

Tyers Primary School – Care Arrangements for Ill Students Policy

Purpose of this policy

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 or ill.

Tyers Primary 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.

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Implementation

- Any children in the sick bay will be supervised by a staff member.
- All injuries or illnesses that occur during class time will be referred to the Principal or Business Manager who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
- All staff will be provided with basic first aid management skills, including body fluid spills, and a supply of protective disposable gloves will be available for use by staff.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- 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 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.
- 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.
- 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.

Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Duty of Care Policy
- Medication Policy
- First Aid Policy
- Health Care Needs Policy
- Camps and Excursion Policy (inc. local excursions)

Links and references

Department resources:

This policy should be read in conjunction with:

School Policy and Advisory Guide

- [Duty of Care](#)
- [Medication](#)
- [Health Care Need](#)
- [Asthma](#)
- [Anaphylaxis](#)

Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the Care Arrangements for Ill Students Policy and revise the policy tri-annually or as required by completing a policy review.

Care Arrangements for Ill Students Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 14/06/2016.