



## MACEDON PRIMARY SCHOOL

### MEDICATION AND FIRST AID POLICY and PROCEDURES

#### 1. POLICY STATEMENT

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. Many students attending school need medication to control a health condition. It is necessary that administration staff (as part of their first aid role) assist students, where appropriate, to take their medication in the first aid room, and all staff to administer first aid up to their level of capability when required.

#### 2. AIMS

- To ensure that first aid is administered to children when in need in a competent and timely manner.
- To provide communication regarding children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.
- To outline the administration of medication procedure detailing the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at the school.

#### 3. IMPLEMENTATION

- A sufficient number of staff (as per School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace [200-399 employees & students = 4 first aid officers]) (including at least 1 administration staff member) will be trained to a level 2 first aid certificate, and with up-to-date CPR/Anaphylaxis qualifications.
- 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
- Parents will be requested to inform the school of any injuries / illnesses which may affect a child at school.
- Parents and/or guardians are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.
- Every student who has a medical condition or illness has an individual management plan that is attached to the student's records. This management plan is provided by the student's parents/guardians and contains details of:
  1. the usual medical treatment needed by the student at school or on school activities
  2. the medical treatment and action needed if the student's condition deteriorates
  3. the name, address and telephone numbers for an emergency contact and the student's doctor.
- No medication will be administered to children without the express written permission of parents or guardians using the "Medication Authority" form (refer Appendix C) and will be stored in the first aid room.
- When administering prescription medication on behalf of parent/carers, the Medication Authority form must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacists label noting the name of the student, dosage and time to be administered
- Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore

analgesics such as aspirin and paracetamol will only be administered with the parents/guardians written authority.

- For more serious injuries/illnesses, the parents/guardians must be contacted by staff so that professional treatment may be organised. Any injuries to a child's head or face will be reported to parents/guardian either by phone or note sent home with the child.
- Any student who is collected from school activities (on or off site) 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 administration staff consider the injury to be greater than "minor" will be reported on DET CASES21. In cases where the student is admitted to hospital DET Emergency Management will also be notified.
- Parents of ill children will be contacted to take the child home.
- 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 children with a documented asthma management plan, will have access to their own personal Ventolin/Asmol and a spacer when required. No communal Ventolin/Asmol or spacer will be provided.
- Administration staff are 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 anaphylaxis, allergy and asthma 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 medication will also be given at that time.
- Once the school becomes aware of a contagious disease being present in the school the school community will be notified.

#### **4. PROCEDURES ON-SITE**

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- All classrooms will have a supply of bandaids to cater for very minor injuries.
- Supervision of the first aid room will be performed primarily by administration and Education Support staff. Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on yard duty, then if required to the staff member on duty in the office/first aid room.
- An up-to-date Sick Bay Register (refer Appendix A) located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid and a note (Head Bump or Incident)(refer Appendix B) sent home with the child if required.
- Parents who collect children from school for any reason must sign the child out of the school via the Late Arrivals/Early Leavers register maintained at the school office.

#### **5. PROCEDURES OFF-SITE**

- During camps/excursions teachers will carry an adequate first aid kit/bag, all medications and auto-injectors, and where practical children carry their own Ventolin/Asmol and spacer in their own backpacks.
- An up-to-date Sick Bay Register (refer Appendix A) will be available to complete all injuries or illnesses experienced by children that require first aid and parents contacted if required.

- All school camps and excursions will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and 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 are to be taken on camps and excursions, as well as information kept at school.

**6. EVALUATION:**

This policy will be reviewed bi-annually or earlier if there are changes in government regulations or DET policies.