



Kalinda Primary School No. 5121

## ***Care Arrangements for Ill Students Policy***

### **Actions:**

- Teachers to notify the school office that a student is ill
- The student is sent to the office accompanied by another student
- Assistance will be sought from other school staff if required
- The student is given appropriate care/first aid and assessed by a trained Level 2 First Aid staff member
- Parents/carers are then called if deemed necessary
- Parents/carers are responsible for making "pick-up" arrangements if required
- In emergency situations 000 will be called for an ambulance to attend
- The school will, if appropriate/necessary, follow the **Child Safety - Four Critical Actions (CS3)**

### **Documentation:**

- Accident/First Aid Report to be completed On Cases21, and Compass notification if necessary.
- Parent will be contacted by phone, and times noted.

### **Any situation requiring medical intervention:**

- All students requiring a doctor, dental or hospital treatment will be recorded on the DET accident notification form and entered into CASES21, and EduSafe notified to report the incident.
- All cases requiring medical intervention will be reported to the Department's Emergency Management and Security Unit.
- Worksafe Victoria will be notified and an online report filed and recorded as per regulations.

Reviewed by School Council 27/03/2017

Review Date March 2020