

FIRST AID and DISPENSING MEDICATION

RATIONALE

We believe that our school has a positive obligation to its students and their caregivers to be equipped and experienced in the provision of general first aid and medical assistance where appropriate and necessary.

FIRST AID

AIMS

1. To be aware and recognise all children with life threatening allergies and potential medical emergencies and to maintain a register thereof to be distributed to all staff members
2. To recognise signs and symptoms of a medical emergency and provide the appropriate treatment.
3. The provision of support and reassurance to any student with a medical need.
4. The education and instruction of children in the use of safe and best practice in the carrying out of school activities.

IMPLEMENTATION

1. Appointment of First Aid Officer

- 1.1. At the beginning of each year the school executive shall nominate a staff member to the position of First Aid Officer. **The First Aid Officer shall be a staff member employed at the school in a supervisory role to the Office Staff for this purpose.** All qualified office staff will be delegates to the First Aid Officer. The First Aid Officer **and delegates** shall possess current Senior First Aid Certification updated annually with CPR training. **The delegates shall be staff members who are able to fill in for and assist the First Aid Officer where necessary.**
- 1.2. The First Aid Officer/delegates shall be available for consultation in the administration of basic first aid by staff members.
- 1.3. The First Aid Officer/delegates shall be in attendance and on duty at major school sporting functions.
- 1.4. In circumstances where further medical treatment (ie. Doctor Ambulance, Hospital) is required, the principal or a member of the school executive shall be consulted.
- 1.5. All staff members shall be required to update their C.P.R. Certificate annually.
- 1.6. Any First Aid treatment shall follow the guidelines of **a nationally recognised manual (eg. The Red Cross Manual).**

2. Accident Book

There shall be an Accident Book kept by the School Office to be completed when an accident requiring further medical attention eg: ambulance evacuation, bone fracture, occurs. The Accident Book shall contain a report form documenting the date, time and a summarised description of the accident together with the student's name, age and injuries or other outcome of the accident. All action including description of first aid administered (if any) shall be documented together with the details of staff members involved and details of contact made with parents or caregivers. In circumstances where the student requires further medical treatment and/or collection from school by parent/guardian, a copy of the Accident Report shall be given to the parent/caregiver **as soon as practicable.**

3. School Data Base

All accidents and admissions to sick bay are to be entered in the School Data Base.

4. Administration of First Aid

- 4.1. All First Aid shall follow guidelines as set out in clause 1.6 above;
- 4.2. All First Aid shall be administered in designated first aid area. (I.e. Sick Bay located in office area)
- 4.3. The Accident Book shall be completed if student requires further treatment by a medical professional, or if a serious incident involving head or eye damage. In circumstances where the student is unable to resume school activities, the
- 4.4. Student's parent/guardian must be contacted immediately. If contact is not immediately made repeated attempts must be made to make contact and inform of the Accident. In circumstances where the student resumes school activities, the parents shall be
- 4.5. contacted if deemed necessary by the First Aid Officer.
- 4.6. In circumstances where a student suffers an asthma attack, the School Asthma Crisis Plan (see Annexure "A" as Adopted from the Asthma Foundation).
- 4.7. Following an accident requiring a student's absence from school the day following, the student's class teacher shall make contact with the student's parent/guardian and make enquiry of the student's well-being.
- 4.8. All staff members where needed shall fulfill the role of support personnel.

5. Education and Instruction

Classroom teachers as part of safe school practice instruction shall educate on:

- 4.1 The recognition of the need for First Aid;
- 4.2 The prevention of accidents;
- 4.3 The prevention of the spread of infectious disease;
- 4.4 The need for students to inform nearest teacher/staff member and not to go straight to the office or canteen area.

5. First Aid Kit

- 5.1 The First Aid Officer shall maintain and restock the School First Aid Kits. There shall be kept at the school a minimum of 3 First Aid Kits. There shall be one comprehensive kit, which permanently stays at the school, and two other kits for excursion and sporting event use.
- 5.2 First Aid Kits shall be stored in the First Aid Cupboard in the School office area together with the Red Cross First Aid Guidelines and a copy of this Policy.

6. Review of Policy

The First Aid Officer shall review this policy annually.

7. Register of Students with Serious Potential Medical Needs

- 7.1 There shall be maintained at the school a register of all students with potential serious medical needs
- 7.2 The register shall contain the student's name, parent contact details **and the following information from the parents:** all particulars of the student's medical needs including likely symptoms, **home based** action plan for treatment and supervising medical **doctor**.
- 7.3 If the medical need is of a nature that produces sudden life threatening results (eg. peanut allergy), the provisions and documentation required under the schools Dispensing Medication Policy should be followed.
- 7.4 The register shall be updated **progressively**.

DISPENSING MEDICATION

AIM

To provide a safe method and environment of administering essential medication during school hours.

IMPLEMENTATION

1. All parents **may** be requested at the beginning of each year to sign a Medication Indemnity Form **in a form provided by the school.**
2. No medication shall be dispensed to a student unless a Medication Indemnity Form has been signed.
3. The First Aid Officer or his delegate following a written request from the student's parent shall dispense all prescribed medication.
4. The administration of medication shall follow the direction of the student's doctor. The medication to be dispensed shall be provided to the school office where appropriate in its original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration and prescribing doctor's name, where appropriate. And including appropriate equipment for administration, eg. Parents must supply medication measuring vessels
5. All prescribed medication is to be stored in the school office, or the staff room refrigerator when required.
6. Where possible, prior to administration, a **second staff member** shall verify the medication dosage.
7. All administration of medication shall be entered in the school database.
8. Non-prescriptive drugs such as Paracetamol shall not be dispensed without written or in the case of an emergency, verbal, instructions from the students parents containing child's name and time and dosage to be given.
9. A Medication Register is to be established and maintained annually in the form of Annexure B. All medication dispensed shall be recorded thereon.
10. This policy shall be reviewed annually.

Last Review Oct 08 Review Sept 09