

## Policy Statement

All children 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 College Medical Information and First Aid Policy which outlines the College's responsibility and procedures in respect of our "responsibility to provide equitable access to education and respond to diverse student needs, including their care needs".

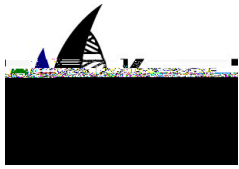
## Our College will:

- x Administer first aid to children when in need in a competent and timely manner.
- x Communicate children's health problems to parents when considered necessary.
- x Provide supplies and facilities to cater for the administering of first aid.
- x Maintain a sufficient number of staff members trained with Level 2 first aid certificate.

## Implementation:

- x A sufficient number of staff (including at least 1 administration staff member) to be trained to a Level 2 first aid certificate, and with up-to-date CPR qualifications.
- x A first aid room will be available for use at all times (Appendices for location details). A comprehensive supply of basic first aid materials will be stored in the first aid room.
- x First aid kits will also be available at each campus of the school
- x Staff will have access to their own supply of medication in their own locked drawer
- x Supervision of the first aid room will form part of the school's health and safety policy and will be supervised by a staff member at all times.
- x





The attached example proformas (Diabetes / Epilepsy) are also to be read in conjunction with the College Medical Information and First Aid Policy which outlines the 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". Confidential records of all students with specific health needs are maintained securely in the general office for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

Appendices

- Appendix A Medical Forms
- Appendix B Precinct campus-First Aid room location
- Appendix C Churchill campus First Aid room location
- Appendix D Morwell Campus-First Aid room location
- Appendix E Latrobe Valley Flexible Learning campus- First Aid room location
- Appendix F: KYFFLO campus-First Aid room location

Links:

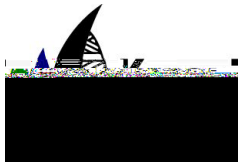
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Evaluation

This policy will be reviewed as part of the College's four year review cycle.

Date Implemented	Week 3-Term 2-2014-V1
Approval Authority (Signature & Date)	26/2/19

Dates Reviewed



Appendix A

# Condition Specific Medical Advice Form

## for a student with Diabetes

This form is to be completed by the student's medical/health practitioner providing a description of the health condition and first aid requirements for a student with a health condition. This form will assist the school in developing a Student Health Support Plan which outlines how the school will support the student's health care needs.

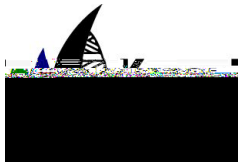
Name of School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MedicAlert Number(if relevant): \_\_\_\_\_ Review date of form: \_\_\_\_\_

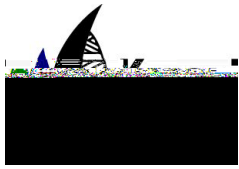
Description of the condition	Recommended support Please describe recommended care  If additional advice is required, please attach it to this medical advice form
<p>Diabetes Management</p> <p>Please provide relevant details in relation to the student's Diabetes management.</p>	
<p>Student self management</p> <p>Is this student usually able to self manage their own diabetes care?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, please provide details in relation to how the school should support the student in developing self-management.</p>	
<p>Relevant issues</p> <p>Please outline any relevant issues in relation to attendance at school and learning as well as support required at school.</p>	
<p>First Aid – Signs of Hypoglycaemia (low blood glucose)</p> <p>Below is a list of observable signs that school staff will look for in relation to a hypoglycaemia. Please provide comment, if required.</p>	



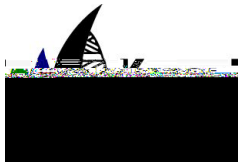


Description of the condition	Recommended support
First Aid – Signs of Hyperglycaemia (4.1 /TT1 1 T15 (a (4BT /Q.1 (.3 (i0.7 (e)n031yQ)-2.4 (Qff)6.8 ( )8 ( )0.5 dn031yQ)g (a .5 (5.8 (y)-8.1 (pe)-4.f.1 (pe)-4.f.1 (.1	Please describe recommended care  If additional advice is required, please attach it to this medical advice form

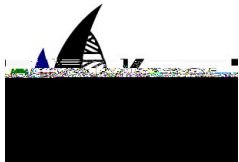




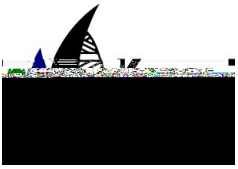




Description of the condition	
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"Major Seizures"	"Minor Seizures"
Convulsive seizures with major movement manifestations eg: tonic-clonic, tonic, myoclonic, atonic, and partial motor seizure	Seizures with staring, impaired consciousness or unusual behaviour e.g. complex partial seizures and absence seizures
Stay calm	Stay calm
Check for medical identification	Check for medical identification



Observable sign/reaction

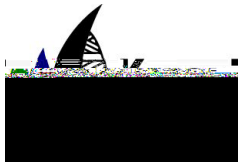
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First aid response

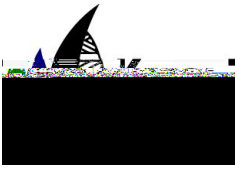
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[This form must be completed if your child suffers from asthma](#)

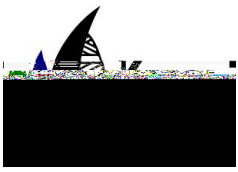
The information collected on this form will be provided to all staff who care for your child. It will be used to assist them to provide safe asthma management for your child at school or while participating in a school activity. The school will only disclose this information to others with your consent if it is to be used elsewhere. Please contact the school at any time if you need to update this Plan or if you have any questions about the management of asthma at school. If no Asthma Action Plan is provided by the parent/carer, the staff will treat asthma symptoms as outlined in the Victorian Schools Asthma Policy.



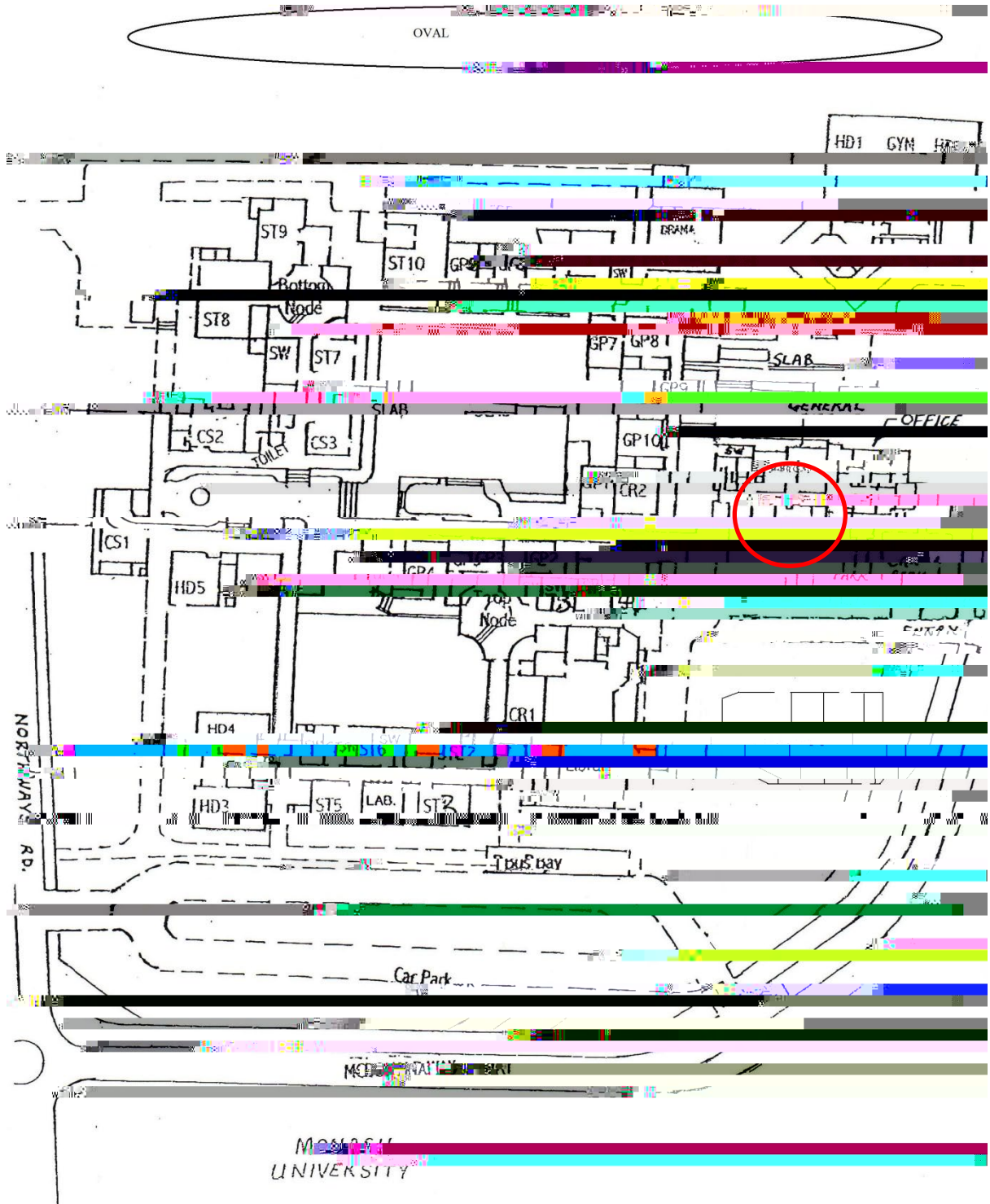
2. Without delay shake a blue reliever puffer (names include Ventolin, Airomir, Asmol or Epaq) and give 4 separate puffs, through a spacer (spacer technique – 1 puff/take 4 breaths from spacer, repeat until 4 puffs have been given).
3. Wait 4 minutes. If there is no improvement, give another 4 separate puffs, as per step 2.
4. Wait 4 minutes. If there is no improvement, call an ambulance (dial 000) immediately and state that “a student is having an asthma attack”.
5. Continuously repeat steps 2 & 3 whilst waiting for the ambulance to arrive.

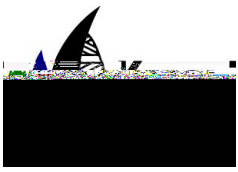
[If at any time the student’s condition worsens, call an ambulance immediately.]





## APPENDIX C CHURCHILL CAMPUS



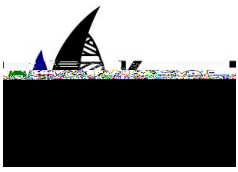


## APPENDIX D

### MORWELL CAMPUS



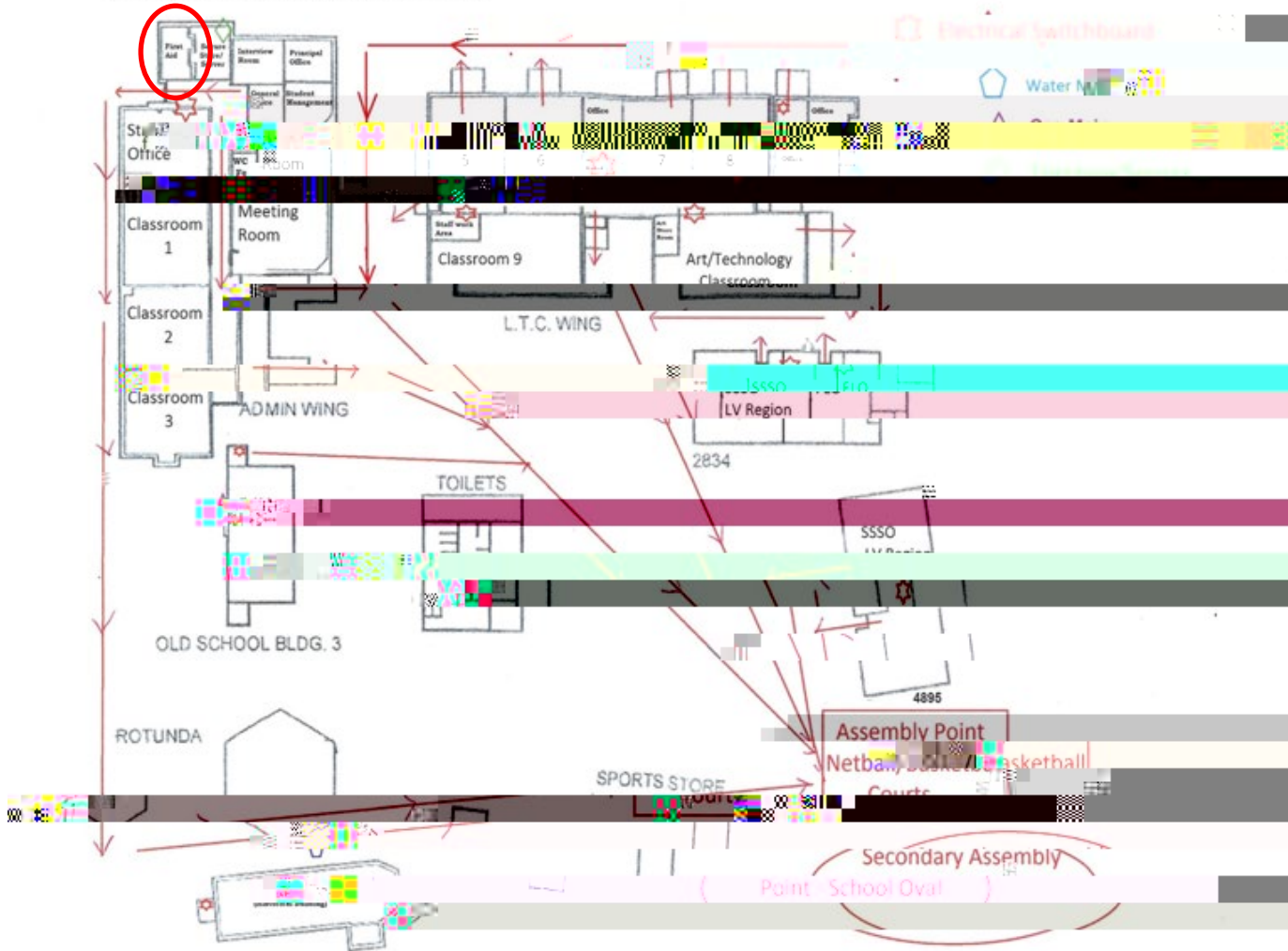


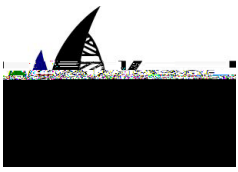


# APPENDIX E

## FLO CAMPUS

### Latrobe Valley Flexible Learning Option (FLO) Commercial Road, Morwell Emergency Management Plan





## APPENDIX E

### KYPPsCAMPUS

Latrobe Valley Flexible Learning Option (FLC) Commercial Road, Morwell  
Emergency Management Plan

