

Arrangements for Ill Students Policy

Introduction

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 DOBCEL First Aid and Infection Control Policy which outlines the St Thomas More Catholic Primary School's responsibility and procedures.

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

- A sufficient number of staff (including a least one administration staff member) must hold a valid Level 2 first aid certificate and up-to-date CPR qualification.
- The First Aid room will be available for use at all times during school hours. A comprehensive supply of basic first aid materials will be stored in a cupboard in the First Aid room.
- The First Aid room is supervised by a Level 2 First Aid certificate person between the hours of 8.45am and 3.30pm. Students needing first aid outside of these hours will be attended to by appropriately trained staff.
- All injuries or illnesses that occur during class time will be referred to the First Aid room by the teacher.
- For all serious injuries/illness, parents/guardians will be contacted by a staff member, so that professional treatment may be organised. Any injuries to a child's head or face must be reported to parents/guardians.
- All injuries that occur during recess and lunch times will be referred to the First Aid room by a staff member on yard duty (when the injury becomes apparent to them). Alternatively, students can self-refer to the First Aid room.
- All student visits to the First Aid room for illness or injury are recorded.
- Any student with injuries involving blood must have the wound covered at all times.
- A supply of protective disposable gloves will be available for use by all staff.
- Parents of an ill child will be contacted to take their 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 the electronic register maintained in the school office/First Aid room.
- All staff 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.
- All children attending camps must have provided a signed medical form providing medical details 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 authorisation through their PAM account.
- It is the parent/guardian's responsibility to update PAM and advise the school Administration office directly regarding any variations to their child's medical conditions.
- 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 that time.

Medical records of all students with specific health needs are maintained in the classroom and First Aid room for reference if required.

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