



Cranbourne Secondary College

WHILE WE LIVE WE GROW

CARE ARRANGEMENTS FOR ILL STUDENTS POLICY

This Policy includes:

- Caring for ill students
- Distribution of medication
- Anaphylaxis Management
- Register of Staff trained in First Aid
- Record of Student Medical Conditions and Management

Statement of Belief

When students fall ill at school or have a known health risk, the school seeks to provide suitable procedures to maintain a safe and supporting environment.

Student individual prescribed medication needs to be managed in a clear, orderly manner in accordance with the School Policy and Advisory Guide.

The Principal or nominee has overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for students at risk of anaphylaxis to ensure compliance with Ministerial Order 706 (refer to Appendix A) and associated guidelines.

Guiding Principles

1. The College will provide a basic First Aid response as set out in the First Aid Procedure Guide to ill or injured students due to unforeseen circumstances and requiring emergency assistance. The First Aid Room is located next to the General Office and is supervised with a person with current qualifications during school hours.
2. When a student falls ill in class or the school grounds, the teacher should send the student to First Aid Room with a note. If the teacher assesses that the student is unable to safely get to First Aid, the General Office should be contacted to make other arrangements for appropriate care.
3. The First Aid Assistant will make an assessment as to the most appropriate action including a short term rest, returning to class, contacting parents or an ambulance.

4. In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.
5. Portable First Aid kits will be available for all groups that leave the school on excursions. Portable First Aid kits are also located in each staffroom area.
6. All medication for students will only be administered with clear instructions provided by the parent or guardian.
7. Student Medication is stored in a locked cupboard in the First Aid area. Students are required to attend the First Aid Room for the administration of their medication.
8. Students who forget to attend for their medication will be paged through the school Public Address system.
9. Students with Asthma Management Plans are expected to have the plan updated annually by parents.
10. Students with medical alerts (including anaphylaxis, brain injury and diabetes) are indicated on cases and appear on COMPASS to inform classroom teachers
11. A register of First Aid trained staff is updated annually by HR personnel and kept in the General Office.
12. The Principal will determine the appropriate number of first aid trained staff that the school needs after viewing first aid and accident data and consulting with staff.
13. The principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the school has been notified of that diagnosis.
14. The individual Anaphylaxis Management Plan complies with the requirements of Ministerial Order 706.
15. Adrenalin Auto Injectors (EpiPen) are held in the First Aid Room as a back-up for those provided by parents. All staff will be briefed on their use at least twice a year.
16. Any school staff who conduct classes for students with a medical condition that relates to allergy and the potential for anaphylactic reaction, must attend a training session. An anaphylaxis Management Guide appears in the Staff Handbook.