PURPOSE
All children have the right to feel safe and well, and know that they will be attended to with care in times of need. The school has a role in educating the school community by providing professional development that will facilitate health education and non-discriminatory attitudes and practices to drug education and those with special medical needs. Students enrolled at our school who suffer from health problems, must have a supportive and flexible school environment that understands and responds to their specific needs. The school will support and manage asthma and asthma sufferers as effectively and efficiently as possible. It is important that all medications are managed appropriately by all staff and that training is provided for this.

GUIDELINES – first aid and first aid professional development
- Teachers will direct children to play and work safely at all times.
- Teachers and appropriate staff members will administer first aid and or medication to children when in need.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma 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.
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate with current CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of first aid materials will be stored in a lockable cupboard in the first aid room.
- First aid kits for excursions and camps are held in the sick bay and will be prepared for use during these out of school activities.
- First aid kits are carried by yard duty teachers, and are available in classrooms, the staff room and administration area.
- Minor injuries only, will be treated by staff members on yard duty, while more serious injuries - including those requiring parents to be notified or possible treatment by a doctor - require a level 2 first aid trained staff member to administer first aid.
- Children requiring additional treatment/observation are sent to the sick bay and monitored by a level 2 first aid trained staff member.
- Children requiring further treatment will have their parents/emergency contact person notified. If this is not possible doctor and or ambulance assistance will be requested.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor, hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported on DEECD Accident/Injury form LE375, and entered onto CASES.
- Parents of ill children will be contacted to take the child home.
- Head injuries are recorded and parents are informed via a note sent home with the child. These forms must be signed by a parent and returned to school the following day. These forms are then filed at the school.
GUIDELINES – special needs/medications

- School provides an environment that is well informed about all relevant health issues, and that practices correct and safe management strategies.
- The health status of all staff and students is strictly confidential.
- Staff will receive appropriate training in relation to the management of medical issues that arise in the school including drug education programs (Life Education Victoria) asthma management, work place level 2 first aid and Ambulance Victoria epipen/Anaphylaxis training.
- Appropriate safety precautions will be implemented to ensure the health of all children in relation to communicable diseases.
- Students diagnosed as being in the acute phase of an infectious condition will not be permitted to return to school until a medical certificate is received by the principal stating that the infectious acute phase has passed.
- The parents/carers of students with significant health needs are required to meet with the principal and key staff to develop an individual plan that details the student’s needs, as well as detailing an anticipated schedule of school or hospital attendances etc.
- The School Council will seek special equipment or facilities (ramps, disabled toilets etc) as required.
- All staff will be made aware of the student’s condition and requirements. Staff will be provided with professional development as required.

GUIDELINES – asthma management

- All students with asthma must have an up to date (annual) written asthma management plan consistent with Asthma Victoria’s requirements completed by their doctor or paediatrician. Appropriate asthma plan proformas are available at www.asthma.org.au
- Children who require asthma medication should be instructed on how to self medicate.
- If a child is in a state of respiratory distress asthma management strategies as detailed on the asthma management plan will be implemented.
- In the event of a child displaying respiratory distress and no asthma management plan is available then the Asthma Foundation’s 4x4x4 method using the child’s asthma medication and spacer is administered and an ambulance called.

GUIDELINES – camps

- All school camps will have first aid trained staff members/parents who will oversee medical incidents and administer medications.
- Completed Camp Management Folders, first aid kits and working mobile phones will accompany all camps.
- All children attending camps or excursions will have provided a signed medical form providing medical information and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school.
- A copy of signed medical forms, together with any records of first aid and medical treatments undertaken whilst on camp, are filed and kept at school.

GUIDELINES – drug education

- The school provides an ongoing and dynamic approach to Drug Education through activities which include Life Education Victoria Programs and DEECD initiatives.