



# Olinda Primary School

## Care Arrangements for Ill Students

2017

**Principal: Cornelia Sheeran**

**School Council President: Sharryn Veto**

<b>Date Approved</b>	April 2017
<b>Approved By</b>	School Council
<b>Next Review Date</b>	April 2020
<b>Responsible for Review</b>	Principal
<b>References</b>	Victorian Government Schools Policy and Advisory Guide



# OLINDA PRIMARY SCHOOL CARE ARRANGEMENTS FOR ILL STUDENTS 2017

## Rationale

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 school's First Aid Policy which outlines the school's responsibility and procedures.

## Aims

This policy aims to:

- ensure that ill students are supplied with appropriate first aid
- ensure that an adequate number of staff are first aid trained
- communicate health problems with parents/carers

## Guidelines

Olinda Primary School will:

- administer first aid to children when in need in a competent and timely manner.
- communicate children's health problems to parents when considered necessary.
- provide supplies and facilities to cater for the administering of first aid.
- maintain a sufficient number of staff members trained with a minimum of a level 2 first aid certificate.

## Expectations

- Confidential records of all students with specific health needs are maintained securely in the school office for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

## Procedure

- A sufficient number of staff will be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A supply of basic first aid materials will be stored in a cupboard in the first aid room.
- Basic first aid kits will also be available in the Safe Room and the kitchen.
- All injuries or illnesses that occur during class time will be referred to the class teacher who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to a duty teacher.
- An up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid above a Band-Aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries - including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- **No medication including headache tablets will be administered to children without the express written permission of parents or guardians.**



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- For serious injuries/illnesses, the parents/guardians will be contacted by staff and advised of the incident and treatment provided. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 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 Department of Education Accident/Injury form LE375, and entered onto CASES.
- Children who are unwell should not attend school. Parents of ill children will be contacted to take their children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in the register near the school office.
- 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 at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children 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 school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A member of staff is to 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.
- 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.
- It is recommended that all students have ambulance cover.
- All students need to be covered by Medicare or private health insurance.

### Links and Appendices

Resources/Links which are connected with this policy are:

- [www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx](http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx)

Appendices which are connected with this policy are:

- Appendix A- Condition Specific Medical Advice Form (Epilepsy / Seizures)
- Appendix B- First Aid- Management of Seizures

### Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.



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CARE ARRANGEMENTS FOR  
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Appendix A- Condition Specific Medical Advice Form

# Condition Specific Medical Advice Form

for a student with Epilepsy and seizures

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: \_\_\_\_\_

MediAlert Number (if relevant): \_\_\_\_\_ Review date for this form: \_\_\_\_\_

<b>Description of the condition</b>	<b>Recommended support</b> Please describe recommended care If additional advice is required, please attach it to this medical advice form
<b>Warning Signs</b>	
<b>Can you please outline the warning signs (e.g. sensations)</b>	
<b>Triggers</b>	
<b>Can you please outline the known triggers</b> (eg illness, elevated temperature, flashing lights)	
<b>Seizure Types</b>	
Please highlight which seizure types apply:  <input type="checkbox"/> <b>Partial (focal) seizures</b> Which side of the brain is affected? _____	Please indicate typical seizure frequency and length, and any management that is a variation from standard seizure management.
<input type="checkbox"/> <b>Simple partial</b> <input type="checkbox"/> Staring, may blink rapidly <input type="checkbox"/> Only part of the brain is involved (partial) <input type="checkbox"/> Person remains conscious (simple), able to hear, may or may not be able to speak <input type="checkbox"/> Jerking of parts of the body may occur <input type="checkbox"/> Rapid recovery <input type="checkbox"/> Person may have a headache or experience sensations that aren't real, such as sounds, flashing light, strange taste or smell, 'funny tummy' These are sometimes called an aura and may lead to other types of seizures.	
<input type="checkbox"/> <b>Complex partial</b> <input type="checkbox"/> Only part of the brain is involved (partial)  <input type="checkbox"/> Person staring and unaware. Eyes may jerk but may talk, remain sitting or walk around	



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## Description of the condition

## Recommended support

Please describe recommended care  
If additional advice is required, please attach it to  
this medical advice form

Toward the end of the seizure, person may perform unusual activities, eg chewing movement, fiddling with clothes (these are called automatisms)

Confused and drowsy after seizure settles, may sleep.

### Generalised seizures

#### Tonic clonic

Not responsive

Might fall down/cry out

Body becomes stiff (tonic)

Jerking of arms and legs occurs  
(clonic)

Excessive saliva

May be red or blue in the face

May lose control of bladder and/or bowel

Tongue may be bitten

Lasts 1-3 minutes, stops suddenly or gradually

Confusion and deep sleep (maybe hours) when in  
recovery phase. May have a headache.

#### Absence

Vacant stare or eyes may blink/roll up

Lasts 5-10 seconds

Impaired awareness (may be seated)

Instant recovery, no memory of the event.

#### Myoclonic

Sudden simple jerk

May recur many times.

## Duration

How long does recovery take if the seizure isn't long enough to require Midazolam?

## Person's reaction during and after a seizure

Please comment

## Any other recommendations to support the person during and after a seizure

## Signs that the seizure is starting to settle



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## Appendix B- First Aid- Management of Seizures

### First Aid - Management of Seizures

The following is the **first aid response that School staff will follow:**

	"Major Seizures"	"Minor Seizures"
	Convulsive seizures with major movement manifestations e.g.: 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
<b>1</b>	Stay calm	Stay calm
<b>2</b>	Check for medical identification	Check for medical identification
<b>3</b>	Protect the person from injury by removing harmful objects close to them. Loosen any tight clothing or restraints. Place something soft under their head.	Protect the person from injury by removing harmful objects close to them
<b>4</b>	Stay with the person and reassure them. Do not put anything in their mouth and do not restrain them.	Stay with the person and reassure them
<b>5</b>	Time the seizure	Time the seizure
<b>6</b>	When the seizure is over, roll the person onto their side to keep their airway clear	If a tonic-clonic seizure develops, follow major seizure management
<b>7</b>	Treat any injuries	Stay with the person and reassure them, they may be sleepy, confused or combative after the seizure
<b>8</b>	Consider if an ambulance needs to be called. An ambulance should be called when: <ul style="list-style-type: none"> <li>• The seizure lasts longer than 5 -10 minutes.</li> <li>• Another seizure quickly follows</li> <li>• The person remains unconscious after the seizures ceases</li> <li>• The person has been injured</li> <li>• You are about to administer diazepam or midazolam</li> <li>• You are unsure</li> <li>• The seizure happens in water</li> <li>• The person is pregnant or a diabetic</li> <li>• The person is not known to have epilepsy.</li> </ul>	
<b>9</b>	Stay with the person and reassure them, they may be sleepy, confused or combative after the seizure	



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## First Aid - Management of Seizures

If you anticipate the student will require anything other the first aid response noted above, please provide details, so special arrangement can be negotiated.

### Observable sign/reaction



### First aid response



#### Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

### Authorisation:

**Name of Medical/health practitioner:**

Professional Role:

Signature:

Date:

Contact details:

**Name of Parent/Carer or adult/independent student\*\*:**

Signature:

Date:

If additional advice is required, please attach it to this form

\*\*Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5)