



Caring for Ill Student Policy and Procedures -PP020

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. PRC provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

All College students have the right to feel safe and well and know that they will be attended to with due care when in need while at College.

Purpose

The purpose of this policy is to ensure that:

- College staff are aware of their responsibilities and arrangements for caring for ill students;
- Suitable arrangements are in place for the immediate and adequate care of ill students;
- The College communicates student health problems to parents when they arise; and
- College parents are aware of how their ill children will receive care.

Scope

- This policy applies to all College staff, including volunteers and contractors, and to parents and students.



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Definitions

Accident	An unexpected or unintentional event that may cause injury or ill health in a College staff member or student, and may involve damage to property.
Accident and Incident Register	A document that records all accidents and incidents at the College. It includes the investigation results, an assigned severity rating, and identifies the new processes or strategies put in place to prevent or reduce the impact of a future recurrence.
Action Plan	A plan drawn up by a medical/health practitioner prescribing emergency medical treatment or care provision if a student's health declines. Examples include ASCIA Anaphylaxis Action Plans, Asthma Action Plans and Diabetes Action Plans.
College environment	Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events).
Duty of Care	A non-delegable, moral and legal obligation to take reasonable steps to ensure the safety and wellbeing of students. Duty of care is both an organisational and an individual responsibility, meaning that it applies to: <ul style="list-style-type: none"> • the College as a legal entity; and • College Board members, staff, volunteers, contractors and visitors who have an individual responsibility to students.
First Aid Officer	A College staff member who has received first aid training, and is able to: <ul style="list-style-type: none"> • assess students and others at College for possible first aid treatment in the event of an accident, injury, incident, emergency or illness;



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	<ul style="list-style-type: none"> • provide first aid treatment to the limits of their training and experience; and • call for appropriate advanced medical assistance from a medical practitioner or ambulance as required.
First Aid Register	A document listing the names of all staff who have received first aid training, their College role, the type of training, and the expiry and renewal date for their training.
First Aid Treatment Register	A document listing the treatment and care given to students in an emergency at College or attending the First Aid Room, the date and time treated, name of student, name of First Aid Officer and parent notification details.
Individual Anaphylaxis Management Plan (IAMPS)	Plan developed for students at the College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction. This plan is developed in consultation with the students' parents.
Medication Authority Form	A form providing written permission for the College to administer (or allow the student to self-administer) medication. It is completed by a student's medical / health practitioner and provides medication information, including dosage and storage requirements.
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Staff	Refers to all employed staff, contractors and volunteers of the College.
Student Health Support Plan	Plan developed for students at the College who have an identified health support need. This plan is developed in consultation with the student's parents.
Parents	Includes parents, guardians, step-parents and/or carers as listed in the College Enrolment Form

Responsibility

1. The College Board is responsible for authorising this policy.
2. The Executive Principal (or nominee) is responsible for:
 - implementing this policy and related processes to support students who become ill at College;
 - ensuring that student medical records are securely retained, and kept up-to-date;



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- ensuring that the College First Aid Room is adequately resourced;
 - ensuring that College staff are provided with basic first aid training and refresher courses;
 - updating the Accident and Incident Register;
 - ensuring that administration staff regularly check supplies in the first aid and spill kits and order additional supplies as needed; and
 - developing and reviewing a first aid risk assessment and implementing strategies to keep students safe at College.
3. The Assistant Principal/Curriculum Leader is responsible for:
- coordinating all situations where first aid treatment is applied;
 - ensuring that teachers and other College staff are made aware of, and support, students with identified health care needs;
 - arranging first aid training for staff, and keeping the First Aid Register up-to-date;
 - ensuring that a First Aid Officer is always available during College hours to supervise the care of ill or injured students;
 - arranging a twice-yearly briefing for staff on the College's processes for managing the health care needs of students and those who become unwell at College;
 - ensuring that the parents of unwell students have been contacted to collect ill students, and provided with relevant information; and
 - speaking directly with parents to advise them where a child has been taken to hospital for further medical treatment, and/or where their child has injuries to their head, teeth, neck or back.
4. Teachers have a duty of care to administer first aid to a student when necessary.
5. All College staff are responsible for advising the designated First Aid Officer of unwell students and assisting as required.
6. First Aid Officers are responsible for:
- assessing students and providing first aid treatment where appropriate;
 - ensuring that an ambulance is called in an emergency;
 - contacting the ill student's medical practitioner where required;



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- recording first aid treatments in the First Aid Treatment Register;
- supervising the unwell student and caring for them in the First Aid Room;
- ensuring that medications are kept in a locked cupboard in the First Aid Room;
- ensuring that treatment is consistent with requirements in the student's medical information (e.g. Action Plans, Individual Anaphylaxis Management plan, Student Health Support Plan or a Medical Authority form);
- observing the effects of any treatment provided, and taking action if the student's condition worsens;
- (in conjunction with the Assistant Principal/Curriculum Leader) providing information to parents about their child's first aid treatment at College;
- ensuring that parents are contacted to collect students too ill to remain at College; and
- keeping the First Aid Room in a ready to use state (e.g. cleaning spills, ensuring first aid supplies are replenished if in noticeably short supply).

7. Administration staff are responsible for:

- ensure the First Aid and Spill Kits in the First Aid Room are **fully stocked and ready for use** by checking the **PRC First Aid Inventory list** monthly, **after each excursion, or as advised by a First Aid Officer.**
- ordering first aid supplies as needed;
- ensuring that the First Aid Kit in the First Aid Room contains the nominated number of unused and unexpired general use autoinjectors, and that they have been labelled as "general use";
- contacting parents when their child is sick and requires collection from College;
- verifying the identity and custody arrangements of parents who arrive at College to collect ill children; and;
- ensure that when students under the age of 18 leave early due to illness, written confirmation from a parent or guardian is obtained and the absence is recorded in Simon accordingly.

Implementation



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The College has a duty of care to take all reasonable steps to ensure the safety and wellbeing of students in its care. The College has a range of policies and procedures to deal with student safety and care including:

- **Anaphylaxis Management Policy** for students at risk of anaphylaxis or a severe allergic reaction;
- **Asthma Policy** for all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents.
- **Health Care Needs Policy** for students with identified health care needs who require additional support at College;
- **Administration of Medication Policy** for students who requires medication assistance during College hours;
- **Accident and Incident Reporting Policy** for managing accidents, incidents and injuries;
- **First Aid Policy** for medical emergencies; and
- **Caring for Ill Students Policy** (this policy) to provide care for students who become ill at College or during College activities.

The health care provisions for students on College camps and excursions are included in the **Camps and Excursions Policy**. Please refer to the list of related policies for other policies relating to the care and welfare of College students.

The College will implement its duty of care obligations for ill students by:

- maintaining a suitably resourced and signposted First Aid Room for the care, rest and observation of ill students during College hours;
- assigning First Aid Officers to provide treatment to the limit of their training and experience, and supervise the care of ill students;
- ensuring that emergency and more advanced medical treatment is arranged if needed (as assessed by the First Aid Officer);
- providing First Aid Officers (and relevant staff) with access to student medical information provided annually by parents or within Student Health Support Plans;
- maintaining a First Aid Treatment Register to record the care and treatment provided to ill students;
- ensuring that medications are kept in a locked cupboard in the First Aid Room;
- ensuring that parents are informed quickly by phone of medical emergencies and accidents (for more details please refer to the **Accident and Incident Reporting Policy**);



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- notifying parents of first aid treatment provided to their child;
- arranging for parents to collect and sign out ill students (unless in an emergency);
and
- providing training and twice-yearly briefings to all College staff regarding basic first aid and caring for students with health care needs.

Ill students

Parents are reminded that students who are ill at home should be kept at home until well enough to return to College. Parents must notify the College if their child is unwell.

If a student becomes ill while at College, the classroom teacher or available staff member will render emergency first aid if required (to the limit of their training and experience). As a trained First Aid Officer, staff will:

- make an initial assessment of the patient in situ;
- call an ambulance on triple zero “000” and provide emergency first aid, if required;
- escort the patient to the First Aid Room in non-emergency situations (if able and safe to move);
- assess the patient’s treatment needs (including immediate rest) and apply suitable treatment in reference to available medical information, Action Plans, Student Health Support Plan, Individual Anaphylaxis Management Plan, or a medical authority to administer medication;
- record the treatment in the First Aid Treatment Register;
- remain with the patient to supervise their care and observe reactions to treatment or rest (e.g. anaphylaxis reactions or worsening of symptoms);
- immediately notify emergency services or the student’s medical practitioner if additional or emergency treatment is required;
- ask the Assistant Principal/Curriculum Leader to immediately notify parents of the emergency medical treatment or hospitalisation of their child (or where there are injuries to the child’s head, neck, teeth or back);
- notify (or arrange to notify) parents to collect the patient in non-emergency situations (sign out required at reception) where too ill to remain at College; or
- otherwise determine when the patient can safely return to class.

The First Aid Officer will ensure that:

- the Assistant Principal/Curriculum Leader has been requested to notify parents of injuries to the patient’s head, face, neck or back;



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- the First Aid Room is kept in a ready to use state (e.g. any spills are cleaned up);
- protective equipment (e.g. gloves, gown, safety glasses) is donned for blood spills; and
- Administration is notified where first aid kit or spill kit supplies are very low and require immediate replenishment before the next monthly check.

Collection of ill students

Parents notified to collect their ill child must report to reception and identify themselves and their child before signing them out on release. Administration or other staff on duty at reception are required to verify parental identity and custody arrangements before notifying the First Aid Officer of parent arrival. The First Aid Officer will escort the ill student to reception, provide care details to the parent, and release the student into parental care.

Parents are requested to notify the College if the student is not well enough to return to College the next day.

Communication

1. This policy will be communicated to the College community either through the College website, College newsletter and via request.
2. College staff, casual relief staff and volunteers will be informed through:
 - attending the College induction program for new staff or volunteers;
 - attending twice-yearly briefings about this policy and how students with identified health care needs will be managed;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teachers' Handbook; and
 - staff meetings with the Assistant Principal/Curriculum Leader.

Related Policies

- Accident and Incident Reporting
- Administration of Medication
- Anaphylaxis Management
- Bullying and Harassment Prevention
- Camps and Excursions



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- Critical Incident and Emergency Management
- Duty of Care
- First Aid
- Health Care Needs Student Engagement, Wellbeing and Inclusion

Relevant Legislation

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Health Records Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)

- Related logs/Register

- PRC First Aid Inventory List

- First Aid Treatment Register



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Revision Record:

Date	Version	Revision description
04/01/2022	V2022.01	Initial Policy
17/11/2025	V2025.2	<p>Introduction section has been re worded to include the RTO details and the Certificates offered by School.</p> <p>Updated the Title of the Assistant Principal.</p> <p>Communication channel has been clarified.</p> <p>Added related register and logs.</p> <p>Clear instructions for the administration staff in terms of managing the first aid stock.</p> <p>Removed the COVID 19 Pandemic information.</p>