Student Injuries, First Aid and Medication Policy

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<th>Date Implemented</th>
<th>Author</th>
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<td>Adrian Reeders</td>
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<tr>
<th>Approved By</th>
<th>College Council / Policies sub-committee</th>
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<th>Approval Authority (Signature &amp; Date)</th>
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<tr>
<th>Date Reviewed</th>
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<td></td>
<td>Assistant Principal – Organisation</td>
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RATIONALE

All children have the right to feel safe and well, and know that they will be attended with due care when they are injured and in need of first aid. Administration of medication is managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

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 ensure the medications are administered appropriately to students in our care.
To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

GUIDELINES FOR ACTION / IMPLEMENTATION

FIRST AID

- 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 first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- First aid kits will also be available in each wing of the College, as well as the staff room and administration offices.
- 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.
The first aid room will be supervised by the General Office staff and for the sake of consistency of treatment and communication effectiveness, only a small number of qualified and appropriate staff members will be required in the first aid room.

Any children in the 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 administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the staff member on duty in the first aid room.

A confidential up-to-date register is located in the first aid room and will be kept of all injuries or illnesses experienced by children that require first aid.

Protective disposable gloves will be available for use by staff.

Any children with injuries involving blood or broken skin must have the wound covered at all times.

Parents of Special Education 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.

All College camps will have at least 1 Level 2 first aid trained staff member at all times.

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 College to manage first aid, illnesses and medications throughout the year.

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.

INJURIES

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 student who is collected from the College 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 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 College’s Incident Management policy.

MEDICATION

No medication (including headache tablets) will be administered to children without written permission or telephone consent of parents or guardians using the appropriate Medications Administration form.

All medications are held in a locked cupboard in the first aid room. The exception is epipens and asmol which is available for ready access in the event of any urgent situations.

Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff unless there is a prior written arrangement or phone permission by the parent.

All parent requests for the administering of 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 administration, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities with the staff member responsible for sick bay.

Requests for prescribed medications to be administered by the school ‘as needed’ will cause administration 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 Assistant Principal with written parent permission supported by approval of the principal may carry an asthma inhaler with them.

• Classroom teachers will be informed by the Assistant Principal 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 member of staff responsible for sick bay.

• 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 medication register located in the school office by administration personnel 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.

• 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 teacher’s permission to administer the medications.

ILLNESS OR ONGOING MEDICAL CONDITIONS

• Parents of ill children will be contacted to take the children home.
• Parents who collect children from College for any reason (other than emergency or the end of the College day) must sign the child out of the College in a register maintained in the College office.

• 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 College.

• All children with asthma or diabetes or anaphylaxis are required to present the College with a management plan prepared by their treating practitioners, and to provide the College with the asthma medications, hypokits or epipens etc needed to implement their plan at College.

• 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.

EXPECTATIONS

• This policy will be reviewed as part of the College’s review cycle.

1. This policy will be made available on the College’s website.

2. This policy was ratified by College Council on 11/02/2015
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. These forms are available from section 4.5 Student Health in the Victorian Government School Reference Guide: www.education.vic.gov.au/referenceguide.

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

Name of School: __________________________________________________________

Student’s Name: ____________________________ Date of Birth: _____________

MedicAlert Number (if relevant): __________________________ Review date for this form: ______ ________

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.

<table>
<thead>
<tr>
<th>Medication required:</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (eg orally/topical/injection)</th>
<th>Dates</th>
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Medication Storage
Please indicate if there are specific storage instructions for the medication:

_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________

Medication delivered to the school
Please ensure that medication delivered to the school:

□ Is in its original package

□ The pharmacy label matches the information included in this form.
Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student’s medical/health practitioner.

Please advise if this person’s condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

______________________________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________________________

Monitoring effects of Medication

Please note: School staff do not monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

Privacy Statement
The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

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<tbody>
<tr>
<td><strong>Name of Medical/health practitioner:</strong></td>
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<tr>
<td>Professional Role:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
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<tr>
<td>Contact details:</td>
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| Name of Parent/Carer or adult/independent student**: |
| Signature: |
| Date: |

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 (See Victorian Government Schools Reference Guide 4.6.14.5).