Medication, First Aid and Immunisation

Parent information

Background and intent

**Medication**

Should medication prescribed by the student’s medical practitioner be required to be administered while the student is at school or involved in school approved activities, the following is required:

- The parent / caregiver must make a written request to the Principal.
- The pharmacist or the doctor must write instructions on the medicine container.
- All medication is to be retained at the Office with the exception of Asthma inhalers, which may be carried by students who administer their own medication. A written request is still required for Asthma sprays.
- Non-prescribed medication should not be brought to school.
- School staff are generally not permitted to administer non-prescribed medication, especially pain-masking medication, such as Panadol etc.

**First Aid**

- First aid is provided by staff as needed under health and safety considerations.
- Students may be treated directly using first aid supplies located around the school with staff, or referred to school administration and into the ‘health room.’
- The ‘health room’ has a number of first aid supplies.
- During breaks, staff are rostered to First Aid duty. At other times, administration staff are available to perform first aid.
- Students reporting with minor injuries or symptoms may be treated and returned to class with incidences noted chronologically in school records.
- Where students display symptoms of more serious concern, head injuries, or are taking longer than a session (1-5 to 2 hours) to present as well enough to return to class, parents are notified and following actions determined. Parents or the persons listed as emergency contacts may be required to attend the school and take their child for medical attention.
- Incidents requiring further medical attention are recorded as a Workplace health and safety incident and entered into the school electronic management system. Parents may be asked to provide further information after medical attention.
- Information on students with special medical needs are noted in class records and playground duty clipboards, with locations of items such as epipens for treating anaphalaxis shock (provided by parents) and asthma inhalers provided to staff. Correct use of an epipen and inhaler is part of staff induction procedures.
- If deemed necessary, the school will contact emergency medical services and arrange for para-medical attention such as ambulance personnel to treat the child. While parent contact is attempted, non-contact will not prevent the school calling for emergency assistance. Details on student records may be provided to such medical personnel.

**Immunisation**

- While immunisation is recommended by health professionals as being important in preventing ongoing disease transmission in the community and schools in particular, it is not a requirement that the school generally keep records of immunisation.
- Students attending camps may be required to provide immunisation details for medical situations where an immunity issue is being considered (eg tetanus injection, or unknown skin spotting)

**Parent Procedures**

1. Parent should ensure their address and contact details are up-to-date in school records
2. Parents should ensure their children's medical needs are up-to-date in school records and any medication provided with the correct packaging and pharmaceutical advice.

3. Parents should inform their emergency contact persons of any issues needed for them to make a reasonable decision based on parental expectations.

4. Parents should follow up any medical treatment resulting from a school notification by informing the school of any treatment and requirements for school records or subsequent follow up actions.

5. Parent should seek medical advice regarding any need for absence or exclusion as a result of injury or illness, and advise the school of such advice for any follow up actions.

**Staff procedures**

**Medication**

1. Staff should adhere to the advice given to parents in this policy.

**First Aid**

2. First aid is a Workplace Health & Safety responsibility of all staff. Staff on playground duty may carry with them a first aid bag to provide first aid for minor injuries. This bag is available from the office. All injuries to children except minor injuries are recorded.

3. **Injury other than Minor** – WHS Incident forms are to be completed as much as possible by the staff member first informed of incident and returned to office as soon as possible. Please remember the accident injury report forms are auditable official documents, which may be called in legal cases, therefore ensure the information provided is accurate and succinct.

4. **Anaphalaxis, Asthma & other special circumstances** - Each playground duty clipboard identifies students with special medical needs. Note Epipen and inhaler requirements and locations. Plan for emergency requirements and actions before you may unexpectedly need them.

5. In all cases listed above, except minor injury, parents or the listed emergency contacts are to be advised and may be requested to collect their child from school if the principal considers it appropriate.

6. In serious injuries or if there is any doubt about the seriousness of the injury, emergency services are to be contacted immediately.

7. First aid basic kits, which contain bandaids, savlon, cotton wool etc, are provided to each class. Only children who need to go home or who may need to lie down for a short while should be sent to the Office. Written advice (FORMS IN PINK FOLDERS) is required to be sent with the child. **Do not send children to the office for a bandaid or a simple bite, treat them in the classroom.**

**Immunisation and communicable diseases and infections**

8. When an infectious condition is suspected, staff should notify Administration and a response plan initiated to isolate the child affected and commence diagnosis procedures.

9. Formal advice to parents of potential contact students may be required.

Monday, 13 December 2010