Health, First Aid and Medicine Policy

This Policy has been developed, from guidelines set out in the Student Health section of the Schools of the Future Reference Guide (Sept 1996), to enable the students, staff and parents to have a system that enables correct protocol to be carried out with regards to the welfare of the students.

Basic Requirements

- When each child enrols at school an Immunisation form is required to be given to the Principal.
- A written record of the child’s physical and health status is provided through the enrolment process. This includes the collection of information relating to Emergency Contact numbers, Family doctors etc. at the beginning of each year parents/guardians will be asked to update this information.
- The medical status of each child will be available for each classroom teacher – print-out on the inside cover of the class roll.
- Each child with an on-going chronic health problem will require a Medical Condition Management Plan to be formulated by a doctor in consultation with the parents. Copies of the management plans will be kept with medication.
- Medication delivery devices e.g. asthma nebuliser pumps, are to be provided by parents.
- Parents are responsible for the regular maintenance of their child’s medical/emergency information, medication and medication delivery devices.
- While every effort is made to look after children, parents are urged not to send sick children to school. This will help with the recovery of the child and will help to reduce the spread of infection.

First Aid

**Definition:** First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time. It should be realised that in the case of serious injury or illness, neither the Principal nor other members of staff are required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures. Diagnosis and treatment is the responsibility of the ambulance officer or medical practitioner called to the scene.

- All members of staff will be required to have basic First Aid training (Level 1) and will be provided with the opportunity to do the training.
- Every endeavour will be made to have a least two members of staff who have Level 2 qualifications.
- The school will maintain a school-based and a portable First Aid kit containing the recommended first aid and supplementary first aid supplies in accordance with the Schools of the Future Reference Guide.
- The staff member closest to the situation at hand will attend to the person requiring treatment.
- In cases of serious injury, illness or where a staff member knows that their knowledge is inadequate, the child will be referred to a Level 2 First Aider, who will administer first aid within the limits of that person’s knowledge and experience.
- In cases of severe illness or injury, the child’s parents will be contacted. If parents are unable to be contacted the school will make contact with the person listed as the Emergency contact on the child’s file. If this is unsuccessful the principal or delegate will make the decision on what course of action is to be taken.
- In cases of very serious injury an ambulance will be called immediately if required. The cost of this will be the responsibility of the child’s parents.
- As a general health precaution, adequate hygiene practices must be used at school. Teachers are reminded that they must wear protection on their hands when treating injuries as many diseases can be transmitted through blood and other body fluids. Always use disposable gloves, tissues and other aids when treating an injury. Thoroughly wash hands and nails.
- Abrasions should be thoroughly cleaned with water only.
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- Weeping or discharging wounds must be covered with an appropriate dressing. Where medical judgements are needed to assess the risks, advice may be sought from a medical source, in consultation with the student’s parents or guardians.
- Teachers will be given a supply of band aids for minor injuries that may occur in the classroom.
- There are also band aids and rubber gloves contained in the Yard Duty Books for minor scratches.

Managing Blood Spills

- Wear disposable gloves when handling any body fluid.
- Never allow another person’s blood onto cuts, sores or broken skin, or near the eyes or mouth.
- Clean up spilt blood promptly with a disposable cloth soaked in diluted bleach. Wash all affected surfaces with hot water and bleach.
- Carefully handle any sharp object with blood on it. Preferably use tongs.
- Place disposable objects in a puncture-proof container such as a tin or plastic bottle. Sterilise other objects.
- Handle needles and syringes with great care whether they appear to have blood on them or not. Place in Syringe Disposal Containers in staff room or office.
- All cuts, sores and skin conditions should be covered.

Accident Book Procedure.

- In the event of any substantial injury to a child whilst at school the Accident Book is to be filled in by the teacher who either witnessed an incident or who was responsible for the supervision of the children at the time an incident occurred. The report is to be filled in on the day of the incident and is to be signed by either the Principal or the Deputy Principal.
- Serious injuries must be reported to the Principal or Teacher in Charge immediately so that required action can be taken.
- If necessary, in the event of other injuries that cause concern, where parents cannot be contacted, a letter is to be written to parents explaining any bruising, bumps or cuts.
- Minor cuts and bumps will be treated in the Staff Room or Office. Please send the injured child, together with one other child, so that available staff can carry out treatment.
- Minor injuries and treatment given are recorded in a separate booklet (not the Accident Report Book) in the Staff Room or Office.

First Aid Supplies.

Office Staff take responsibility for checking supplies on a regular basis and ordering when stocks are low.

Medicines

**Definition of a medicine: Any substance used to alleviate any medical condition.**

- Parents will be encouraged to come to school to administer medicines to their own child.
- Classroom teachers must be made aware of any medication taken by a child.
- All medications that are to be administered by school personnel must be taken to the office on arrival at school so that correct information relating to the reasons for the medication and dosage can be obtained.
- Medication containers must be clearly marked with:
  - The name of the drug.
  - The name of the student.
  - The dosage required.
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- Medication must be accompanied by clear instructions relating to the time and method of dispensing.
- All medicine should be kept in the office, away from children’s access. Some medicines will require refrigeration to maintain freshness. If this is the case the office refrigerator is to be used.
- Only the amount of medicine required to be dispensed that school day should be sent to the school where practical.
- If medication is provided for more than one day it is to be kept in the administration area of the school.
- Students may only obtain their medicines by going to the office and obtaining their medicine from the Principal or designated person.
- Analgesics (Panadol etc) are to be treated at school in the same manner as prescription medicines.
- Cough medicines are not appropriate at school and may only be brought under doctor’s advice in writing (unless administered by parent)
- Asthmatic relieving medication e.g. Ventolin, Respolin, may be kept by children trained in their use. This practice must have the parent’s written stipulation.
- Student medication records, detailing the type of medicine dispensed, the time it was dispensed and who dispensed it, will be maintained. A proforma is available from the office – copy attached to this document.
- Immediate assistance in relation to the administering of medication can be obtained from the Royal Children’s Hospital (9345 5522) or the Collingwood Community Health Centre (9419 6155)

Medication on School Camps and Excursions

- A portable First Aid Kit will be taken on camps and excursions.
- The camp/excursion leader will designate a participating staff member to collect, store and administer medication, to those children whose parents have provided it, after ensuring that all the necessary information is obtained.
- An emergency medical permission form will be sent home prior to each excursion. A more detailed medical form will be sent home prior to a camp.
- In severe cases of illness or injury the child’s parents will be contacted. If a parent cannot be contacted the teacher in charge of the activity will make a decision on what course of action is required.
# STUDENT MEDICAL CONDITION MANAGEMENT PLAN

This form is to be completed by the family doctor in consultation with the parents or guardians of the child.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Date of Birth</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent’s or Guardian’s Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone: Home</td>
<td>Work</td>
<td></td>
</tr>
<tr>
<td>Doctor’s Name</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Ambulance Subscriber: YES / NO</td>
<td>Subscription No.</td>
<td></td>
</tr>
<tr>
<td>Medicare No:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## MEDICAL CONDITION (BLOCK LETTERS)

<table>
<thead>
<tr>
<th>Condition Name and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms of deterioration of this condition:</td>
</tr>
<tr>
<td>Usual medical treatment needed by the student at school or on school activities:</td>
</tr>
<tr>
<td>The medical treatment and action needed if the student’s condition deteriorates:</td>
</tr>
</tbody>
</table>

## DECLARATION

I agree to my son / daughter receiving the treatment described above. I also agree to pay all expenses incurred for any medical treatment deemed necessary.

Signed __________________________ Date: __________________________

Parent or Guardian

Doctor’s Comments (if any): __________________________

Doctor’s Signature __________________________ Date: __________________________

Please note: Where possible, medication should be taken at home. No medication can be given unless accompanied by this form.