



# CARE ARRANGEMENTS FOR INJURED/ILL STUDENTS POLICY

BLACKBURN LAKE PRIMARY SCHOOL  
Florence Street Blackburn 3130

## **RATIONALE**

All children have the right to feel safe and cared for, and know that they will be attended to with due care when in need of assistance. The Care Arrangements for Injured/Ill Students Policy is to be read in conjunction with Blackburn Lake Primary School's (BLPS) First Aid Policy which outlines in detail the school's responsibility and procedures.

## **AIMS**

This policy aims to ensure that BLPS renders competent, timely care to children in need. Students, staff and visitors to BLPS experiencing severe illness and injury are attended by emergency health services (i.e. ambulance) where necessary

- Student health concerns are communicated to parents in accordance with DET regulations.
- Resources are continually updated to facilitate effective administration of first aid.
- Staff members responsible for administering first aid are sufficiently trained and hold Level 2 First Aid Certificate

## **IMPLEMENTATION**

### **Minor Illness & Injury**

Examples of minor illness or injury include: cuts, abrasions, or other injury or illness that can be managed with basic first aid.

#### In class BLPS will:

- care for students experiencing minor illness or injury during class time.
- Administer band-aids and other basic first aid
- Contact parents/guardian appropriately to communicate injuries or illness
- Advise parents of the correct sign out procedures in the event that a student leaves BLPS early on account of their illness or injury.

#### In the yard BLPS will:

- Provide basic first aid for minor illness and injury in the yard.
- Ensure all yard duty teachers have access to bandaids, tissues and gloves in their yard duty bags.
- Instruct all students to alert a yard duty teacher immediately if a student is injured or ill.
- Ensure all students are aware of the first aid room location.

### **Major Illness & Injury**

Examples of a major illness or injury include allergic reaction, seizure, head knock, suspected fracture or any injury or illness that cannot be managed with basic first aid.

#### In class BLPS will:

- Ensure all teachers are aware of the Medical Emergency Red Card system. (Red Cards in classrooms to be sent to the office via other students to call for the immediate assistance of other staff members.)
- Ensure all teachers are aware that they can call to the office with the message 'First Aid Support Required' and a designated first aid trained staff members will attend to

assist. Ensure neighbouring classroom teachers provide support in supervising students as necessary.

- Assess injury severity, then where possible, the student will be moved to the First Aid room.
- Where appropriate, ensure ambulance are called and then contact parents/guardian

In the yard BLPS will :

- Provide teachers with charged, 2 way radios to call for immediate assistance to a particular location in the yard.
- Ensure yard duty bags contain Medical Emergency Red Cards to be sent to the staff room (via other students) to call for immediate assistance.
- Assess injury severity, then where possible, the student will be moved to the First Aid room.
- Ensure the First Aid Officer, or other nominated staff member contacts an ambulance and then parents/guardian appropriately.

**FIRST AID**

**BLPS will ensure that:**

- Yard duty teachers will send students to the First Aid room, where possible,
- Students deemed to be too incapacitated to travel to the first aid room will be adequately attended to in the yard.
- The First Aid Officer, or other appropriately trained staff members will supervise the First Aid room at all lunch and recess breaks.
- All illnesses/injuries reported to first aid or requiring students to leave the school will be reported on the First Aid register.
- All students attended to in the first aid room will receive a written account of their injury or illness to be taken home.
- Parents/guardians will be contacted if a head knock has been sustained.

**EVALUATION**

This policy will be reviewed within three years.

**RATIFIED BY SCHOOL COUNCIL:** July, 2016

**PRINCIPAL:** Loisia Steed      **SCHOOL COUNCIL PRESIDENT:** Mark Eaton