



Care Arrangements: Ill Students

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 the College First Aid Policy which outlines the College'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"*.

Aims:

- Administer first aid to children when in need in a 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.
- Maintain a sufficient number of staff members trained with a Level 2 first aid certificate.

Implementation:

Kambrya College will ensure that sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice.

- All staff at Kambrya College will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- The School Nurse and a sufficient number of staff (including at least one administration staff member) must have a Level 2 first aid certificate and up-to-date CPR qualifications.

Any students in the first aid room will be supervised by a staff member at all times. Staff will communicate students' health problems to their parents/carers as necessary.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide -

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can 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 from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

General Care Arrangements

If a student feels unwell they will be sent to the first aid room, where the School Nurse / College staff will:

- Assess a range of signs and symptoms.
- Take action based on the signs and symptoms.
- Treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff Member will provide assistance.
- Contact parents/carers to request that they take their children home where necessary.

- The Sick Bay 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 room.
- First aid kits will be taken on all excursions and camps.
- The Sick Bay is supervised by Kambrya’s School Nurse and/or a Level 2 first aid certificate person during school hours.
- All injuries or illnesses that occur during class time will be referred to the sick bay by the teacher.
- All injuries that occur during recess and lunch times will be referred to the sick bay by the person on yard duty (where the injury becomes apparent to them). Alternatively, students should self-refer to the sick bay.
- All student visits to the sick bay for illness or injury are recorded.
- Any children with injuries involving blood must have the wound covered at all times.
- Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Parents of ill children will be contacted to take the child home. This may require an emergency contact.
- 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 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.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit and medical condition reports will accompany all camps and excursions, along with a mobile phone. Trips to remote areas (e.g. Central Australia) will also have a satellite phone.
- All children attending camps must have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where they require treatment. Copies of the signed medical forms are to be taken on all camps, as well as kept at school. In the case of excursions, parents may provide the same authorization but through their Compass account.
- The school nurse 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.
- It is the parent/guardian’s responsibility to update the College Administration Office directly regarding any variations to their child’s medical conditions.
- General organizational 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

Resources:

Appendix A- Student Health Support Plan

Appendix B- How the school will support the student’s health care needs

References

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Evaluation:

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

Author	Keith Perry- College Principal and Nicole Topp- School Nurse
Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal and Nicole Topp- School Nurse
Next Review Date	May 2021

Appendix A-

Student Health Support Plan

This Plan is to be completed by the Principal or nominee in collaboration with the parent/carer and student.

School:		Phone:		
Student's name:		Date of birth:		
Year level:		Proposed date for review of this Plan:		
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)		
Name:	Name:	Name:		
Relationship:	Relationship:	Relationship:		
Home phone:	Home phone:	Home phone:		
Work phone:	Work phone:	Work phone:		
Mobile:	Mobile:	Mobile:		
Address:	Address:	Address:		
Medical /Health practitioner contact:				
<p>Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of asthma, the Asthma Foundation's <i>School Asthma Action Plan</i>. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the Health Support Planning Forms – School Policy and Advisory Guide</p>				
<table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> General Medical Advice Form - for a student with a health condition <input type="checkbox"/> School Asthma Action Plan <input type="checkbox"/> Condition Specific Medical Advice Form – Cystic Fibrosis <input type="checkbox"/> Condition Specific Medical Advice Form – Acquired Brain Injury <input type="checkbox"/> Condition Specific Medical Advice Form – Cancer <input type="checkbox"/> Condition Specific Medical Advice Form – Diabetes </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Condition Specific Medical Advice Form – Epilepsy <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for transfers and positioning <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for continence </td> </tr> </table>			<input type="checkbox"/> General Medical Advice Form - for a student with a health condition <input type="checkbox"/> School Asthma Action Plan <input type="checkbox"/> Condition Specific Medical Advice Form – Cystic Fibrosis <input type="checkbox"/> Condition Specific Medical Advice Form – Acquired Brain Injury <input type="checkbox"/> Condition Specific Medical Advice Form – Cancer <input type="checkbox"/> Condition Specific Medical Advice Form – Diabetes	<input type="checkbox"/> Condition Specific Medical Advice Form – Epilepsy <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for transfers and positioning <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for continence
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List who will receive copies of this <i>Student Health Support Plan</i> :				
1. Student's Family 2. Other: _____ 3. Other: _____				
The following <i>Student Health Support Plan</i> has been developed with my knowledge and input				
Name of parent/carer or adult/mature minor** student: _____ Signature: _____ Date: _____				
<p>**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: Decision Making Responsibility for Students - School Policy and Advisory Guide).</p>				
Name of principal (or nominee): : _____				
Signature: _____ Date: _____				

Appendix B- How the school will support the student's health care needs

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner?	
Other known health conditions:	
When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the
Overall Support	Is it necessary to provide the support during the school day?	<i>For example, some medication can be taken at home and does not need to be brought to the school.</i>	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	<i>For example, students using nebulisers can often learn to use puffers and spacers at school.</i>	
	Who should provide the support?	<p><i>For example, the principal, should conduct a risk assessment for staff and ask:</i></p> <ul style="list-style-type: none"> - <i>Does the support fit with assigned staff duties and basic first aid training (see the Department First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firsaid.htm)</i> - <i>If so, can it be accommodated within current resources?</i> - <i>If not, are there additional training modules available</i> 	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the students, dignity, privacy, comfort and safety and enhances learning.</i>	

First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<p><i>Discuss and agree on the individual first aid plan with the parent/carer.</i></p> <p><i>Ensure that there are sufficient staff trained in basic first aid (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm)</i></p> <p><i>Ensure that all relevant school staff are informed about the first aid response for the student</i></p>	
Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
First Aid, cont'd	Does the school require relevant staff to undertake additional training modules not covered under basic first aid training, such as staff involved with excursions and specific educational programs or activities	<p><i>Ensure that relevant staff undertake the agreed additional training</i></p> <p><i>Ensure that there are interim provisions in place (whilst awaiting the staff member to receive training), to ensure the student's attendance at school.</i></p>	
Complex/ Invasive health care needs	Does the student have a complex medical care need?	<p><i>Is specific training required by relevant school staff to meet the student's complex medical care need?</i></p> <p><i>Can the training be obtained through the Department funded School care Program? If so, the School should complete the relevant referral forms which can be accessed by contacting the Royal Children's Hospital's Home and Community Care on 9345 6548.</i></p>	
Routine Supervision for health-related safety	Does the student require medication to be administered and/or stored at the School?	<p><i>Ensure that the parent/carer is aware of the School's policy on medication management.</i></p> <p><i>Ensure that written advice is received, ideally from the student's medical/health practitioner for appropriate storage and administration of the medication – via the Department's Medication Authority Form</i></p>	
	Are there any facilities issues that need to be addressed?	<p><i>Ensure the schools first aid room/sick bay and its contents provide the minimum requirements and discuss and agree if other requirements are needed in this room to meet the student's health care needs.</i></p> <p><i>Ensure the school provides sufficient facilities to assist a student who requires a wheelchair or other technical support. Discuss this with the parent/carer/student</i></p>	

	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i>	
	Who is responsible for management of health records at the school?	<i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student attending part-time or episodically.</i>	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<i>Detail how the school will support the student's personal care needs, for example in relation to nose blowing, washing hands, continence care</i>	
Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Other considerations	Are there other considerations relevant for this health support plan?	<p><i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i></p> <p><i>For example, in relation to the environment, such as minimizing risks such as allergens or other risk factors.</i></p> <p><i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i></p>	