

	<p><b>Carlton Gardens Primary School Care Arrangements for Ill Students Policy</b></p>	<p><b>Authorisation March 2015 Review 2018</b></p>
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**Purpose:**

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 the school's First Aid Policy.

**Aim:**

To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.

**Implementation:**

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- Basic first aid kits will also be available for teachers to use when on yard duty.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur will be referred to the administration staff who will manage the incident, all injuries or illnesses including notifying parents or guardians.
- 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.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- **No medication including headache tablets will be administered to children without the express written permission of parents or guardians.**
- 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. 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.
- 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 Department of Education Accident/Injury form LE375, and entered onto CASES 21. Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director and DE&T Emergency and Security Management Branch immediately on (03) 9589 6266 and reference should be made to the school's Incident management policy.
- 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 staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.

**Evaluation**

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