



ST JOSEPH'S PRIMARY SCHOOL BLACK ROCK

St Joseph's Medication Policy

1.0 RATIONALE

Student well-being is paramount in the life of the school. Under the provision of the 'Occupational Health and Safety Act' (1985) and the Department of Education's duty of care obligation to students, the school is responsible for providing a safe environment with sufficient staff trained to an appropriate level of competency in first aid.

All children taken sick or injured at school will be adequately cared for and supervised until parents/carers collect the child.

Teachers will not take responsibility for dispensing medication to students or for housing drugs in classrooms.

Office staff will administer first aid when necessary to students within the limits of their skill, expertise and training under their duty of care.

Parents will be advised as soon as possible of all serious and emergency situations.

Students with infectious diseases are excluded from school until fully recovered.

(Medical certificates can be requested.)

2.0 FIRST AID

The range of activities undertaken by schools means that the type and level of first-aid training may vary according to the responsibilities and duties of individual teachers. The appropriateness of activities is determined according to location, potential hazards and risks, and previous accidents and injuries.

All staff are trained at Level 2. Staff members will be required to attend basic First Aid training every year as all staff have a responsibility to administer first aid when necessary. Supervision of the sick bay will be ensured at all times.

In consultation with the Principal, the duties of the staff member administering first aid include –

- Administering first aid treatment as appropriate, in consultation with the Principal;
- Contacting parents in times of emergencies and/or informing parents of minor accidents;
- Maintaining the first aid supplies including first aid kits for camp / excursions / playgrounds;
- Ensuring that the first aid book (CCI Insurance) is completed by the teacher on duty and signed by the Principal

Procedures

Portable first aid kits (bumbags) are to be carried by the teacher on playground duty during both recess and lunch times. The teacher on duty may administer simple first aid requirements. Any seriously injured students, including any injuries to the head or back are referred immediately to the administration/ first aid room for treatment and/or contacting parents.

MINOR CASES

When a student suffers a very minor accident or is mildly unwell the student will be treated by the classroom teacher or the teacher on playground, using appropriate first aid. This may involve sitting out for a short time, rehydrating with a drink of water or applying a Band-Aid.

SERIOUS CASES

Serious accidents that may occur on the playground or in the classroom, and may require first aid are to be reported to the teacher on duty who will send the injured student to the administration/first aid area for treatment in the sick bay. Notification that a student has been to sick bay will be sent to parents. In the case of an injury to a child's head, face, neck or back parents will be notified by phone. In the case of an injury to another part of the body, the student will be attended to in the sick bay for no more than twenty minutes without parent notification

EMERGENCY CASES

A teacher will give assistance, remain with the student and either use the intercom (if appropriate) or send another student with a 'RED ALERT' card located inside the First Aid kits, until the appropriate help arrives. The Secretary, Principal or Deputy Principal will decide upon immediate action. Parents will be notified simultaneously to emergency services (If required). If the school is unable to contact either the parents or guardians, the closest and most appropriate medical help will be sought. Any costs incurred will be the responsibility of the parents. All serious accidents and injuries to either students, staff or volunteers must be recorded in the C.C.I. Accident book. The Accident book is to be filled out by the teacher who attended the accident and countersigned by the Principal or Deputy Principal.

3.0 MEDICAL RECORDS

At the beginning of each year, medical information will be sought from those parents who identify their child as having allergies, asthma, diabetes, etc. The parents will then be given a Management Plan to be completed by the student's doctor in consultation with the parents.

Students who are at risk with serious medical conditions are asked to provide a photo of their child with the Management Plan, which will then be displayed in the sick bay, staff room and in the Emergency Teacher display folder.

4.0 STUDENTS AND MEDICATION

As part of their duty of care, staff will assist students requiring medication needed to control illnesses such as asthma. Asthma medication is to be kept in a child's bag at all times. All other medication to be administered by the First Aid Officer during the school day is stored in the school's sick bay, clearly labeled.

Procedures

Each child requiring medication must have an individual written management plan provided by the student's parents and must contain the following information:

- The child's name / class
- The medication required to be administered
- Dosage
- Date
- Time/s to be administered.
- Parent Signature (A copy of the Medication Consent Form and the Student's Asthma Action Plan are attached)

The school has a register, which details:

- ?Time given
- ? Signature of First Aid Officer and date.

There will be no changes in dosage or times of administering medication without written permission from a doctor, parent or guardian. If the medication is ongoing, the Principal must be advised.

Students are not permitted to be responsible for their own medication nor are medicines to be kept in the child's possession. The exception to this is Asthma medication.

If the prescribed dose of medication is not administered for whatever reason, the school will contact the parents as soon as possible that day.

If the student requiring medication is absent due to illness/excursion, this too is recorded in the register.

Every effort will be made by the staff to administer medication at the appropriate times, however the final responsibility lies with the parents.

5.0 INFECTIOUS DISEASES

The school is required to exclude students according to the table in the Parent and Staff handbook according to the Health (Infectious Diseases) Regulations 1990.

6.0 IMMUNIZATION

A School Entry Immunization Certificate is required for all new enrolments to the school or letter stating reasons for avoidance. This is to be provided by the parents.

7.0 SCHOOL MEDICAL SERVICE

The School Medical Service conducts medical examinations of eyes and ears for students in Foundation and others, who may be referred to this service by the Principal or Class teacher. Parents are required to complete an authorization form.

8.0 ASTHMA

Please refer to the Asthma Policy

9.0 ANAPHYLACTIC

Please refer to Anaphylactic Policy

10.0 HEAD LICE

Students with Head Lice will be excluded from school until recommended treatment is administered. It is expected that parents will notify the school if their child has a suspected outbreak of head lice, so that the school can take action to have other students checked. (please see Head lice Policy)

11.0 NON PRESCRIPTIVE MEDICATION

The school will not assume the responsibility for assisting in the administration of non-prescriptive medication unless pre authorized in writing by a doctor or parent. Analgesics will not be administered to any student by any staff member without written consent.

12.0 HANDLING OF BODY FLUIDS

Body Fluids refers to blood drainage from scrapes and cuts, faeces, vomit, saliva and drainage from any other orifice. Gloves should routinely be worn when direct contact with body fluids is encountered.

13.0 DISPOSAL OF USED NEEDLES, SYRINGES & BIO HAZARD MATERIALS

In order to protect staff and students from infectious diseases, if needles or syringes (sharps) have been discarded on the school site the following points are to be observed. Students will be warned not to touch needles or syringes they find. If these are found on the school grounds, students are asked to show the location to the staff member.

The staff member disposing of the needle and syringe should handle them carefully to avoid needlestick injury, using tongs and disposable gloves. Syringes and needles should be placed in a plastic container with rigid walls and a screw cap. The container should not be placed in waste disposal bins as garbage collectors may refuse to collect any garbage containing hazardous waste. Schools are advised to ring the direct line (03 9416 1818) or contact their local pharmacy or council to arrange for disposal of the needles and syringes.

The risk of contracting Hepatitis B and/ or C from needlestick injury is much higher than that of contracting AIDS. If a child or staff member is accidentally pricked with a used needle, a parent must be notified and a doctor should be consulted as to the advisability of antihepatitis injection.

All findings of syringes/needles on the school premises must be reported to the Principal.

14.0 FIRST AID - SCHOOL EXCURSIONS

Teachers attending excursions with their class must take both the medical forms for each child, a first aid kit and a mobile phone, which is programmed to the school office. Depending on the nature of the activity, it may be appropriate to have one or more qualified first aid staff present.

15.0 FIRST AID - SCHOOL SPORTING TEAMS

Injuries to school students occur more often in physical education classes and sporting activities than in any other school pursuit. Teachers conducting and supervising such activities have unique responsibilities and duties in attempting to prevent what can often be serious injuries.

Teachers must ensure that –

- All staff in direct control of the activity is responsible for the implementation of emergency procedures, including contacting a doctor, ambulance or other emergency service. This person is also responsible for ensuring that all the teachers assisting at the venue carry out the tasks relating to the supervision of all students at the venue.
- The availability of first aid treatment at the site also needs to be checked. If it is not supplied by the external site or activity organised, the school will be responsible for the administration of first aid.
- Student information such as contact phone numbers and medical details must be available. Where possible the principal and parents are to be notified immediately of any emergency that occurs.



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MEDICATION NOTICE.

Dear Parents,

Please fill in the details on the form below so that we have a record of the medication requirements for your child.

Every effort will be made to administer the medication according to your request, however the final responsibility lies with you, the parents.

Child's Name:	
Date:	
Year Level:	
Name of medication and dosage:	
Time(s) of the day to be administered:	
Dates on which medication is to be administered:	
Additional comments:	
Parents Name:	
Parents Signature:	

However the following conditions will apply:

- All medications must be prepared by the parents (tablets halved etc, where necessary) and delivered to the school office in weekly amounts on the first school day of the week.
- The necessary consent forms must be filled in at the commencement of each dosage/ year.
- Students are to make their own way to the office at the appropriate time.
- A trained First Aid Certificate holder will make the medicine available for the students to take and consume. This will be recorded, dated and signed and cosigned on the appropriate form for each dispensing.

School staff cannot be responsible for dispensing any of the following medications ? Asthma inhalers (students must be made responsible for using and maintaining their own inhalers) - Parents please complete the necessary form available from the office.