POLICY – FIRST AID & MEDICATION

FIRST AID

1. STATEMENT OF BELIEF:

- All children have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate 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.

2. IMPLEMENTATION:

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A sick bay/first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will be maintained by the school.
- Any children in the sick bay/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 level 2 first aid trained staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only (such as scratches) 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 or broken skin must have the wound covered at all times.
- No medication will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form. Headache tablets will not be administered by the school unless parental permission is obtained.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from school 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
POLICY – FIRST AID & MEDICATION

an injury to the head, face, neck or back, or where the treating first aid teacher considers the injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.

- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the school’s Incident Management policy.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting any staff member permission to administer the medications.
- All children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or epipens etc needed to implement their plan at school.
- A member of staff is 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 updated asthma, diabetes and anaphylaxis 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. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
- It is recommended that all students have personal accident insurance and ambulance cover.

MEDICATION

1. STATEMENT OF BELIEF:

- Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.
POLICY – FIRST AID & MEDICATION

Aims:
- To ensure the medications are administered appropriately to students in our care.

2. IMPLEMENTATION:

- Children who are unwell should not attend school.
- Any nominated staff member may be responsible for administering prescribed medications to children.
- Prescribed or Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without parental permission first being obtained.
- All parent requests for the nominated staff member to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist’s including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the nominated staff member, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school ‘as needed’ will cause the nominated staff member to seek further written clarification from the parents.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the nominated staff member with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the nominated staff member of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the nominated staff member.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf medications register located in the school office by the nominated staff member in the presence of, and confirmed by, a second staff member.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the ‘Teacher in Charge’ in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

This policy was last reviewed by School Council in: 2014
# POLICY – FIRST AID & MEDICATION

## Medication Administration

<table>
<thead>
<tr>
<th>Student Name</th>
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<tr>
<td>Medication stored in:</td>
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<tr>
<td>Name of medication</td>
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<tr>
<td>Dosage</td>
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<td>Time to be taken</td>
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<tr>
<td>How is it to be taken</td>
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- **Please note**: Administered by = Medication checked, identified as correct and administered by:
- **Witnessed by** = Medication checked, identified as correct and witnessed administration of:

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<tr>
<th>Date</th>
<th>Time</th>
<th>Witnessed by</th>
<th>Administered by</th>
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## Medication Authority

This policy was last reviewed by School Council in: 2014
POLICY – FIRST AID & MEDICATION

This form should be completed ideally by the student’s medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation’s *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead.

Please only complete those sections in this form, which are relevant to the student’s health support needs.

**Drouin Secondary College**

Student’s Name: 

Date of Birth: 

Medic-Alert Number (if relevant): 

Review date for this form: 

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**Please Note**: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

### MEDICATION REQUIRED

<table>
<thead>
<tr>
<th>Name of Medication/s</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (e.g. orally/topical/injection)</th>
<th>Dates</th>
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**MEDICATION STORAGE**

Please indicate if there are specific storage instructions for the medication:

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**MEDICATION DELIVERED TO THE SCHOOL**

This policy was last reviewed by School Council in: 2014
# POLICY – FIRST AID & MEDICATION

## AUTHORISATION

<table>
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<th>Name of Medical/Health Practitioner:</th>
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<tr>
<td>Professional Role:</td>
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<tr>
<td>Signature:</td>
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<td>Date:</td>
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<td>Contact Details:</td>
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## PARENT/CARER OR ADULT/INDEPENDENT STUDENT** AUTHORISATION

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<th>Name of Parent/Carer or adult/independent student**:</th>
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<tr>
<td>Signature:</td>
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If additional advice is required, please attach it to this form

**Please note:** Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians

## 3. EVALUATION:

- This policy will be reviewed as part of the school’s four-year review cycle.

This policy was last reviewed by School Council in: 2014