FIRST AID & MEDICATION POLICY

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MEDICAL OVERVIEW

If a child becomes ill or has an accident at school, a parent or emergency number will be contacted immediately. The principal or assistant principal in charge is to be notified of any incidents of a serious nature. All staff members are to have a list of contact numbers which are updated on a regular basis.

All classroom teachers are to make themselves aware of any students that may have specific medical conditions. All staff need to be aware of processes to follow should a child experience an attack from a pre-existing medical condition that they are aware of. This information needs to be available for any other teacher that may be responsible for this child.

A list of students who are prone to chronic medical conditions is displayed in the staff room. All staff members have a list of these students.

If a child has an anaphylactic reaction the office is to be notified immediately. Should a staff member on duty become aware of a reaction, the Red Card in the Duty Bag is to be sent to the office immediately. An epipen injection is to be administered if one is provided by the parents. An ambulance will be called immediately. All staff will be provided appropriate training in the administration of an epipen.

Students with asthma should be able to administer their medication themselves. Parents are asked to provide the office with a duplicate of the child’s asthma medication.

Medication

It is the policy of the school that staff members are not to provide medication for students unless there are extenuating circumstances. If a child needs medication:

- Parents should administer the medication;
- Parents are to instruct the students how to take medicine themselves.
- Parental Instruction to staff by completing a Student Medication Form.

Should an extenuating circumstance arise, parents need to complete a Medication Request Form (Appendix One) in consultation with the principal. This may require a teacher or administrator to provide medication for a student. This form is only current for one year or for the prescribed course of medication.

Teachers on camp may provide medication for students in line with the camp policy. All medications are collected along with directions prior to departure.

PROCEDES FOR FIRST AID

1. Only staff with First Aid qualifications should advise on correct treatment (Senior First Aid). Please notify them immediately if the need arises.
2. Following injury or illness, parents are to be contacted immediately. If unable to contact parents, the nominated emergency numbers will be contacted. In the event of a suspected spinal/head injury in the playground, the teacher/staff member attending must stay with the child until the First Aid Officer arrives.

3. First Aid provider and Principal (or representative) to decide if ambulance or further medical help is required. All incidents are to be treated with the utmost care and appropriate concern.

4. Staff involved in first aid emergencies must record any accidents in CCI Insurance Accident Book. The Accident Book is located in the Administration Area.
   - The accident report must include:
     - the date,
     - signatures of attending staff,
     - name of child,
     - details of injury,
     - brief written account of circumstances of accident,
     - record of parent contact, or attempts if unavailable.

5. Appropriate precautions to be taken when going on excursions and camps (see Excursion Policy).
   - A fully equipped First Aid Kit, class list and whistle to be taken on excursions and outings.
   - A copy of the class list to be left at the office before leaving on excursion.

6. Any medication being given under school supervision must be stored in the office and clearly labeled.

7. All relief teachers must be notified of any students with severe medical conditions.

8. If a class teacher becomes aware that a child has a communicable disease or condition, they are to let the office know immediately.

9. Appropriate precautions to be taken to ensure that staff who may come into contact with body fluids such as blood, urine, faeces and sputum are protected from risk of infection. Surgical gloves are available from the office and First Aid Kits.
STUDENT MEDICATION REQUEST/RECORD FORM

Where possible student medication should be administered by the student or be administered by the parent/guardian at home in times other than school hours. As this is not possible in all instances, should the Principal approve school staff to administer prescribed medication to students, the following requirements are to be met.

The doctor prescribing the medication is to be aware that school staff administer or supervise the administering of medication to students. The doctor is to provide any additional information to staff regarding special requirements that may exist for the administration of medication.

Prescribed student medication is to be presented to the Principal and should be stored in a contained clearly showing the name of the student, the name of the medication, the dosage and frequency.

I (full name) ___________________________ being the Parent/Guardian of (Student’s name) ___________________________

Request that Our Lady of the Cape Primary School administer the following medication as prescribed by Doctor ___________________________

for the purpose of treating (condition) ___________________________

Name of Medication: ___________________________

Dose: ___________________________

Time to be Taken: ___________________________

Comments: ___________________________

_________________________________________________________________________________________

Emergency Contacts If Unable to Contact Parents (3 Required)

1) Name ___________________________ Phone No ___________________________

2) Name ___________________________ Phone No ___________________________

3) Name ___________________________ Phone No ___________________________

__/__/_________________________________________________________

Signature of Parent/Guardian Date

NOTES:

1. The Doctor’s written information should be attached.

2. Any additional relevant information should be attached.