

CARE ARRANGEMENTS for ILL Students & Students with MEDICAL CONDITIONS

POLICY & PROCEDURE

Rationale:

All staff at Lorne P-12 College will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Implementation:

- Children who are unwell should not attend school.
- Lorne P-12 College will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice.
- Where possible, first aid will 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.
- Any students in the first aid room will be supervised by a staff member at all times.
- Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide.
- Staff can also contact Nurse-on-call (on 1300 60 60 24) in an emergency. Nurse-on-call provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- Staff will communicate students' health problems to their parents/carers as necessary.
- If a student feels unwell they will be sent to the school's front office / first aid room where staff will:
 - assess a range of signs and symptoms
 - take action based on the signs and symptoms
 - treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff member will provide assistance.
 - immediately seek emergency assistance where necessary. All teachers have the responsibility and 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.
 - contact parents/carers to request that they take their children home where necessary.
- Any student with injuries involving blood must have the wound covered at all times.
- Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Links, Resources and Appendices:

DET Advisory Guide links which are connected with this policy are:

- [First Aid](#)
- [First Aid and Infection Control](#)
- [Open Wounds & Blood Spills](#)

Other Resources connected with this policy are:

- [Nurse-on-call](#)

Appendix A: Student Health Support Plan

Evaluation:

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

This policy was last ratified by School Council in....

November 2017

Student Health Support Plan

This plan outlines how the school will support students' health care needs, based on health advice received from students' medical/health practitioner. This form is to be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Anaphylaxis Management Plan or Asthma as this is done via an Asthma Management Plan).

This plan is to be completed by the principal or nominee in collaboration with parents/carers and student.

Student's name:

Date of birth:

Year level:

Plan date:

Review date:

Student's Emergency contact details:

Medical/Health Practitioner contact details:

Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the [Health Support Planning Forms – School Policy and Advisory Guide](#):

- General Medical Advice Form - for a student with a health condition*
- Condition Specific Medical Advice Form – Cystic Fibrosis*
- Condition Specific Medical Advice Form – Acquired Brain Injury*
- Condition Specific Medical Advice Form – Cancer*
- Condition Specific Medical Advice Form – Diabetes*
- Condition Specific Medical Advice Form – Epilepsy*
- Personal Care Medical Advice Form - for a student who requires support for transfers and positioning*
- Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking*
- Personal Care Medical Advice Form - for a student who requires support for continence*

List who will receive copies of this *Student Health Support Plan*:

1) Family

2) Staff

3) Other

The following *Student Health Support Plan* has been developed with my knowledge and input and will be reviewed annually, or as required.

Signature of parent/carer:

Date:

Signature of student (mature minor):

Date:

Signature of principal (or nominee):

Date:

Privacy Statement:

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.

How the school will support the student's health care needs

Student's name:			
Date of birth:		Year level:	
Health care need identified by the student's medical/health practitioner:			
Other known health conditions:			
School commencement date:			
Actions and timelines to enable attendance including any interim provisions:			
Overall Support	Considerations	Strategies	Person Responsible
	<i>Support during school day? Minimal interruption to school day? Maintaining dignity, privacy, comfort & safety?</i>	<i>Medication taken at home Support Risk Assessment Additional training required? Preferences?</i>	
First Aid	Considerations	Strategies	Person Responsible
	<i>Is only basic First Aid required? Is additional training required? Excursions & camps?</i>	<i>Ensure all staff are informed about the first aid response Appropriate staff training Are interim provisions required?</i>	
Complex / Invasive health care needs	Considerations	Strategies	Person Responsible
	<i>Is complex medical care required?</i>	<i>Is specific training required? DET Schoolcare Program? PSD or Visiting Teacher Services?</i>	
Routine supervision for health-related safety	Considerations	Strategies	Person Responsible
	<i>Medication storage and administration? Facility issues that need addressing? Visiting health workers? Health record management? Curriculum continuity support?</i>	<i>Refer to the school's Medication Management Policy and Procedures Sick bay requirements? Access concerns? Health worker contacts and facilities? Curriculum design and support?</i>	
Personal Care	Considerations	Strategies	Person Responsible
	<i>Additional supports?</i>	<i>Personal care needs</i>	
Other Concerns	Considerations	Strategies	Person Responsible
	<i>Any other relevant considerations?</i>	<i>Behaviour related? Minimising risks? Communication channels? Siblings and/or peer considerations?</i>	