

ARMADALE PRIMARY SCHOOL POLICY
SCHOOL No. 2634

Illness and Emergency Care Policy	
Authorisation: This Policy was adopted by School Council in June 2008.	

1. PURPOSE

This policy sets out the procedures to follow if a child is sick or injured at school.

2. OBJECTIVES

- 2.1 Ensuring the safety and well being of all children.
- 2.2 Providing a safe and healthy environment.
- 2.3 Responding to the needs of children injured, ill or traumatised while attending school.
- 2.4 Protecting children from communicable diseases.
- 2.5 Complying with all legislative requirements.

3. IMPLEMENTATION

Procedures for Handling Emergency Medical Situations or Accidents

3.1 Staff will:

- 3.1.1 Provide first aid as required.
- 3.1.2 Provide and maintain suitably equipped First Aid Kits.
- 3.1.3 Ensure all staff members have the required first aid qualifications.
- 3.1.4 Display emergency phone numbers, evacuation procedures and step by step procedures for infection control within the school.
- 3.1.5 Contact parents immediately if deemed necessary.
- 3.1.6 Complete CASES 21 emergency forms for injured children.
- 3.1.7 Call an ambulance in case of medical emergency.
- 3.1.8 If the parent/guardian is not present to accompany the child, a staff member will accompany the child in the ambulance.

3.2 Parents/Guardians will:

- 3.2.1 When completing permission forms, give authority for an ambulance and/or medical/hospital treatment to be sought by the school in the case of a medical emergency.
- 3.2.2 Be responsible for any costs associated with an ambulance attending their child at the school.
- 3.2.3 Provide all medical information required by the school on the child's enrolment records.

Procedures for Handling Communicable Diseases

3.3 Staff will:

- 3.3.1 Adhere to the exclusion requirements for communicable diseases published by the Department of Human Services.
- 3.3.2 Notify parents/guardians of any outbreak of a communicable disease within the school.
- 3.3.4 Request parents/guardians notify the school if their child has a communicable disease.

3.4 Parents/Guardians will:

- 3.4.1 Notify the school if their child has a communicable disease.
- 3.4.2 Keep their infectious child home for the recommended period.

4. EVALUATION

In order to assess whether the policy has achieved the objectives set out in section 2, the Policy and Curriculum Sub Committee will:

- 4.1 Conduct a cyclic evaluation of Illness and Emergency Care and report its findings back to School Council.
- 4.2 Take into account reports from staff regarding this policy.
- 4.3 Monitor complaints and incidents regarding accidents and illness of children attending school.

5 ASSOCIATED POLICIES

- 5.1 Communicable Diseases – Department of Human Services Victoria.
- 5.2 Anaphylaxis Policy.
- 5.3 Asthma Policy.
- 5.4 Medication Policy.