

Yarra Ranges SDS

CARE ARRANGEMENTS FOR ILL STUDENTS AND STUDENTS WITH MEDICAL CONDITIONS

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 Student Health (First Aid) Policy which outlines the school'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".

Our school has a commitment to zero tolerance of child abuse. We support and respect all children as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Our School will:

- 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 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 a locked cupboard in the first aid room.
- First aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
- A supply of analgesic medication for teachers will be available in a locked cupboard in the first aid room.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the nursing staff who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
- An 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 nursing/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.

- Parents of ill children will be contacted to take the children home.
- 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 follow the student unwell or injured flow chart.
- 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 or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms 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.
- 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.
- 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.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Management plans of all students with specific health needs are maintained securely in the front office for reference as required. Staff also receive the management plans of students with specific medical conditions at the commencement of the year. These management plans will also be located in the students classroom for reference.

The attached Example proformas (Diabetes / Epilepsy) are also to be read in conjunction with the school Student Health (First Aid) Policy which outlines the school’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”. Confidential records of all students with specific health needs are maintained securely in the general office for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

Date Implemented	August 2016
Author	Matt Shakespeare
Approved By	SCHOOL COUNCIL
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	2019
References	http://www.education.vic.gov.au/school/principals/spag/health/Pages/support_planning.aspx

U:\USERS\SDS\Welfare\Student unwell or injured.

ANY injury to the head no matter how insignificant it may appear
MUST
be reported to the Nurse on duty and to the class teacher

STUDENTS PRESENTS AS UNWELL/INJURED

ALL MINOR INJURIES SUCH AS GRAZE SUPERFICIAL SCRATCH CLASSROOM/PLAYGROUND STAFF TO ATTEND TO STUDENT.
NOTIFY STUDENTS' TEACHER

TEACHER CONTACTS FIRST AID OR REQUEST OTHER STAFF TO DO SO

STUDENT TO ATTEND FIRST AID ROOM

STUDENT UNABLE TO REMAIN AT SCHOOL

STUDENT REQUIRES AMBULANCE POST ASSESSMENT

ASSESSMENT BY NURSING STAFF

NURSING STAFF PRINCIPAL OR ASSISTANT PRINCIPAL TO CONTACT PARENT/GUARDIAN
EEP-TEACHERS CONTACT PARENT /CARER

NURSING STAFF TO AUTHORISE AND CALL/DIRECT OFFICE STAFF TO AMBULANCE

STUDENT ABLE TO RETURN TO CLASS

TEACHER TO BE INFORMED STUDENT TO RETURN TO CLASS OR REMAIN IN FIRST AID ROOM TO WAIT FOR PICK UP AT NURSES DISCRETION

PRINCIPAL/OFFICE STAFF TO BE NOTIFIED OF PENDING AMBULANCE TRANSFER ASAP

MONITOR IN CLASS AND INFORM NURSE IF CONDITION DETERIORATES

PRINCIPAL ASSISTANT PRINCIPAL AND OFFICE STAFF TO BE NOTIFIED

NURSING STAFF PRINCIPAL OR ASSISTANT PRINCIPAL TO CONTACT PARENT/GUARDIAN
EEP-TEACHERS CONTACT PARENT /CARER

U:\USERS\SDS\Welfare\Student unwell or injured.

Condition Specific Medical Advice Form

This form is to be completed by the student's medical/health practitioner providing a description of the health condition and first aid requirements for a student with a health condition. This form will assist the school in developing a Student Health Support Plan which outlines how the school will support the student's health care needs.

Name of School: _____

Student's Name: _____ Date of Birth: _____

MedicAlert Number(if relevant): _____ Review date for this form: _____

Description of the condition	Recommended support
<p>Diabetes Management</p> <p>Please provide relevant details in relation to the student's Diabetes management.</p>	<p>Please describe recommended care</p> <p>If additional advice is required, please attach it to this medical advice form</p>
<p>Student self management</p> <p>Is this student usually able to self manage their own diabetes care?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, please provide details in relation to how the school should support the student in developing self-management.</p>	
<p>Relevant issues</p> <p>Please outline any relevant issues in relation to attendance at school and learning as well as support required at school.</p>	
<p>First Aid – Signs of Hypoglycaemia (low blood glucose)</p> <p>Below is a list of observable signs that school staff will look for in relation to a hypoglycaemia. Please provide comment, if required.</p> <p>Mild signs: sweating, paleness, trembling, hunger, weakness, changes in mood and behaviour (e.g. crying, argumentative outbursts, aggressiveness), inability to think clearly, lack of coordination</p> <p>Moderate signs: inability to help oneself, glazed expression, being disorientated, unaware or seemingly intoxicated, inability to drink and</p>	

Description of the condition	Recommended support
<p>swallow without much encouragement, headache, abdominal pain or nausea.</p> <p>Severe signs: inability to stand, inability to respond to instructions, extreme disorientation, inability to drink and swallow (leading to danger of inhaling food into lungs), unconsciousness or seizures (jerking or twitching of face, body or limbs)</p>	<p>Please describe recommended care</p> <p>If additional advice is required, please attach it to this medical advice form</p>

First Aid – Hypoglycaemia
The following is the **first aid response that School staff will follow:**

Observable sign/reaction

Mild / Moderate Hypoglycaemia signs



Mild / Moderate Hypoglycaemia signs



Severe Hypoglycaemia signs



Severe Hypoglycaemia signs

First aid response

Give glucose immediately to raise blood glucose (e.g. half a can of 'normal' soft drink or fruit drink (with sugar), or 5 – 6 jelly beans.)

Wait and monitor for 5 minutes.



If there is no improvement, repeat giving glucose (e.g. half a can of 'normal' soft drink or fruit drink (with sugar), or 5 – 6 jelly beans.)

If the student's condition improves, follow up with a snack of one piece of fruit, a slice of bread or dried biscuits only when recovered.



If there is still no improvement to the student's condition, call an ambulance. State clearly that the person has diabetes, and whether he or she is conscious. Inform emergency contacts.



If unconscious, maintain Airway, Breathing and Circulation while waiting for the ambulance.

Never put food/drink in mouth of person who is unconscious or convulsing. The only treatment is an injection of glucoses into the vein (given by doctor/paramedic) or an injection of Glucagon.

First Aid– Hypoglycaemia

If you anticipate the student will require anything other the first aid response noted above, please provide details, so special arrangement can be negotiated.

Observable sign/reaction



First aid response

Description of the condition	Recommended support
<p>First Aid – Signs of Hyperglycaemia (High blood glucose)</p> <p>Below is a list of observable signs that school staff will look for in relation to Hyperglycaemia. Please provide comment, if required.</p> <p>Sings for this condition will emerge over two or three days and can include:</p> <ul style="list-style-type: none"> • frequent urination • excessive thirst • weight loss • lethargy • change in behavior 	<p>Please describe recommended care</p> <p>If additional advice is required, please attach it to this medical advice form</p>
<p>First Aid Response– Hyperglycaemia (High blood glucose)</p> <p>The school will provide a standard first aid response and will call an ambulance if any of the following is observed or reported:</p> <ul style="list-style-type: none"> • Rapid, laboured breathing • Flushed cheeks • Abdominal pains • Sweet acetone smell to the breath • Vomiting • Severe dehydration. <p>Please provide comment, if required.</p> <p>Privacy Statement</p>	

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

<u>Authorisation:</u>	
Name of Medical/health practitioner:	
Professional Role:	
Signature:	
Date:	
Contact details:	
Name of Parent/Carer or adult/independent student**:	
Signature:	

Date:

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).

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[**Diabetes management plan.pdf**](#)

[**Diabetes management plan 2.pdf**](#)

[**Diabetes management plan pump.pdf**](#)

[**U:\USERS\SDS\HEALTH MANAGEMENT\Emergency Mgmt Plans>Allergy\allergy action plan 2011.pdf**](U:\USERS\SDS\HEALTH MANAGEMENT\Emergency Mgmt Plans>Allergy\allergy action plan 2011.pdf)

[**U:\USERS\SDS\HEALTH MANAGEMENT\Emergency Mgmt Plans\Asthma\Asthma Action Plan 2016.pdf**](U:\USERS\SDS\HEALTH MANAGEMENT\Emergency Mgmt Plans\Asthma\Asthma Action Plan 2016.pdf)

[**Anaphylaxis Epipen Personal Action Plan 2016 WEB.pdf**](#)