

MORDIALLOC COLLEGE

FIRST AID AND CARE ARRANGEMENTS FOR ILL STUDENTS

POLICY

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. Mordialloc College has a sick bay area with trained and experienced staff to support students and their families. The College must have processes in place to ensure all staff extend the care necessary.

Aims:

- To administer first aid to children when in need, in a competent and timely manner
- To communicate children's health problems to parents when considered necessary
- To provide supplies and facilities to cater for administering of first aid
- To maintain a sufficient number of staff trained with a level 2 first aid certificate
- To ensure that parents/carers are aware of their responsibilities and of College planned actions should their child become ill

Implementation:

- A sufficient number of staff (including at least 2 administration staff members) to be trained to a level 2 first aid certificate and with up to date CPR qualifications
- A first aid room will be available at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the secure first aid room
- General first aid supplies will also be available in staff offices around the school
- First aid kits will also be available in the General office, Year 7 & 8 staffrooms, Science, PE, Food, Art and Technology areas of the school
- All injuries or illnesses that occur during the day will be referred to the administration staff who will manage the incident
- Parents are to sign a Medical Authority Form for students requiring medication at school (refer to Distribution of Medication policy)
- All prescription medication to be administered by first aid staff must be supplied in original packaging which has the students name and dosage clearly displayed, along with the signed Medical Authority form
- A confidential up-to-date register is located in the general office and will be kept listing all injuries or illnesses experienced by children that require first aid
- Where medication has been administered, the Medication Administration Log (Appendix A) will be completed by first aid staff
- Minor injuries only will be treated by staff members, 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 express written permission of parents/carers on the Medical Authority form (refer to Distribution of Medication policy)
- Parents/Carers will be contacted and asked to collect their child if they are unable to return to class after first aid treatment has been given

- Any student 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 a result of an injury, or has and injury to the head, face, neck or back, will be reported on the DET Accident/Injury form LE375 and entered onto CASES
- Parents of an ill child will be contacted to take the child home
- Parents who collect children from school for any reason (other than an emergency) must sign the child out at the General 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 1 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 and excursions will have provided 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
- 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
- During Term 1 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 General organisational 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 this time
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- It is recommended that all students have personal accident insurance and ambulance cover

Links to other Policies and Practices:

- Distribution of Medication Policy
- Anaphylaxis Policy
- Care arrangements for ill students Policy
- <http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Emergency Telephone Numbers:

Poisons Information Service - **13 11 26**
Ambulance - **000**

Evaluation:

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

This policy was last ratified by school council in

May 2016

Medication Administration Log – Mordialloc College

Name of student: _____ Year level: _____

Family Name *(please print)*

First Name *(please print)*

Date <small>(Day, month and year)</small>	Time	Name of Medication	Tick When Checked (✓)				Comments	Name of staff <small>(Please print & initial)</small>
			Right Child	Right Medication	Right Dose	Right Route <small>(oral/inhaled)</small>		

Record for cross-checking: It is recognised that in many specialist school settings medication is administered using a system of two staff members checking the information noted on this log. This is an appropriate added safety measure and seen as good practice.

Name of Medication:	Prescribed Dose: