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***CARE ARRANGEMENTS FOR ILL STUDENTS POLICY***

***Guidelines***

* 1. Teachers to notify the school office and or First Aid Officer that a student is ill.
		1. The student is sent to the first aid room accompanied by another student or staff member.
	2. The student is given appropriate care/first aid and assessed by trained Level 2 first aid staff.
	3. Parents/carers are then called if deemed necessary.
	4. Parents/carers are responsible for making “pick-up” arrangements if required.
	5. In emergency situations 000 will be called for an ambulance to attend.

***Documentation***

* 1. Parent notification form of injury/illness (of an ongoing nature), to be completed and sent home to parents
	2. Accident/First Aid Report to be completed and retained by the school.

***Any situation requiring medical intervention***

3.1 All students requiring a doctor, dental or hospital treatment will be recorded on the DET accident notification form and entered into CASES21.

* 1. All cases requiring medical intervention will be reported to the Department’s Emergency Management and Security Unit.
	2. Worksafe Victoria will be notified by an online form by the First Aid Officer.

***Date ratified by School Council:* March 2014**

***Date ratified by School Council:* September 2017**