FOR ILL STUDENTS POLICY

## PURPOSE

To ensure the school community understands our school's approach to first aid for students.

## SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

## POLICY

From time to time Golden Square Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### Staffing

The principal will ensure that Golden Square Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

A list of the Golden Square Primary School's trained first aid officers can be found displayed in the First Aid room. As we work as one to care for all of our students, staff and community, all staff are strongly encouraged to hold a current Level 2 First Aid certificate.

### First aid kits

Golden Square Primary School will maintain:

- Major first aid kit which will be stored in the Gymnasium and the First Aid Room.
- Four portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - Senior Unit
  - First Aid Room (x3)

The persons(s) holding the First Aid Position of Responsibility will be responsible for maintaining all first aid kits.

## **Care for ill students**

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid Room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

## **First aid management**

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Golden Square Primary School will notify parents/carers by making a record of the injury or condition on Compass and ensuring that this entry is shared with parents/carers.
- If the child receiving first aid reports or is known to have experienced a knock to the head, then the school will contact the parent/carer by phone as soon as reasonably practical. If they are unable to contact the parent/carer, then the school will attempt to contact an Emergency contact.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Golden Square Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 1800 126 126.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

## FURTHER INFORMATION AND RESOURCES

- Administration of Medication Policy,
- Anaphylaxis Policy
- Asthma Policy

## REVIEW CYCLE AND EVALUATION

This policy was last updated on September 14<sup>th</sup>, 2019 using the Schools Policy Template provided by the Department and is scheduled for review in September 2022.

## SCHOOL COUNCIL APPROVAL OR NOTED

This policy was presented to School Council for **noting** at the meeting held on September 18<sup>th</sup>, 2019.