



Natte Yallock P.S. – No 1347

Management of ill or injured students

Principles

- The Natte Yallock Primary School works to provide a safe environment for students, staff and visitors.
- Staff or students who are unwell or showing signs of illness should not attend school.
- All injuries to and illnesses of students must be attended to.

Goals

- To minimise exposure of students and teachers to other school members who are ill.
- To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to minimise injuries to students at school.
- To communicate students' health problems to parents when considered necessary.
- To provide supplies and facilities and trained staff to cater for the administering of first aid.

Strategies

- A first aid area and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid area.
- At least two staff will be trained to a level 2 first aid certificate, and have up-to-date CPR qualifications. Records of staff training are kept in training record book in OHS file.
- Treatment will be in accordance with the student's annual Medical Management Plan (e.g. for asthma, or anaphylaxis) where this exists, which is completed by their doctor. The Medical Management Plan should be located with the student's records in a be available to the staff member on duty.
- Accidents/injuries that require medical attention (e.g. stitches or a plaster cast) are to be reported to parents immediately. Where parents are unable to be contacted, the emergency contacts as listed on the student's enrolment form will be notified.
- Any injuries to a student's head, face, neck or back must be reported to parents/guardian. Other minor injuries should be reported at the discretion of the staff member.
- An up-to-date confidential Illness Record or Accident/Injury Trauma Record located in a locked cupboard in the first aid area must be completed for students with any injury or illnesses that may require first aid. This document should be completed by the staff member who witnessed or treated the incident. Appropriate action to be taken to record this notification on CASES.

- Any students with injuries involving blood must have the wound covered at all times.
- No medication will be administered to students without the express written direction of parents or guardians or in accordance with directions from a medical practitioner (see Administration of Medication Policy).

First Aid Officer

- A member of staff trained to a level 2 first aid certificate will be nominated as the First Aid Officer, and will be responsible for the purchase and maintenance of first aid supplies, first aid kits, including, for example, ice packs, band-aids, bandages, protective disposable gloves. Checking of supplies for quantity and expiration of use by date should be regularly undertaken
- 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.

Parents

- Staff will monitor student wellness during the day. Where a student shows signs of illness, the school will contact the parent or guardian and recommend a course of action. This may include sending the student home.
- Parents who collect children from school must notify a member of staff that they have collected their child.
- For known illnesses, parents will be required to provide a Medical Management Plan.
- All students with a documented asthma management plan will have access to Ventolin and a spacer at all times provided by their parents. Emergency supplies of Ventolin will be kept by the school.

Teachers

- Supervision of the first aid area will form part of yard supervision. Any students in the first aid room will be supervised by a staff member. If all staff are teaching ill students may have to be supervised in a quiet area in a classroom.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher should confer with the Principal before deciding on an appropriate course of action.

Principal/Occupational Health and Safety Officer

- Accidents are to be investigated by the school Occupational Health and Safety Officer or Principal. This may result in modifications to a work or play areas.
- Serious injuries, fatalities are to be reported immediately to the Departments Security Services Unit on 9589 6266 as well as regional office. Principal to also contact the media unit for advice. (See disaster plan for more detailed information)

Camps and Excursions

- All 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 and excursions, along with a mobile phone.
- All students attending camps and excursions will provide 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 the signed medical forms are to be taken on camps and excursions, as well as kept at school.