

Care Arrangements for ill Students Policy and Procedure

1.0 PURPOSE

All students 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. The care arrangements are to be read in conjunction with the **QMS:410 Y2IC First Aid Policy and Procedure** which outlines the Youth2Industry College's responsibility and procedures in respect of our "responsibility to provide equitable access to education and respond to diverse student needs, including health care needs".

2.0 SCOPE

All Youth2Industry College staff, students and parents/carers. This document will be made available through SharePoint. Associated duty of care in relation to COVID-19 is covered in **QMS:435 Y2IC COVID Safety Plan**.

3.0 POLICY

Youth2Industry College will:

- Administer first aid to students when in need in a competent and timely manner
- Communicate student's health problems to parents when considered necessary
- Provide supplies and facilities to cater for the administering of first aid
- Ensure all staff are trained in Provide First Aid (Level 2)

4.0 IMPLEMENTATION

- 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- The College recommends that all students have personal accident insurance and ambulance cover.
- Student Health Support Plans are also to be read in conjunction with the **QMS:410 Y2IC First Aid Policy and Procedure** and **QMS: 406 Health Care Needs Policy** which outlines the College's responsibility and procedures. Confidential records of all students with specific health needs are maintained securely in the general office for reference as required. Compass is used to note minor ailments and treatment for all presenting students and the **QMS: 400-04 Incident and Accident Register** is maintained for all accidents and incidents. The parents/careers will be notified of an injury to a student's head, face, neck or back. For more serious injuries/illnesses, parents/carers will be contacted by staff so that professional treatment may be organised.

- All staff to be trained in Provide First Aid (Level 2) HLTAID011 or Provide an emergency first aid response in an education and care setting HLTAID012, this course includes full Asthma and Anaphylaxis qualifications. All staff members must update their Provide CPR Certificate every 12 months.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- A designated staff member will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- First aid kits will also be available for excursions.
- A supply of medication for teachers will be available in a locked drawer in the staff area.
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the administration staff or Principal who will manage the incident.
- Any students with injuries involving blood will have the wound covered at all times.
- **No medication including headache tablets will be administered to students without the express written permission of parents or guardians.**
- Parents of ill students will be contacted and asked to take the student home.
- Parents who collect students from the College for any reason (other than emergency) must sign the student out of the College in a register maintained in the College office or via Compass.
- 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 the designated College staff to student ratio with staff trained in first aid. A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All students 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 the College.
- All students, especially those with a documented asthma care plan, will have access to Ventolin and a spacer at all times.

5.0 ASSOCIATED DOCUMENTS

- QMS: 410 Y2IC First Aid Policy and Procedure
- QMS: 406 Health Care Needs Policy
- QMS: 408 Y2IC Asthma Management Policy
- QMS: 435 Y2IC COVID Safety Plan
- QMS: 400-06 Register of Staff Trained in First Aid
- QMS: 400-04 Incident and Accident Register

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
24/11/2020	2.0	P. Vakakis	Inclusion of reference to COVID
15/1/2023	3.0	P. Vakakis	General review

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May, 2023
24/11/2020	2.0	Y2IC Board	November 2023
22/01/2024	3.0	Y2IC Board	January 2026