



## **Injured and Unwell Students Policy**

### **PURPOSE**

It is important to identify First Aid requirements and implement appropriate arrangements to ensure all injured persons are provided with immediate and adequate treatment of injury and illness at Department of Education and Training (DET) workplaces.

Teachers owe a duty of care to students and are required to administer First Aid when necessary within the limits of their skill, expertise and training. It should be noted that a Teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

This policy is designed to protect the privacy and confidentiality of students and to ensure teachers abide by their duty of care in assisting students who are ill or injured. Where possible, First Aid should only be provided by staff who have been designated as the First Aid providers. However, in an emergency, other staff may be required to help within their level of competence.

### **Implementation:**

The College will:

- administer First Aid to children in a competent and timely manner
- communicate children's health problems to parents when considered necessary
- provide supplies and facilities to cater for the administration of First Aid
- maintain a sufficient number of staff (including at least one Administration staff member) are trained to a Level 2 First Aid Certificate, and with annual CPR update qualifications
- Ensure 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
- Make First Aid kits available in areas around school as outlined in the Staff Handbook
- Ensure children in the First Aid room are supervised by a staff member at all times
- Ensure all injuries or illnesses that occur during or outside of class time will be referred to the Administration Office
- Keep a confidential up to date register in the office of all injuries or illnesses that require First Aid. It is the responsibility of the First Aid officer to keep the register up to date and to transfer details of any injuries/illnesses requiring medical attention to CASES within 24 hours
- Communicate that parents are responsible for informing the school on a regular basis of any relevant medical conditions including any change in medical condition
- Provide that a student who presents to the First Aid Room will be given immediate, urgent First Aid only. Students must not be 'signed in' to the First Aid/Sick Bay for rest. If a student is too

unwell to be in class, a parent or emergency contact must be called to collect them. In the event that a parent or nominated contact is unavailable, the child must be monitored in sick bay until such time as parental contact is made. Regular observations of the child must occur, and medical advice sought if the child appears to be significantly unwell. If a child has had a head injury, is drowsy, or unresponsive, or has any other serious condition, continuous observation must be provided until the parent/emergency contact/medical assistance arrives

- Send parents of all children who receive First Aid a Compass alert indicating that their child has received First Aid. Parents must be informed if the child is treated for anything other than a minor injury such as minor cuts, scratches, or bruising
- Students presenting to the First Aid Room must be provided with reassurance and comfort and a safe level of privacy, dignity, comfort and independence. 'By-stander' students are not permitted in the sick bay or in the area immediately outside the sick bay
- A child must be registered on the First Aid Register. The person who signs the child into the First Aid Room is responsible for ensuring that the child is signed out, either to return to class or into parental care
- All school camps will have at least one Level 2 First Aid trained staff member at all time
- A comprehensive First Aid kit will accompany all camps, along with a mobile phone
- A First Aid kit will accompany all excursions
- All children attending camps will have a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance if the child requires treatment
- All teachers supervising camps or excursions must take an EVENT BOOKLET, printed from Compass, with medical details of all students attending.
- The First Aid Officer is responsible for the purchase and maintenance of First Aid kits, the provision of First Aid kits for excursions and camps, and the general upkeep of the First Aid room.
- At the commencement of each school year, the First Aid officer will send out requests for updated First Aid information 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 related to First Aid will be communicated to staff at the beginning of each year.
- Records of all students with specific health needs are maintained securely in the Administration Office. A list of students with severe medical conditions and their photographs will be distributed to staff twice yearly by the First Aid officer. Student health needs are also flagged on Compass. A First Aid register is also maintained in the office noting treatment for all presenting students.

When urgent medical care is required:

- Consideration cannot be given to the cost when deciding whether or not to call an ambulance. The wellbeing of the child is the main priority. All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member should confer with others before deciding on an appropriate course of action.
- An ambulance is to be called for unconsciousness, spinal/neck injuries, drug overdose/suspected, fractures, serious lacerations/loss of limbs, breathing problems, heart attack/suspected heart attack, fume and smoke inhalation, poisoning, dislocations, fits and seizures, eye injuries, embedded objects, shock or any other serious condition.

- A second opinion may be sought if a student's condition is considered to be problematic beyond staff expertise. Staff can contact NURSE-ON-CALL (on 1300 60 60 24) 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. In an emergency, an ambulance must be called. Consultation with Nurse on Call is NOT an alternative to calling an ambulance.
- A staff member is not to transport any sick or injured person in their car.
- Parents will be contacted and advised to seek medical attention for any head injury regardless of severity

### **Evaluation**

This policy will be reviewed as part of the College's review cycle or when new information is provided by DET.