



St Francis Xavier Primary School

Medication and First Aid Policy

Reviewed: August 2020
Ratified: August 2020
Next Review: August 2024

RATIONALE:

At St. Francis Xavier Primary School, we believe that all children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid or prescribed medication. Whilst accepting this responsibility, the school also recognises the importance of confidentiality and the limitations as to what is reasonable for the school to apply with regard to health maintenance and first aid of children at St. Francis Xavier Primary School.

PURPOSE:

To explain to parents/carers, students and staff the processes St Francis Xavier Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

SCOPE:

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

POLICY STATEMENT:

First Aid and prescribed medication will be administered to members of school community as needed, following basic procedures and guidelines.

POLICY GUIDELINES

- To provide supplies and facilities to cater for the administering of first aid.
- To administer first aid to children when in need in a competent and timely manner.
- To administer medication to students with ongoing requirements
- To communicate children's health problems to parents when considered necessary.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.

GUIDELINE INDICATORS:

The school will maintain a register of students with medical conditions, including individual management plans. (Appendix 1 & 2)

A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.

First aid kits will also be available in the staff room and administration offices.

A supply of medication for teachers will be available in a cupboard in the office

Supervision of the first aid room will form part of the daily yard duty roster. 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 administration 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.

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

No medication including headache tablets will be administered to children without the express written permission of parents or guardians – see Authority to Administer. When ongoing medication is given by staff member, each administered dose will be recorded in ‘Medications book’ (eg Ventolin) – see Authority to Administer.

Children who receive first aid will be recorded in the First Aid Book located in First Aid. Children who have a head or injury that requires further first aid with have their parents/carers notified, indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. Injuries to a child’s head, face, neck or back must be reported to parents/guardian. (Appendix 4)

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.

Minor injuries only 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.

All staff are expected to be familiar with guidelines for treating Asthma attacks, Anaphylaxis treatment and Diabetes requirements.

A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate with current CPR qualifications. The number trained must allow for having qualified staff members on campus when school excursions/camps require qualified staff to attend the camp.

A register of qualified and trained Level 2 First Aid staff will be maintained. Date of each qualification to be entered in register.

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 an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported in **Accident log book**.

AUTHORITY TO ADMINISTER:

If a student requires medication, St Francis Xavier Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, St Francis Xavier Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, St Francis Xavier Primary School will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration
- Parents/carers can contact the school for a Medication Authority Form.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Self-administration

In some cases it may be appropriate for students to self-administer their medication. The principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the principal decides to allow a student to self-administer their medication, the principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

The principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, St Francis Xavier Primary School will store student medication in the school office or first aid are (anaphylaxis and asthma).

The principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
 - the medication does not have special storage requirements, such as refrigeration
 - doing so does not create potentially unsafe access to the medication by other students.

Warning

St Francis Xavier Primary School will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

RESPONSIBILITIES:

The Principal and Leadership Team are responsible for the implementation of the policy

REFERENCES

School Vision and Mission Statements
SFX Occupational, Health & Safety Policy
SFX First Aid – Asthma Policy
SFX Anaphylaxis Policy
SFX Medication Authority Form