



Arrangements for Ill or Injured Students Policy

The College's Policy	Students who become ill or are injured during school hours are best transferred to the care of a parent/guardian/carer. The College aims to make ill or injured students comfortable and to supervise them until the parent/guardian/carer can collect them.
Source of Obligation	The College and staff have a duty of care in relation to students and must take reasonable steps to minimise the risk of foreseeable harm. For more information, refer to our Student Duty of Care Summary Policy . The College must have policies and procedures to manage student wellbeing, including to ensure that the College provides appropriate supervision and medical assistance to an ill or injured student.
Urgent Medical Treatment	If a student requires urgent medical treatment, call 000 immediately. Refer to our Accident Management Policy and First Aid and Medical Treatment Policy .

Staff Responsibilities and Procedure	<p>Staff should notify the Insert Responsible Position Title (e.g. Principal) that a student is unwell or injured.</p> <p>The Insert Responsible Position Title (e.g. Principal) is responsible for:</p> <ul style="list-style-type: none">• making arrangements for the supervision and temporary care of the ill or injured student• identifying whether any medical/first aid supports are required• contacting the ill or injured student's parent/guardian/carer to arrange for them to be collected• if none of the ill or injured student's parents/guardians/carers is contactable, the College will seek to contact the listed emergency contact• advising staff that the student is no longer in class and is/is not expected to return for the day• recording the nature of the illness or injury, any medication or first aid provided and, in the case of an injury or an illness where appropriate, filling in the safety incident register.
Students Recovers	<p>If the student believes that they have recovered sufficiently to return to classes, the Insert Position Title should liaise with their class teacher/s to ensure that their health is monitored for the rest of the day.</p>

Student is Not Collected	<p>If the ill or injured student's parents/guardians/carers or the emergency contact does not collect them by the end of the school day, College should make arrangements for a staff member to transport the student home.</p> <p>The staff member must stay with the student until a parent/guardian/carer or responsible adult arrives home.</p>
Implementation	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none">• staff education• effective communication procedures• effective incident notification procedures• effective record keeping procedures• the initiation of corrective actions where necessary.