



MEDICATION/FIRST AID POLICY

Rationale

Large numbers of students take medication for various needs such as asthma, behaviour modification, etc. Guidelines for the storage and administration of medication need to be strictly followed.

St. Patrick's School has a uniform approach to the administration of medication and first aid to our students consistent with Department of Education and Communities, Department of Health and Catholic Education Commission guidelines.

Scriptural Context

"Help carry one another's burdens and in this way you will obey the law of Christ." Galatians 6:2

*"You have been told what the Lord requires at you, only to do right and to love goodness and to walk humbly with your God."
Micah 6:8*

Aims

St Patrick's School believes: -

- That all staff, parents/caregivers and students are aware of this policy and its consequences.
- This policy takes into account the individual medical needs of each student.
- That all children receive immediate attention for any first aid-related incident.
- That all information collected from parents/caregivers is to be regarded as private and confidential and is only to be used for school or government purposes, as stated in the enrolment form.

Guidelines

1. The administration and storage of medication should be in line with current Department of Education Communities and Catholic Education Commission directives and up-to date medical advice from NSW Department of Health.
2. Parental/caregivers consent is required before any medication is administered. This is to be clearly marked, labelled and stored safely.
3. Student records need to be up-to-date and all staff members need to be aware of the students with additional needs with regard to medical attention.
4. In certain cases, procedures should be developed and followed for specific illnesses and medication
5. Some staff members will have appropriate First Aid qualifications and all staff should be aware of who these qualified people are. All staff members will have CPR training.
6. Whilst every effort is made to look after students, parents are urged not to send sick students to school.

Implementation

1. Parents/ caregivers may come to the school to administer medication to their own child.
2. All medication brought to school by a student or parent/caregiver (Years K – 6) must be given to the secretarial staff with clear instructions.
3. Medication containers must be clearly marked with:
 - Student's name and class
 - Name of drug
 - Dosage required
 - Time to be administered

4. At the beginning of each year, parents/caregiver will be informed through the newsletter to let the school know if their child/children have any medical problems.
5. Any medications that are brought to school must be kept in a locked cupboard or refrigerator office or if required and is to be administered to the student by administration staff.
6. If medication is required at school for more than one day and needs to be left at the school, it should be secured in the administration office fridge.
7. Analgesics are to be treated at school in the same manner as prescription drugs.
8. Cough mixtures are not appropriate at school and may only be brought to school under a doctor's advice tendered in writing.
9. Students with ongoing medication must bring written directions signed by a parent/caregiver. This is to be given to the administration staff. Appropriate forms are available from the office.
10. Each student must have a completed and signed "Student Details" form at the beginning of each year. Emergency numbers need to be current and it is the parents/caregiver responsibility to advise the school of any changes to those listed.
11. Student medication records are to be kept in the Administration Office. Each home group should have a copy of medication records, kept in the roll holder at the home group entrance.
12. If paracetamol is required, administration staff will phone parents/carer and advise before administering. If parents/carer are unable to be contacted, secretarial staff will check records for permission and administer as per instructions. This will then be recorded in the medication register.
13. Administration staff to periodically check use by dates on medication.
14. Each student with asthma requires an "Asthma Management Plan" form. These forms are to be completed by the student's parent/caregiver in consultation with their doctor and forwarded to the school. Similar plans for other medical conditions such as ADD, epilepsy and severe allergies are also required.
15. Asthmatic sprays (eg Ventolin, Respolin) are kept in the administration office and administered as stipulated in the individual student's Asthma Management Plan. If a child is a chronic asthma sufferer, they may keep their Asthma spray with them.
16. Every endeavour should be made to have at least two or three members of staff currently qualified in first aid. All staff members are to have current CPR qualifications. All staff members will have the opportunity to update their CPR qualifications in Term One of each year. The school will organise a training session conducted by a certified instructor.
17. Each child that presents with an injury/illness will be assessed by the administration staff and treated accordingly with basic first aid. Any serious injury/illness will involve parents/carers being contacted and/or hospitalisation.
18. First Aid rendered to students for minor accident/illness is to be recorded in the "Injury Register" folder in the Administration office.
19. Serious accidents are recorded in the "CCI Accident Report Book" located in the Administration office.
20. In the case of any media attending the school because of an illness/accident only the Principal (or nominee) will be permitted to make comment.

Reflective Materials

- NSW Department of Education and Communities website
- NSW Health Department website
- Parent Information Book, St Patrick's School, Macksville, 2015
- Staff Handbook, St Patrick's School, Macksville, 2015
- Out of School Activities/Excursions Policy, St Patrick's School, Macksville, 2015

This policy was last ratified by St. Patrick's School Board in....	June 2010
Reviewed in...	January 2016